

Concurrent Review Checklist



DEVELOPMENT
SERVICES
CITY OF RALEIGH



Development Services Customer Service Center (DSCSC) | 1 Exchange Plaza, Suite 707 | Raleigh NC, 27601 | 919-996-2495
Litchford Satellite Office | 8320 – 130 Litchford Road | Raleigh NC, 27601 | 919-996-4200

GENERAL INFORMATION	
Project Address	Suite Number
Subdivision/Tenant/Shopping Center	Lot Number
Property Owner	Phone
Email	Fax
Project Contact Person	Phone
Email	Fax
Provide detailed description of the project scope:	
Owner/Agent Signature	

CHECKLIST	APPLICANT			CITY	
	YES	NO	N/A	YES	NO
1. I have referenced the Concurrent Review Checklist to ensure that I receive a thorough first review by the City of Raleigh					
2. Land Disturbing Activity plan review fee					
3. Infrastructure Construction Plan review fee					
4. Six (6) sets of bound and rolled proposed plans (minimum size 18" x 24", not to exceed 36" x 42"), to engineering scale, including date of preparation, all revision dates (for resubmittals only), and sealed by a design professional. Blueines must be submitted for initial review. Staff will inform applicant when it is appropriate to submit mylars.					
5. One electronic copy of plans on a CD					
6. The following items must be printed on the Plan Cover Sheet (do not submit separately or staple): A) Project Data Sheet for Final Site, Commercial Building, and Concurrent Review B) Sheet Index C) Vicinity Map no smaller than 1"=500', showing the position of the site, its relation to surrounding streets and properties, with true North Arrow D) If zoned Conditional Use District, list all conditions and how the plan complies E) General notes, owner's name, contact's name, telephone numbers, mailing addresses, and email addresses F) Public Improvement quantities					
7. The most recent Recorded Map or Boundary Survey (in each set)					
8. Existing Conditions Plan					
9. Proposed Site Plan					
10. Proposed Grading and Drainage Plan					
11. Proposed Sediment and Erosion Control Plan					
12. NPDES Stabilization Plan (required if disturbing 1 acre or more)					
13. Proposed Utility Plan					

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CHECKLIST (CONTINUED)	APPLICANT			CITY	
	YES	NO	N/A	YES	NO
14. Proposed Tree Conservation Plan					
15. Proposed Landscape Plan					
16. Detail sheets					
17. Building elevations that show maximum height from natural and finished grade					
18. Plan sheets have a legend defining all symbols					
19. One (1) separate set of Stormwater Calculations package					
20. One (1) sealed 8.5 x 11 copy of complete drainage calculations including one copy of the drainage area map and catch basin/gutter flow calculations					
21. For secondary tree conservation areas, Shod 1, Shod 2, parkway frontage, and undisturbed areas adjoining a major or minor thoroughfare; include two (2) copies of the Tree Cover Report completed by a certified arborist, NC licensed landscape architect, or NC registered forester (Per UDO 9.1 : 4.E.1).					
22. One (1) copy of Maintenance Manual for any BMP devices					
23. Concurrent signature block on all sheets (must be located in the lower right-hand corner of plan sheets)					
24. Financial Responsibility Form, if grading 12,000 sf or more					
25. If there are any retaining walls greater than five (5) feet in height on the site, attach the Building Code Summary Sheet to each set of plans. Print special inspections statement on each set of plans					
26. The "Private Street Inspection Statement" below must be on all plan sheets containing private street: "The construction inspection of private streets within cluster units, condominiums, group housing, townhouse developments and mobile home parks submitted for City approval is the responsibility of the owner/developer. Copies of certified inspection reports involving sub-grade/aggregate base proof rolls, aggregate base and asphalt densities and thickness, and other pertinent information must be submitted to the Engineering Inspections Manager at Post Office Box 590, Raleigh, NC 27602." Contact Kenneth Ritchie at 919-996-2409 to obtain details of these requirements.					