

After Hours Express Plan Review Addendum



**DEVELOPMENT
SERVICES
DEPARTMENT**

Development Services Customer Service Center | 1 Exchange Plaza, Suite 400 | Raleigh, NC 27601
919-996-2495 | ExpressCoordinator@raleighnc.gov

For office use only:	Transaction #	Confirmed Date
<p>After Hours Express Review is available for specific types of projects with limited scope. After hours reviews are conducted on Tuesdays at 5:00 and continue until 8:00 p.m., or until complete, whichever occurs first.</p> <p>To schedule an After Hours Review, email this Addendum, along with a completed Express Plan Review Application, to ExpressCoordinator@raleighnc.gov. Prior to confirming a date, a coordinator will review the application to verify the project's eligibility. Upon confirmation, a deposit of \$800.00 (equal to one hour of review time) must be paid and all remaining submittal requirements, including a digital copy of all plans and documents, must be sent via email to the above referenced email address by no later than 3:00 p.m. the Friday preceding the scheduled review.</p> <p>* Note: all addressing associated with the project must be verified by 3:00 p.m. on the business day prior to the review</p>		
<p>Select Review Type: <input type="checkbox"/> Alteration to shell <input type="checkbox"/> Interior completion/First time fit-up</p>		
Project Name		
Project Address		
Projects NOT Eligible for After Hours Review		
<ul style="list-style-type: none"> Projects with work types identified as additions or new buildings Projects that involve a change of occupancy or use Medical or institutional facilities Projects that involve a review by Wake County Health Department Hazardous use facilities Single-family residential Townhomes Projects with any site or exterior work Group housing Projects that involve water and sewer connections, or changes to existing connections requiring Public Utilities approval 		
<p>For projects that are considered alterations, please note that only the following types may be reviewed after hours:</p> <ul style="list-style-type: none"> Those that do not increase the size of the building footprint; Those that do not include exterior improvements that increase impervious surface coverage upon the property; Those that are not a zoning change of use, as defined by the Unified Development Ordinance (UDO); if it is a zoning change of use as defined by Section 6.1.4 of the UDO, then the new use is allowed in the zoning district of the affected property and the new use does not require additional parking above that required by the present/former use as calculated in UDO Section 7.1.2 C; and Those not located within a designated flood hazard area, or those involving work in the Falls Lake, Swift Creek, Urban Water Supply Watershed, or Metro Park Overlay District. 		
Property's Zoning District	Current Use	Proposed Use
<p>Will there be an increase in impervious surface? Yes <input type="checkbox"/> No <input type="checkbox"/></p>		