

Supplemental Drawing Checklist



**DEVELOPMENT
SERVICES
DEPARTMENT**

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(Applicable for new one and two family dwellings, one and two family additions, and Same Day and Next Day permitting)

TO BE COMPLETED BY APPLICANT	YES
A Supplemental Drawing must include the following:	
1. A copy of a signed and sealed survey of the current, existing conditions of the property	<input type="checkbox"/>
2. Use of an existing signed and sealed plot plan, or a copy of any portion, is prohibited; the Supplemental Drawing must be entirely original	<input type="checkbox"/>
3. Dimensions and setbacks for proposed and existing buildings or structures (must be labeled clearly and correctly)	<input type="checkbox"/>
4. Must be drawn to a normal scale, such as 1:20, 1:30, etc. and labeled	<input type="checkbox"/>
5. Existing easements (Open spaces, greenways, buffers, flood, utilities, etc.) as shown on the survey	<input type="checkbox"/>
6. Impervious Surface area (labeled as existing or proposed)	<input type="checkbox"/>
7. Must have the property lines labeled with the metes and bounds	<input type="checkbox"/>
8. Location of the lot including address, street names, lot size, and dimensions	<input type="checkbox"/>
9. If a fence is shown, the distance from the property line must be shown, as well as the fence height and material type	<input type="checkbox"/>
10. North arrow (must be at the top)	<input type="checkbox"/>
11. If the site is in a flood zone, place elevation of structure and any new Plumbing, Electrical or Mechanical features on the drawing; the elevation must be at or above the City's Regulatory Flood Protection Elevation (RFPE)	<input type="checkbox"/>