



# Administrative Approval Action

Case File / Name: SUB-0012-2024  
DSLCL - TOWNES OF HAVEN

City of Raleigh  
Development Services Department  
One Exchange Plaza  
Raleigh, NC 27602  
(919) 996-2492  
currentplanning@raleighnc.gov  
www.raleighnc.gov

**LOCATION:** This 0.726 acre site is identified as 2918 Haven Road (BM2025 page 0860), and is located north of Poole Road, south of Kidd Road, east of Donald Ross Drive, and west of Diversity Way. The site is zoned R-6, R-10 and RX-4-CU. The lot is also located in a frequent transit area.

**REQUEST:** The site is currently developed with a detached house and accessory structure (to be demolished) on one lot. The plan proposes a total of 8 lots with 7 townhouse lots and 1 open lot. Each townhouse lot is 1,458 square feet and new common area lot 8 will be approximately 21,400 square feet or 0.491 acres. This is a conventional subdivision.

**DESIGN  
ADJUSTMENT(S)/  
ALTERNATES, ETC:** FIL-0497-2024: DSENG - Fee-In-Lieu Estimator/Fee-In-Lieu Estimator

**FINDINGS:** City Administration finds that this request, with the below conditions of approval being met, conforms to the Unified Development Ordinance. This approval is based on a preliminary plan dated July 28, 2025 by CMS ENGINEERING PLLC.

## **CONDITIONS OF APPROVAL and NEXT STEPS:**

*This document must be applied to the second sheet of all future submittals except for final plats. This is a preliminary plan and as such no permits have been issued with this approval. To obtain permits and/or completion of the project, the following steps are required:*

☒ **SITE PERMITTING REVIEW** - For land disturbance of 12,000 square feet or greater, public or private infrastructure, shared stormwater devices, etc. Site Permitting Review may be submitted upon receipt of this signed approval document.

***The following items are required prior to approval of Site Permitting Review plans:***

### **General**

1. Plan shall show compliance with the Solid Waste Services Design Manual and the UDO (Section 7.2.5.C), receive approval from the City's Solid Waste Services, and if applicable, provide a will serve letter from third party provider.
2. Permits for any proposed retaining walls shall be issued prior to SPR approval. Retaining walls less than 5 feet in height will be issued zoning permits and retaining walls 5 feet or greater will be issued building permits.
3. A miscellaneous zoning permit shall be issued for any other site-related features including lighting or landscaping, etc.
4. Remove the extra zero in "Total Area in Common Area Lot" for 21,400 SF in the Subdivision Notes box on Sheet PS 3.

### **Stormwater**



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5. A surety equal to of the cost of clearing, grubbing and reseeding a site, shall be paid to the City (UDO 9.4.4).
6. A nitrogen offset payment must be made to a qualifying mitigation bank (UDO 9.2.2.B).
7. A stormwater control plan with a stormwater operations and maintenance manual and budget shall be approved (UDO 9.2).

☒ **LEGAL DOCUMENTS** - Email to legaldocumentreview@raleighnc.gov. Legal documents must be approved, executed, and recorded prior to or in conjunction with the recorded plat on which the associated easements are shown. Copies of recorded documents must be returned to the City within one business day of recording to avoid withholding of further permit issuance.

|                                     |                                                |
|-------------------------------------|------------------------------------------------|
| <input checked="" type="checkbox"/> | Utility Placement Deed of Easement<br>Required |
|-------------------------------------|------------------------------------------------|

|                                     |                                             |
|-------------------------------------|---------------------------------------------|
| <input checked="" type="checkbox"/> | Stormwater Maintenance Covenant<br>Required |
|-------------------------------------|---------------------------------------------|

☒ **RECORDED MAP(S)** - Submit plat to record new property lines, easements, tree conservation areas, etc.). Plats may be submitted for review when the Site Permitting Review plans, if required, have been deemed ready for mylar signature.

***The following items must be approved prior to recording the plat:***

## General

1. Provide documentation indicating a Property Owner's Association has been established for the subject development.
2. A demolition permit shall be issued and this building permit number shown on all maps for recording.

## Engineering

3. A fee-in-lieu for road widening and sidewalk along Haven Road is paid to the City of Raleigh (UDO 8.1.10).
4. A 5' utility placement easement deed of easement, in addition to a plat showing the location of the easement, shall be submitted to the Planning and Development Services Department for review, and if acceptable, approved for recordation. Approved plats must be recorded at the Wake County Register of Deeds Office on or before the 14th day following approval by the City. The 14-day expiration date shall be clearly indicated on the plat. By the end of the next business day following recordation of the plat, all required legal instruments (including deeds of easement) shall be recorded, and recorded copies of the plat and all legal instruments required by the City in association with development approval shall be provided to the City. (Reference: UDO 8.1.7.A; 10.2.5.F.4.d)

## Stormwater



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5. The maximum allocated impervious area for all applicable lots in the subdivision should be identified on all maps for recording.
6. All stormwater control measures and means of transporting stormwater runoff to and from any nitrogen and stormwater runoff control measures shall be shown on all plats for recording as private drainage easements (UDO 9.2).

## Urban Forestry

7. A public infrastructure surety for (3) street trees shall be provided to City of Raleigh Transportation – Development Engineering Division (UDO 8.1.3) in the amount of 125% of the improvement cost for the City of Raleigh infrastructure.

☒ **BUILDING PERMITS** - For buildings and structures shown on the approved plans. Commercial building permit plans must include the signed, approved Site Permitting Review plans attached, if applicable. Permit sets may be reviewed prior to the recordation of required plats, but cannot be approved.

***The following items must be approved prior to the issuance of building permits:***

## Stormwater

1. A surety equal to 125% of the cost of the construction of a stormwater device shall be paid to the Engineering Services Department (UDO 9.2.2.D.1.d).
2. The City form document entitled Declaration of Maintenance Covenant and Grant of Protection Easement for Stormwater Control Facilities shall be approved by the City and recorded with the county register of deeds office (UDO 9.2.2.G).

## Urban Forestry

3. A tree impact permit must be obtained for the approved streetscape tree installation in the right-of-way. This development proposes (3) street trees along Haven Rd.

***The following are required prior to issuance of building occupancy permit:***

## General

1. Final inspection of all right-of-way street trees by Urban Forestry Staff.

## Stormwater

2. As-built impervious survey is accepted by the Engineering Services Department (UDO 9.2).
3. As-built drawings and associated forms for all Stormwater devices are accepted by the Engineering Services Department (UDO 9.2.2.D.3).

**EXPIRATION DATES: If significant construction has not taken place on a project after preliminary**



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subdivision approval, that approval may "sunset" and be declared void, requiring re-approval before permits may be issued. To avoid allowing this preliminary approval to "sunset", the following must take place by the following dates:

**3-Year Sunset Date: October 1, 2028**  
**Record at least 1/2 of the land area approved.**

**5-Year Sunset Date: October 1, 2030**  
**Record entire subdivision.**

I hereby certify this administrative decision.

**Signed:** Keegan.McDonald@raleighnc.gov

Digitally signed by Keegan.McDonald@raleighnc.gov  
DN: E=Keegan.McDonald@raleighnc.gov, CN=Keegan.McDonald@raleighnc.gov  
Reason: I am approving this document  
Date: 2025.10.01 08:32:55-0400

**Date:** 10/01/2025

Development Services Dir/Designee

**Staff Coordinator: Jessica Gladwin**