



NORTH CAROLINA REAL ESTATE COMMISSION

Residential Property And Owners' Association Disclosure Statement

Protecting the Public Interest in Real Estate Brokerage Transactions

Property Address/Description: 3600 Carriage Dr. Raleigh, NC 27612
Owner's Name(s): Marc and Julie Elmo

North Carolina law N.C.G.S. 47E requires residential property owners to complete this Disclosure Statement and provide it to the buyer prior to any offer to purchase. There are limited exemptions for completing the form, such as new home construction that has never been occupied. Owners are advised to seek legal advice if they believe they are entitled to one of the limited exemptions contained in N.C.G.S. 47E-2.

An owner is required to provide a response to every question by selecting Yes (Y), No (N), No Representation (NR), or Not Applicable (NA). An owner is not required to disclose any of the material facts that have a NR option, even if they have knowledge of them. However, failure to disclose latent (hidden) defects may result in civil liability. The disclosures made in this Disclosure Statement are those of the owner(s), not the owner's broker.

- If an owner selects Y or N, the owner is only obligated to disclose information about which they have actual knowledge. If an owner selects Y in response to any question about a problem, the owner must provide a written explanation or attach a report from an attorney, engineer, contractor, pest control operator, or other expert or public agency describing it.
- If an owner selects N, the owner has no actual knowledge of the topic of the question, including any problem. If the owner selects N and the owner knows there is a problem or that the owner's answer is not correct, the owner may be liable for making an intentional misstatement.
- If an owner selects NR, it could mean that the owner (1) has knowledge of an issue and chooses not to disclose it; or (2) simply does not know.
- If an owner selects NA, it means the property does not contain a particular item or feature.

For purposes of completing this Disclosure Statement: "**Dwelling**" means any structure intended for human habitation, "**Property**" means any structure intended for human habitation and the tract of land, and "**Not Applicable**" means the item does not apply to the property or exist on the property.

OWNERS: The owner must give a completed and signed Disclosure Statement to the buyer no later than the time the buyer makes an offer to purchase property. If the owner does not, the buyer can, under certain conditions, cancel any resulting contract. An owner is responsible for completing and delivering the Disclosure Statement to the buyer even if the owner is represented in the sale of the property by a licensed real estate broker and the broker must disclose any material facts about the property that the broker knows or reasonably should know, regardless of the owner's response.

The owner should keep a copy signed by the buyer for their records. If something happens to make the Disclosure Statement incorrect or inaccurate (for example, the roof begins to leak), the owner must promptly give the buyer an updated Disclosure Statement or correct the problem. Note that some issues, even if repaired, such as structural issues and fire damage, remain material facts and must be disclosed by a broker even after repairs are made.

BUYERS: The owner's responses contained in this Disclosure Statement are not a warranty and should not be a substitute for conducting a careful and independent evaluation of the property. **Buyers are strongly encouraged to:**

- Carefully review the entire Disclosure Statement.
- Obtain their own inspections from a licensed home inspector and/or other professional.

DO NOT assume that an answer of N or NR is a guarantee of no defect. If an owner selects N, that means the owner has no actual knowledge of any defects. It does not mean that a defect does not exist. If an owner selects NR, it could mean the owner (1) has knowledge of an issue and chooses not to disclose it, or (2) simply does not know.

BROKERS: A licensed real estate broker shall furnish their seller-client with a Disclosure Statement for the seller to complete in connection with the transaction. A broker shall obtain a completed copy of the Disclosure Statement and provide it to their buyer-client to review and sign. All brokers shall (1) review the completed Disclosure Statement to ensure the seller responded to all questions, (2) take reasonable steps to disclose material facts about the property that the broker knows or reasonably should know regardless of the owner's responses or representations, and (3) explain to the buyer that this Disclosure Statement does not replace an inspection and encourage the buyer to protect their interests by having the property fully examined to the buyer's satisfaction.

- **Brokers are NOT permitted to complete this Disclosure Statement on behalf of their seller-clients.**
- Brokers who own the property may select NR in this Disclosure Statement but are obligated to disclose material facts they know or reasonably should know about the property.

Buyer Initials _____ Owner Initials JE
Buyer Initials _____ Owner Initials ME
Buyer Initials _____

SECTION A.
STRUCTURE/FLOORS/WALLS/CEILING/WINDOW/ROOF

	Yes	No	NR											
A1. Is the property currently owner-occupied? Date owner acquired the property: <u>7/30/2015</u> If not owner-occupied, how long has it been since the owner occupied the property? <u>9/20/26</u>	☐	☒	☐											
A2. In what year was the dwelling constructed? <u>1966</u>			☐											
A3. Have there been any structural additions or other structural or mechanical changes to the dwelling(s)?	☐	☒	☐											
A4. The dwelling's exterior walls are made of what type of material? (Check all that apply) ☒ Brick Veneer ☒ Vinyl ☐ Stone ☐ Fiber Cement ☐ Synthetic Stucco ☐ Composition/Hardboard ☐ Concrete ☐ Aluminum ☐ Wood ☐ Asbestos ☐ Other: _____			☐											
A5. In what year was the dwelling's roof covering installed? <u>2026</u>			☐											
A6. Is there a leakage or other problem with the dwelling's roof or related existing damage?	☐	☒	☐											
A7. Is there water seepage, leakage, dampness, or standing water in the dwelling's basement, crawl space, or slab?	☐	☒	☐											
A8. Is there an infestation present in the dwelling or damage from past infestations of wood destroying insects or organisms that has not been repaired?	☐	☒	☐											
A9. Has the dwelling ever experienced damage due to a fire?	☐	☒	☐											
A10. Have you ever filed a claim for fire damage to the dwelling with any insurance provider?	☐	☒	☐											
A11. Is there a problem, malfunction, or defect with the dwelling's:														
NA Yes No NR				NA Yes No NR				NA Yes No NR						
Foundation	☐	☐	☒	☐	Windows	☐	☐	☒	☐	Attached Garage	☐	☐	☒	☐
Slab	☐	☐	☒	☐	Doors	☐	☐	☒	☐	Fireplace/Chimney	☐	☐	☒	☐
Patio	☐	☐	☒	☐	Ceilings	☐	☐	☒	☐	Interior/Exterior Walls	☐	☐	☒	☐
Floors	☐	☐	☒	☐	Deck	☐	☐	☒	☐	Other: _____	☐	☐	☐	☐

Explanations for questions in Section A (identify the specific question for each explanation):

SECTION B.
HVAC/ELECTRICAL

	Yes	No	NR
B1. Is there a problem, malfunction, or defect with the dwelling's electrical system (outlets, wiring, panels, switches, fixtures, generator, etc.)?	☐	☒	☐
B2. Is there a problem, malfunction, or defect with the dwelling's heating and/or air conditioning?	☐	☒	☐
B3. What is the dwelling's heat source? (Check all that apply) ☐ Furnace [____ # of units] Year(s): _____ ☒ Heat Pump [<u>1</u> # of units] Year(s): <u>2020</u> ☐ Baseboard [____ # of units] Year(s): _____ ☐ Other: _____ [____ # of units] Year(s): _____			☐

Buyer Initials _____ Owner Initials JE
 Buyer Initials _____ Owner Initials ME

Yes No NR

B4. What is the dwelling's cooling source? (Check all that apply; indicate the year of each system manufacture)

☒ Central Forced Air [1 # of units] Year(s): 2020 ☐ Wall/Windows Unit(s) [___ # of units] Year(s): ___
☐ Other: [___ # of units] Year(s): ___

B5. What is the dwelling's fuel source? (Check all that apply)

☒ Electricity ☐ Natural Gas ☐ Solar ☒ Propane ☐ Oil ☐ Other: ___
 Provider: Sharp Energy Leased/Owned: Above/Below Ground: Year: NR

Explanations for questions in Section B (identify the specific question for each explanation):

Fireplace and stove run on propane

SECTION C. PLUMBING/WATER SUPPLY/SEWER/SEPTIC

Yes No NR

C1. What is the dwelling's water supply source? (Check all that apply)

☒ City/County ☐ Shared well ☐ Community System ☐ Private well ☐ Other: ___

If the dwelling's water supply source is supplied by a private well, identify whether the private well has been tested for: (Check all that apply).

☐ Quality ☐ Pressure ☐ Quantity

If the dwelling's water source is supplied by a private well, what was the date of the last water quality/quantity test? ___

C2. The dwelling's water pipes are made of what type of material? (Check all that apply)

☒ Copper ☐ Galvanized ☒ Plastic ☐ Polybutylene ☒ Other: Iron waste water line

C3. What is the dwelling's water heater fuel source? (Check all that apply; indicate the year of each system manufacture) ☐ Gas: ___ ☒ Electric: 2025 ☐ Solar: ___ ☐ Other: ___

C4. What is the dwelling's sewage disposal system? (Check all that apply)

☐ Septic tank with pump community system ☐ Septic tank ☐ Drip system
☒ Connected to City/County System ☐ City/County system available ☐ Other: ___

☐ Straight pipe (wastewater does not go into a septic or other sewer system) *Note: Use of this type of system violates State Law.

If the dwelling is serviced by a septic system, how many bedrooms are allowed by the septic system permit? ___ ☐ No Records Available

Date the septic system was last pumped: ___

C5. Is there a problem, malfunction, or defect with the dwelling's:

	NA	Yes	No	NR
Septic system	☒	☐	☐	☐
Plumbing system (pipes, fixtures, water heater, etc.)	☐	☐	☒	☐
Sewer system	☐	☐	☒	☐
Water supply (water quality, quantity, or pressure)	☐	☐	☒	☐

Explanations for questions in Section C (identify the specific question for each explanation):

Buyer Initials _____ Owner Initials JE
 Buyer Initials _____ Owner Initials MR

SECTION D. FIXTURES/APPLIANCES

Yes No NR

D1. Is the dwelling equipped with an elevator system?

☐ ☒ ☐

If yes, when was it last inspected?

Date of last maintenance service:

D2. Is there a problem, malfunction, or defect with the dwelling's:

NA Yes No NR	NA Yes No NR	NA Yes No NR	NA Yes No NR
Attic fan, exhaust fan, ceiling fan ☐ ☐ ☒ ☐	Irrigation system ☒ ☐ ☐ ☐	Sump pump ☒ ☐ ☐ ☐	Garage door system ☐ ☐ ☒ ☐
Elevator system or component ☒ ☐ ☐ ☐	Pool/hot tub /spa ☒ ☐ ☐ ☐	Gas logs ☐ ☐ ☒ ☐	Security system ☒ ☐ ☐ ☐
Appliances to be conveyed ☐ ☐ ☒ ☐	TV cable wiring or satellite dish ☐ ☐ ☒ ☐	Central vacuum ☒ ☐ ☐ ☐	Other: ☐ ☒ ☐ ☐

Explanations for questions in Section D (identify the specific question for each explanation):

Doorbell not functioning. Conveyed AS/IS.

SECTION E. LAND/ZONING

Yes No NR

E1. Is there a problem, malfunction, or defect with the drainage, grading, or soil stability of the property?

☐ ☒ ☐

E2. Is the property in violation of any local zoning ordinances, restrictive covenants, or local land-use restrictions (including setback requirements?)

☐ ☒ ☐

E3. Is the property in violation of any building codes (including the failure to obtain required permits for room additions or other changes/improvements?)

☐ ☒ ☐

E4. Is the property subject to any utility or other easements, shared driveways, party walls, encroachments from or on adjacent property, or other land use restrictions?

☐ ☒ ☐

E5. Does the property abut or adjoin any private road(s) or street(s)?

☐ ☒ ☐

E6. If there is a private road or street adjoining the property, are there any owners' association or maintenance agreements dealing with the maintenance of the road or street? ☒ NA

☐ ☐ ☐

Explanations for questions in Section E (identify the specific question for each explanation):

SECTION F. ENVIRONMENTAL/FLOODING

Yes No NR

F1. Is there hazardous or toxic substance, material, or product (such as asbestos, formaldehyde, radon gas, methane gas, lead-based paint) that exceed government safety standards located on or which otherwise affect the property?

☐ ☒ ☐

Buyer Initials _____
Buyer Initials _____

Owner Initials JE
Owner Initials ME

	Yes	No	NR
F2. Is there an environmental monitoring or mitigation device or system located on the property?	☐	☒	☐
F3. Is there debris (whether buried or covered), an underground storage tank, or an environmentally hazardous condition (such as contaminated soil or water or other environmental contamination) located on or which otherwise affect the property?	☐	☒	☐
F4. Is there any noise, odor, smoke, etc., from commercial, industrial, or military sources that affects the property?	☐	☒	☐
F5. Is the property located in a federal or other designated flood hazard zone?	☐	☒	☐
F6. Has the property experienced damage due to flooding, water seepage, or pooled water attributable to a natural event such as heavy rainfall, coastal storm surge, tidal inundation, or river overflow?	☐	☒	☐
F7. Have you ever filed a claim for flood damage to the property with any insurance provider, including the National Flood Insurance Program?	☐	☒	☐
F8. Is there a current flood insurance policy covering the property?	☐	☒	☐
F9. Have you received assistance from FEMA, U.S. Small Business Administration, or any other federal disaster flood assistance for flood damage to the property?	☐	☒	☐
F10. Is there a flood or FEMA elevation certificate for the property?	☐	☒	☐

NOTE: An existing flood insurance policy may be assignable to a buyer at a lesser premium than a new policy. For properties that have received disaster assistance, the requirement to obtain flood insurance passes down to all future owners. Failure to obtain flood insurance can result in an owner being ineligible for future assistance.

Explanations for questions in Section F (identify the specific question for each explanation):

SECTION G. MISCELLANEOUS

	Yes	No	NR
G1. Is the property subject to any lawsuits, foreclosures, bankruptcy, judgments, tax liens, proposed assessments, mechanics' liens, materialmen's liens, or notices from any governmental agency that could affect title to the property?	☐	☒	☐
G2. Is the property subject to a lease or rental agreement?	☐	☒	☐
G3. Is the property subject to covenants, conditions, or restrictions or to governing documents separate from an owners' association that impose various mandatory covenants, conditions, and or restrictions upon the lot or unit?	☐	☒	☐

Explanations for questions in Section G (identify the specific question for each explanation):

- Survey from 2015 included. Shows encroachment of back line of fence - this has since been moved. Also shows small encroachment of neighbor's driveway, which will convey as is.

- Attached is a notice received for the property at 3717 Edwards Mill Road. Our property is not adjacent to the property noted, but we wanted to share the info with potential buyers.

Buyer Initials _____ Owner Initials TE
 Buyer Initials _____ Owner Initials ME

SECTION H.
OWNERS' ASSOCIATION DISCLOSURE

If you answer 'Yes' to question H1, you must complete the remaining questions in Section H. If you answered 'No' or 'No Representation' to question H1, you do not need to answer the remaining questions in Section H.

Yes No NR

H1. Is the property subject to regulation by one or more owners' association(s) including, but not limited to, obligations to pay regular assessments or dues and special assessments?

☐ ☒ ☐

If "yes," please provide the information requested below as to each owners' association to which the property is subject [insert N/A into any blank that does not apply]:

a. (specify name) _____ whose regular assessments ("dues") are \$ _____ per _____.

The name, address, telephone number, and website of the president of the owners' association or the association manager are: _____

b. (specify name) _____ whose regular assessments ("dues") are \$ _____ per _____.

The name, address, telephone number, and website of the president of the owners' association or the association manager are: _____

c. Are there any changes to dues, fees, or special assessments which have been duly approved and to which the lot is subject?

☐ ☐ ☐

If "yes," state the nature and amount of the dues, fees, or special assessments to which the property is subject: _____

H2. Is there any fee charged by the association or by the association's management company in connection with the conveyance or transfer of the lot or property to a new owner?

☐ ☒ ☐

If "yes," state the amount of the fees: _____

H3. Is there any unsatisfied judgment against, pending lawsuit, or existing or alleged violation of the association's governing documents involving the property?

☐ ☒ ☐

If "yes," state the nature of each pending lawsuit, unsatisfied judgment, or existing or alleged violation: _____

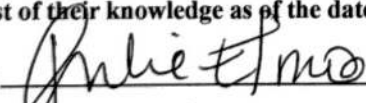
H4. Is there any unsatisfied judgment or pending lawsuits against the association?

☐ ☒ ☐

If "yes," state the nature of each unsatisfied judgment or pending lawsuit: _____

Explanations for questions in Section H (identify the specific question for each explanation):

Owner(s) acknowledge(s) having reviewed this Disclosure Statement before signing and that all information is true and correct to the best of their knowledge as of the date signed.

Owner Signature:  Date 10-2-2026

Owner Signature:  Date 10/2/2026

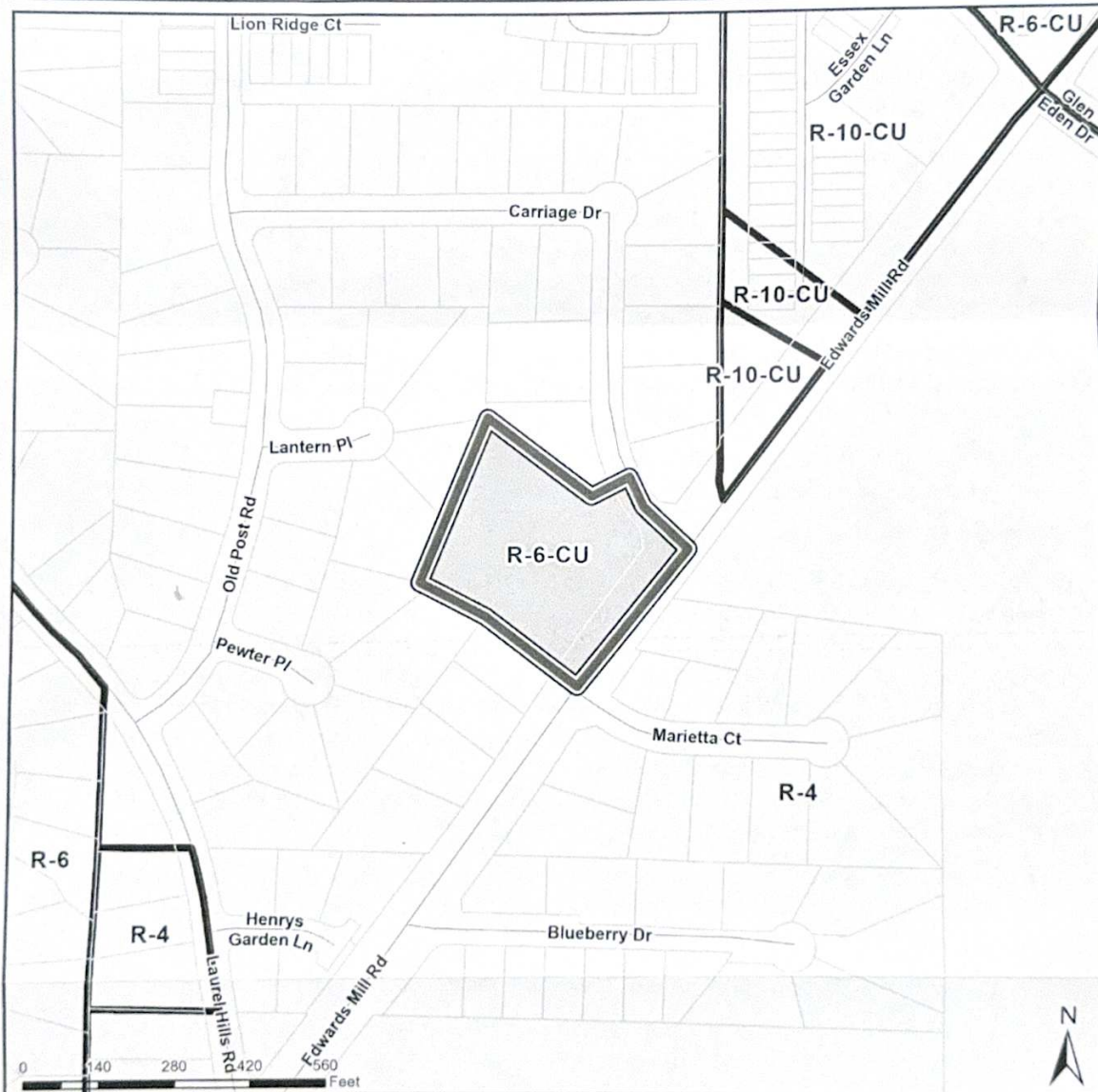
Buyer(s) acknowledge(s) receipt of a copy of this Disclosure Statement and that they have reviewed it before signing.

Buyer Signature: _____ Date _____

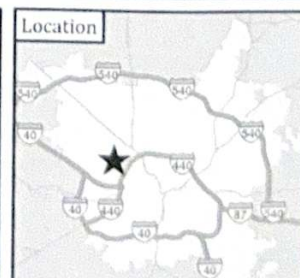
Buyer Signature: _____ Date _____

Existing Zoning

TCZ-19-2026



Property	3717 Edwards Mill Rd & (a portion of) 3505 Carriage Drive
Size	2.39 acres
Existing Zoning	R-6-CU
Requested Zoning	R-6-CU (Amend Zoning Conditions)



Map by Raleigh Department of Planning and Development (mcgregor.m): 5/21/2026



10/7/2026

Dear Property Owner or Resident:

Your property or residence is located within 500 feet of a property that is the subject of a rezoning application.

The City Council will consider this request at a public hearing scheduled for **Tuesday, October 20, 2026, at 1:00 p.m.** in the Council Chamber, Room 201 of the Raleigh Municipal Building, located at 222 West Hargett Street.

This is an in-person meeting.

If you would like to speak directly to the City Council about this request, you must appear in the Council Chamber. **Advance sign up to speak is required.** Online signup will be available beginning at 9:00 a.m. on Wednesday, October 7, 2026 and will close at 3:00 p.m. on Friday, October 16, 2026. To sign up, visit <https://raleighnc.gov/public-hearings-city-council>. Due to time limitations, signing up to speak for a rezoning public hearing does not necessarily guarantee the opportunity to speak. Remote or virtual attendance will not be available for this meeting. You can send written comments about the request to citycouncilmembers@raleighnc.gov.

Instructions to participate in the in-person public hearing will also be posted on the City's website at the following link (<https://raleighnc.gov/public-hearings-city-council>). Anyone desiring further assistance should contact the City Clerk's Office at 919-996-3040.

The hearing will consider changes to the City's zoning ordinance and zoning map. You may have already received some information on this rezoning case during the Planning Commission review.

A map showing the subject site is enclosed. The case is:

TCZ-19-26: 3717 Edwards Mill Road & (A Portion of) 3505 Carriage Drive, being Wake County PINs 0785874345 & (a portion of) 0785874555. Approximately 2.39 acres are requested by Matt Kirkpatrick, Reliant Partners, on behalf of Edwards Mill Road LLC to be rezoned from R-6-CU to R-6-CU. The request proposes amendments to the existing zoning conditions for the site. The revised conditions would limit residential development to a maximum of 25 dwelling units, establish a minimum 15-foot setback along the south and southwest property lines, and a minimum 30-foot setback along the northern property line. The conditions also require installation of a traffic signal at the Edwards Mill Road and Carriage Drive intersection if the property is subdivided. If a traffic signal is not installed, the developer would provide a \$10,000 contribution to the city for pedestrian infrastructure improvements.

Please forward any questions to the Staff Contact Person identified below. Detailed information on each zoning case scheduled for this public hearing can also be accessed via the Planning Department's web site (www.raleighnc.gov/zoning).

Staff Contact: Matthew McGregor: (919) 996-4637; matthew.mcgregor@raleighnc.gov

You can keep up to date on future review of the zoning case by receiving direct email notice of upcoming Planning Commission and City Council meeting agendas. Just log into www.raleighnc.gov, type "MyRaleigh Subscriptions" in the Search box, and click on the link. When prompted, check off "Planning Commission" and "City Council"—or any other city notices which you would like to receive regularly. (Note that you can unsubscribe at any time).

If you would like to make a presentation using the audio-visual equipment in the City Council Chambers, electronic files must be submitted to CouncilPresentation@raleighnc.gov no later than 5:00 p.m. the Thursday before the meeting. The presentation will be placed on the presentation computer by City staff prior to the meeting. For more information, please contact the Communications Department at 919-996-3100 or communications@raleighnc.gov.

Sincerely,

Patrick O. Young, AICP
Planning and Development Director



Rezoning Application and Checklist

Planning and Development Customer Service Center • One Exchange Plaza, Suite 400 | Raleigh, NC 27601 | 919-996-2500

Please complete all sections of the form and upload via the Permit and Development Portal (permitportal.raleighnc.gov). Please see page 11 for information about who may submit a rezoning application. A rezoning application will not be considered complete until all required submittal components listed on the Rezoning Checklist have been received and approved. For questions email rezoning@raleighnc.gov.

Rezoning Request			
Rezoning Type	☐ General use	☐ Conditional use	☐ Master plan
	☒ Text change to zoning conditions		
Existing zoning base district: R-6			Height:
Proposed zoning base district: R-6			Height:
Frontage:			Overlay(s):
Frontage:			Overlay(s):
Helpful Tip: View the Zoning Map to search for the address to be rezoned, then turn on the 'Zoning' and 'Overlay' layers.			
If the property has been previously rezoned, provide the rezoning case number: (2023) 493 ZC 857			

General Information		
Date: 03/20/26	Date amended (1):	Date amended (2):
Property address: 3717 Edwards Mill Road Raleigh, NC		
Property PIN: 0785874366		
Deed reference (book/page): 019864/00835		
Nearest intersection: Carriage Drive		Property size (acres): 2.39
For planned development applications only:	Total units:	Total square footage:
	Total parcels:	Total buildings:
Property owner name and address: Edwards Mill LLC 4004 Barrett Dr Suite 204 Raleigh, NC 27609		
Property owner email: [REDACTED]		
Property owner phone: [REDACTED]		
Applicant name and address: Matt Kirkpatrick		
Applicant email: [REDACTED]		
Applicant phone: [REDACTED]		
DocuSigned by:		
Applicant signature(s): <i>Matt H Kirkpatrick</i>		
Additional email(s): [REDACTED]		

REVIEWED

By Diego Joao Murphy-Mendez at 3:50 pm, May 06, 2026

Conditional Use District Zoning Conditions		
Zoning case #:	Date submitted:	OFFICE USE ONLY Rezoning case #
Existing zoning: R6	Proposed zoning: R6	

Narrative of Zoning Conditions Offered
Rezoning request of 3717 Edwards Mill Road (PIN: 0785874366) is for the sole purpose of removing zoning conditions applied to the property when it was rezoned on April 18, 2023. Existing zoning on the site is Residential-6 (R-6), and the requested zoning is keeping the same Residential-6 (R-6) district. The zoning conditions for removal are solely related to the adjacent property at 3505 Carriage Drive, which I have recently purchased. See the redlined Word document on the next page for the conditions I'd like to remove.

The property owner(s) hereby offers, consents to, and agrees to abide, if the rezoning request is approved, the conditions written above. All property owners must sign each condition page. This page may be photocopied if additional space is needed.

DocuSigned by:
 Property Owner(s) Signature: Matt H Kirkpatrick
0C3DCEA846D24F6...
 Printed Name: Matt H Kirkpatrick

REVIEWED

By Diego Joao Murphy-Mendez at 3:50 pm, May 06, 2026

REVISION 11.08.24

raleighnc.gov

- 2. Z-75-22 – 3717 Edwards Mill Road**, 3717 Edwards Mill Road, located on the northwest side, approximately one quarter-mile from the intersection with Glen Eden Drive, being Wake County PIN 0785874366. Approximately 2.39 acres rezoned to Residential-6-Conditional Use (R-6-CU).

Conditions dated: April 14, 2023

1. No more than twenty-five (25) residential dwelling units shall be located on the property.
2. Unless a more restrictive standard from the UDO applies, there shall be a minimum fifteen-foot (15') building setback from those properties with PINs 0785-87-3195 (Deed Book 15766, Page 354, Wake County Registry), 0785-87-2200 (Deed Book 17553, Page 1964, Wake County Registry), 0785-87-1207 (Deed Book 12071, Page 909, Wake County Registry), ~~and 0785-87-4671 (Deed Book 16411, Page 335, Wake County Registry).~~
3. There shall be a minimum thirty-foot (30') building setback from those properties with PINs 0785-87-2565 (Deed Book 12545, Page 2553, Wake County Registry) and 0785-87-1471 (Deed Book 10959, Page 1952, Wake County Registry).
- ~~4. Beginning at the pre-development northernmost point of frontage along Carriage Drive, thence S62° 44' 02" W for a distance of 40.72' (the "Point of Beginning") and extending 130' along the shared boundary line (the "Buffer Area") with PIN 0785-87-4671 (Deed Book 16411, Page 335, Wake County Registry) (the "Adjacent Property"), property owner shall plant the following: (i) 5 shade trees; and (ii) 12 shrubs. At the time of planting, said shrubs shall be at least three feet (3') in height, with a minimum mature height of eight feet (8'). The Buffer Area width shall be a minimum 10' wide and a maximum of 20', measured from the Adjacent Property's shared boundary line. Any existing shade trees or shrubs within the Buffer Area that meet the above criteria shall be counted towards the planting schedule. All plantings required by this condition must be completed prior to the issuance of a certificate of occupancy for any dwelling unit within 50' of the shared boundary line with the Adjacent Property. A map of the Buffer Area is attached as Exhibit A.~~
5. A subdivision of the Property shall provide, if necessary, an easement to accommodate placement of a traffic signal pole near the Edwards Mill Road and Carriage Drive intersection. Such easement area shall not exceed twenty-five (25) square feet and shall not be located farther than 5' from either the Carriage Drive or Edwards Mill Road rights-of-way.
6. In lieu of constructing a traffic signal at the Edwards Mill Road and Carriage Drive intersection to connect the Property to Laurel Hills Park, Developer shall contribute to the City an amount of \$10,000.00 to be used to construct pedestrian infrastructure that will provide or enhance connectivity to and from Laurel Hills Park. Such contribution shall be due no later than the issuance of the first certificate of occupancy for a Townhouse building type. If, prior to payment of such contribution, the City approves the full funding and construction of the traffic signal at Edwards Mill Road and Carriage Drive, then the contribution required by this condition is no longer required.

Rezoning Application Addendum #1	
Comprehensive Plan Analysis	OFFICE USE ONLY Rezoning case #
The applicant is asked to analyze the impact of the rezoning request and its consistency with the Comprehensive Plan. The applicant is also asked to explain how the rezoning request is reasonable and in the public interest.	
Statement of Consistency	
Provide brief statements regarding whether the rezoning request is consistent with the future land use designation, the urban form map, and any applicable policies contained within the 2030 Comprehensive Plan.	
Rezoning request remains consistent with the Comprehensive Plan of R-6.	
Public Benefits	
Provide brief statements explaining how the rezoning request is reasonable and in the public interest.	
The request to remove stated zoning conditions is reasonable because they only apply to the adjacent property at 3505 Carriage Drive, which I have purchased. They were intended to buffer this property, but I now own it and do not desire said buffer.	
Removing these zoning conditions allows me to move the future entrance further from Edwards Mill Road which serves the public interest by allowing greater distance for turning into the site. I explained this at the public meeting and everyone agreed that was beneficial to for everyone driving Carriage Lane.	

Rezoning Application Addendum #2	
Impact on Historic Resources	OFFICE USE ONLY Rezoning case #
The applicant is asked to analyze the impact of the rezoning request on historic resources. For the purposes of this section, a historic resource is defined as any site, structure, sign, or other feature of the property to be rezoned that is listed in the National Register of Historic Places or designated by the City of Raleigh as a landmark or contributing to a Historic Overlay District.	
Inventory of Historic Resources	
List in the space below all historic resources located on the property to be rezoned. For each resource, indicate how the proposed zoning would impact the resource.	
Not applicable	
Proposed Mitigation	
Provide brief statements describing actions that will be taken to mitigate all negative impacts listed above.	
Not applicable	

Urban Design Guidelines	
The applicant must respond to the Urban Design Guidelines contained in the 2030 Comprehensive Plan if: a) The property to be rezoned is within a "City Growth Center" or "Mixed-Use Center", OR; b) The property to be rezoned is located along a "Main Street" or "Transit Emphasis Corridor" as shown on the Urban Form Map in the 2030 Comprehensive Plan.	
Urban form designation: Click here to view the Urban Form Map.	
1	All Mixed-Use developments should generally provide retail (such as eating establishments, food stores, and banks), and other such uses as office and residential within walking distance of each other. Mixed uses should be arranged in a compact and pedestrian friendly form. Response: N/A
2	Within all Mixed-Use Areas buildings that are adjacent to lower density neighborhoods should transition (height, design, distance and/or landscaping) to the lower heights or be comparable in height and massing. Response: N/A
3	A mixed-use area's road network should connect directly into the neighborhood road network of the surrounding community, providing multiple paths for movement to and through the mixed-use area. In this way, trips made from the surrounding residential neighborhood(s) to the mixed-use area should be possible without requiring travel along a major thoroughfare or arterial. Response:
4	Streets should interconnect within a development and with adjoining development. Cul-de-sacs or dead-end streets are generally discouraged except where topographic conditions and/or exterior lot line configurations offer no practical alternatives for connection or through traffic. Street stubs should be provided with development adjacent to open land to provide for future connections. Streets should be planned with due regard to the designated corridors shown on the Thoroughfare Plan. Response: N/A
5	New development should be comprised of blocks of public and/or private streets (including sidewalks). Block faces should have a length generally not exceeding 660 feet. Where commercial driveways are used to create block structure, they should include the same pedestrian amenities as public or private streets. Response: N/A
6	A primary task of all urban architecture and landscape design is the physical definition of streets and public spaces as places of shared use. Streets should be lined by buildings rather than parking lots and should provide interest especially for pedestrians. Garage entrances and/or loading areas should be located at the side or rear of a property. Response: N/A

7	Buildings should be located close to the pedestrian-oriented street (within 25 feet of the curb), with off-street parking behind and/or beside the buildings. When a development plan is located along a high-volume corridor without on-street parking, one bay of parking separating the building frontage along the corridor is a preferred option. Response: N/A
8	If the site is located at a street intersection, the main building or main part of the building should be placed at the corner. Parking, loading or service should not be located at an intersection. Response: N/A
9	To ensure that urban open space is well-used, it is essential to locate and design it carefully. The space should be located where it is visible and easily accessible from public areas (building entrances, sidewalks). Take views and sun exposure into account as well. Response:
10	New urban spaces should contain direct access from the adjacent streets. They should be open along the adjacent sidewalks and allow for multiple points of entry. They should also be visually permeable from the sidewalk, allowing passersby to see directly into the space. Response: N/A
11	The perimeter of urban open spaces should consist of active uses that provide pedestrian traffic for the space including retail, cafés, and restaurants and higher-density residential. Response: N/A
12	A properly defined urban open space is visually enclosed by the fronting of buildings to create an outdoor "room" that is comfortable to users. Response: N/A
13	New public spaces should provide seating opportunities. Response: N/A

14	Parking lots should not dominate the frontage of pedestrian-oriented streets, interrupt pedestrian routes, or negatively impact surrounding developments. Response: N/A
15	Parking lots should be located behind or in the interior of a block whenever possible. Parking lots should not occupy more than 1/3 of the frontage of the adjacent building or not more than 64 feet, whichever is less. Response: N/A
16	Parking structures are clearly an important and necessary element of the overall urban infrastructure but, given their utilitarian elements, can give serious negative visual effects. New structures should merit the same level of materials and finishes as that a principal building would, care in the use of basic design elements can make a significant improvement. Response: N/A
17	Higher building densities and more intensive land uses should be within walking distance of transit stops, permitting public transit to become a viable alternative to the automobile. Response: N/A
18	Convenient, comfortable pedestrian access between the transit stop and the building entrance should be planned as part of the overall pedestrian network. Response: N/A
19	All development should respect natural resources as an essential component of the human environment. The most sensitive landscape areas, both environmentally and visually, are steep slopes greater than 15 percent, watercourses, and floodplains. Any development in these areas should minimize intervention and maintain the natural condition except under extreme circumstances. Where practical, these features should be conserved as open space amenities and incorporated in the overall site design. Response: N/A
20	It is the intent of these guidelines to build streets that are integral components of community design. Public and private streets, as well as commercial driveways that serve as primary pedestrian pathways to building entrances, should be designed as the main public spaces of the City and should be scaled for pedestrians. Response: N/A

21	Sidewalks should be 5-8 feet wide in residential areas and located on both sides of the street. Sidewalks in commercial areas and Pedestrian Business Overlays should be a minimum of 14-18 feet wide to accommodate sidewalk uses such as vendors, merchandising and outdoor seating. Response: N/A
22	Streets should be designed with street trees planted in a manner appropriate to their function. Commercial streets should have trees which complement the face of the buildings and which shade the sidewalk. Residential streets should provide for an appropriate canopy, which shadows both the street and sidewalk, and serves as a visual buffer between the street and the home. The typical width of the street landscape strip is 6-8 feet. This width ensures healthy street trees, precludes tree roots from breaking the sidewalk, and provides adequate pedestrian buffering. Street trees should be at least 6 1/4" caliper and should be consistent with the City's landscaping, lighting and street sight distance requirements. Response: N/A
23	Buildings should define the streets spatially. Proper spatial definition should be achieved with buildings or other architectural elements (including certain tree plantings) that make up the street edges aligned in a disciplined manner with an appropriate ratio of height to width. Response: N/A
24	The primary entrance should be both architecturally and functionally on the front facade of any building facing the primary public street. Such entrances shall be designed to convey their prominence on the fronting facade. Response: N/A
25	The ground level of the building should offer pedestrian interest along sidewalks. This includes windows entrances, and architectural details. Signage, awnings, and ornamentation are encouraged. Response: N/A
26	The sidewalks should be the principal place of pedestrian movement and casual social interaction. Designs and uses should be complementary to that function. Response: N/A

Rezoning Checklist (Submittal Requirements)					
To be completed by Applicant			To be completed by staff		
General Requirements – General Use or Conditional Use Rezoning	Yes	N/A	Yes	No	N/A
1. I have referenced this Rezoning Checklist and by using this as a guide, it will ensure that I receive a complete and thorough first review by the City of Raleigh	☒	☐	☐	☐	☐
2. Pre-application conference.	☒	☐	☐	☐	☐
3. Neighborhood meeting notice and report	☒	☐	☐	☐	☐
4. Rezoning application review fee (see Fee Guide for rates).	☒	☐	☐	☐	☐
5. Completed application submitted through Permit and Development Portal	☒	☐	☐	☐	☐
6. Completed Comprehensive Plan consistency analysis	☒	☐	☐	☐	☐
7. Completed response to the urban design guidelines	☐	☒	☐	☐	☐
8. Two sets of stamped envelopes addressed to all property owners and tenants of the rezoning site(s) and within 500 feet of area to be rezoned.	☒	☐	☐	☐	☐
9. Trip generation study	☐	☒	☐	☐	☐
10. Traffic impact analysis	☐	☒	☐	☐	☐
For properties requesting a Conditional Use District:					
11. Completed zoning conditions, signed by property owner(s).	☐	☒	☐	☐	☐
If applicable, see page 11:					
12. Proof of Power of Attorney	☐	☒	☐	☐	☐
For properties requesting a Planned Development or Campus District:					
13. Master plan (see Master Plan submittal requirements).	☐	☒	☐	☐	☐
For properties requesting a text change to zoning conditions:					
14. Redline copy of zoning conditions with proposed changes.	☐	☒	☐	☐	☐
15. Proposed conditions signed by property owner(s).	☐	☒	☐	☐	☐

Master Plan (Submittal Requirements)					
To be completed by Applicant			To be completed by staff		
General Requirements – Master Plan	Yes	N/A	Yes	No	N/A
1. I have referenced this Master Plan Checklist and by using this as a guide, it will ensure that I receive a complete and thorough first review by the City of Raleigh.	☐	☒	☐	☐	☐
2. Total number of units and square feet	☐	☒	☐	☐	☐
3. 12 sets of plans	☐	☒	☐	☐	☐
4. Completed application; submitted through Permit & Development Portal	☐	☒	☐	☐	☐
5. Vicinity Map	☐	☒	☐	☐	☐
6. Existing Conditions Map	☐	☒	☐	☐	☐
7. Street and Block Layout Plan	☐	☒	☐	☐	☐
8. General Layout Map/Height and Frontage Map	☐	☒	☐	☐	☐
9. Description of Modification to Standards, 12 sets	☐	☒	☐	☐	☐
10. Development Plan (location of building types)	☐	☒	☐	☐	☐
11. Pedestrian Circulation Plan	☐	☒	☐	☐	☐
12. Parking Plan	☐	☒	☐	☐	☐
13. Open Space Plan	☐	☒	☐	☐	☐
14. Tree Conservation Plan (if site is 2 acres or more)	☐	☒	☐	☐	☐
15. Major Utilities Plan/Utilities Service Plan	☐	☒	☐	☐	☐
16. Generalized Stormwater Plan	☐	☒	☐	☐	☐
17. Phasing Plan	☐	☒	☐	☐	☐
18. Three-Dimensional Model/renderings	☐	☒	☐	☐	☐
19. Common Signage Plan	☐	☒	☐	☐	☐

Who Can Initiate a Zoning Request?

If requesting to down-zone property, the rezoning application must be signed by all the property owners whose property is subject to the downzoning. Downzoning is defined as a zoning ordinance that affects an area of land in one of the following ways:

1. By decreasing the development density of the land to be less dense than was allowed under its previous usage.
2. By reducing the permitted uses of the land that are specified in a zoning ordinance or land development regulation to fewer uses than were allowed under its previous usage.

If requesting to rezone property to a conditional district, the rezoning application must be signed by all owners of the property to be included in the district. For purposes of the application only (not the zoning conditions), the City will accept signatures on behalf of the property owner from the following:

1. the property owner;
2. an attorney acting on behalf of the property owner with an executed power of attorney; or
3. a person authorized to act on behalf of the property owner with an executed owner's affidavit.

An owner's can grant power of attorney. This must be made under oath, properly notarized and, at a minimum, include the following information:

- The property owner's name and, if applicable, the property owner's title and organization name.
- The address, PIN and Deed Book/Page Number of the property.
- A statement that the person listed as the property owner is the legal owner of the property described.
- The name of the person authorized to act on behalf of the property owner as the applicant. If applicable, the authorized person's title and organization name.
- A statement that the property owner, as legal owner of the described property, hereby gives authorization and permission to the authorized person, to submit to the City of Raleigh an application to rezone the described property.
- A statement that the property owner understands and acknowledges that zoning conditions must be signed, approved and consented to by the property owner.
- The property owner's signature and the date the property owner signed the affidavit.

If requesting to rezone property to a general use district that is not a down-zoning, the rezoning application may be signed, for the purpose of initiating the request, by property owners or third-party applicants.

NOTIFICATION LETTER TEMPLATE

Date:

Re: Potential (REZONING/TEXT CHANGE TO ZONING CONDITIONS) of (SITE LOCATION)

Neighboring Property Owners and Tenants:

You are invited to attend a neighborhood meeting on (MEETING DATE and TIME). The meeting will be held at (MEETING LOCATION, INCLUDING ADDRESS) and will begin at (TIME).

The purpose of this meeting is to discuss a potential rezoning of the property located at (SITE ADDRESS AND NEARBY LANDMARKS). This site is currently zoned (CURRENT ZONING DISTRICT) and is proposed to be rezoned to (PROPOSED ZONING DISTRICT). (ANY OTHER RELEVANT DETAILS OF THE REQUEST.)

Prior to the submittal of any rezoning application, the City of Raleigh requires that a neighborhood meeting be held for all property owners and tenants within 500 feet of the area requested for rezoning.

Information about the rezoning process is available online; visit www.raleighnc.gov and search for "Rezoning Process." If you have further questions about the rezoning process, please contact Raleigh Planning & Development at 919-996-2682 (option 2) or rezoning@raleighnc.gov.

If you have any concerns or questions about this potential rezoning I (WE) can be reached at:

(NAME)

(CONTACT INFO)

Sincerely,

SUMMARY OF ISSUES

A neighborhood meeting was held on March 16, 2026 (date) to discuss a potential rezoning located at 3717 Edwards Mill Rd Raleigh, NC (property address). The neighborhood meeting was held at St. Pauls Christian Church 3331 Blue Ridge Rd Raleigh (location). There were approximately 5 (number) neighbors in attendance. The general issues discussed were:

Summary of Issues:

Q. Harry Nicholas - would like a traffic light at Carriage & Edwards Mill.
A. We told him we were donating 10k and an easement for a potential future light.
Q. Linda Bilderback - Do our neighborhood covenants still apply to 3505 Carriage Drive?
A. Yes, restrictive covenants are attached to the title (chain of title).
Q. Cecil Neil - Please describe R6 Zoning
A. We explained it from UDO.
No other questions were raised.

[illegible]