

**Technical Review Committee (TRC) Comments:**

Development Name: **Cumberland County Transitional Shelter Facility**  
Case Number:

Development Summary: **Cumberland County would like to construct a transitional housing facility to include services on land adjacent to an existing Cumberland County Schools Facility that is currently used by FTCC for vocational training. A new building is planned along with the associated parking, access, utility and landscaping improvements. The proposed facility would be used to temporarily house homeless citizens and provide them with services and assistance to help them to transition back to a stable quality of life. The facility will be used 24/7, with a larger staff being present during weekly and daily working hours to assist residents. The facility will house staff at all times to help monitor and minimize the movement of residents during non-working hours.**

Location: 

- 0 PLUMMERS LN (0437849540000)
- 352 HAWLEY LN (0437848464000)
- 348 HAWLEY LN (0437848347000)
- 344 HAWLEY LN (0437848219000)
- 225 B ST (0437849172000)

Zoning: **Zoning District**

- 0 PLUMMERS LN: MR-5
- 352 HAWLEY LN: MR-5
- 348 HAWLEY LN: MR-5
- 344 HAWLEY LN: MR-5
- 225 B ST: MR-5

Reference:

**Project Review Dates:**

Pre-Application Conference: **10/25/2023 9:30 AM**

Preliminary:

Final Review:

**Next Steps:**

Application Type: **4.2) Major Site Plan (Preliminary)**

Development Services Contact: **Chester Green**  
Phone: **910-433-1497**  
Email: **cgreen@ci.fay.nc.us**

Emailed To: **Cynthia Smith**  
**Moorman, Kizer & Reitzel, Inc.**  
**Fayetteville, NC 28305**

E: [csmith@mkrinc.com](mailto:csmith@mkrinc.com)  
P: 9104845191

Project Owner:

Review Status:

**Submit application and fee. To receive final TRC/Site Plan approval a landscape, open space, elevation, and lighting plan shall be required.**

**Additional Submittals That May Be Required:**

- City Engineering (Development Application, Stormwater/Drainage, Street and Sidewalks Plans) – Approval Required prior to the issuance of building permits
- City Traffic Services and NCDOT (Driveway Permit Application and Roadway Improvements) – Approval Required prior to the issuance of building permits
- Public Works Commission (PWC) (Water, Sewer, and Electrical Applications and Plans, Fire Flow Data, Main Extensions when required)
- Army Corp of Engineers and/or NCDENR-DWQ – (when applicable) – Approval Required prior to land disturbance
- City Inspections (Construction Drawings for Building Permitting)

**Ordinance:** <http://www.online.encode-360.com/regs/fayetteville-nc/doc-viewer.aspx#secid-10498>

**TRC Staff Comments:** (Staff has compiled the various review agencies' comments for you as a courtesy. These should be used to supplement your notes from the TRC meeting you attended. Additionally, preliminary comments are emailed to those listed on the submittal application in draft form prior to the scheduled TRC meeting. As a courtesy, these comments are revised as needed based on the TRC meeting discussion and again emailed to those listed on the application.)

1. Fire

General Issues

4. Site Specific Comments

City of Fayetteville  
Jeff Olund  
(910) 964-9841  
[jolund@ci.fay.nc.us](mailto:jolund@ci.fay.nc.us)

- Location of the FDC shall be away from the building and shall be approved by the Fire Dept. All water lines, type(s) of control valves and indication of where the utility company/fire department service ends/begins, in regards to the sprinkler system, shall be shown on plans. FDC detail plan shall be provided with TRC preliminary submittal and approved as part of the TRC final approval.
- Developments shall comply with the Fire Flow requirements of Appendix B of the N.C. Fire Code; higher standards may be required by the providing utility. A request for a Fire Flow test can be submitted to the Public Works Commission (PWC). [Robert.turner@faypwc.com](mailto:Robert.turner@faypwc.com)
- All new buildings shall have approved radio coverage for emergency responders.

2a. Chet Planning

General Issues

8. General Comments

City of Fayetteville  
Chester Green  
(910) 433-1497  
CGreen@ci.fay.nc.us

1. In accordance with **Article 30-2.C.7** a **Special Use Permit** shall be required. The site shall be developed in accordance with the plan approved through the Special Use Permit process and with any conditions of that approval. The Special Use Permit will be void if a building permit is not issued prior to the one year Special Use Permit expiration date.
2. The site shall be developed in accordance with the plan approved through a **Map Amendment (rezoning)** process and with any conditions of that approval.
3. Street address numbers shall be assigned prior to building permits being issued. The builder shall post the address numbers (minimum 4") in full view of the street immediately upon beginning construction. (Please contact: Cumberland County Address Dept. 678-7666)
4. A commercial grade bike rack as required by **Article 30-5.A.9** shall be placed on a pad that is connected to the sidewalk system but shall not impede the sidewalk and shall be within 150 feet of an entrance. Indicate on the plan.
5. A recombination plat shall be required prior to the issuance of building permits. The owner's signature shall be on the plat.
6. A final plat shall be required. The plat shall be recorded in the County Register of Deeds office prior to building permit application for any structure or prior to the sale of any lot in this development. A Plat Activation Form is required by the County to update the parcel coverage. (There is a \$50.00 fee for each final plat approval.)
7. The owner(s) shall develop in accordance with the approved site plan, engineering plan, and utility plan. Deviation from the approved plan may result in additional submittals/approvals.
8. Revisions to plans shall require resubmission for review/approval).
9. Any future development shall be submitted for review/approval.
10. The developer shall be aware that subsequent application for zoning and building permits constitutes the developers understanding and acceptance of these Comments.
11. **Building orientation and elevation** information shall be required for Final Site Plan Approval. See **Article 30-5.I**: Commercial, Office, and Mixed Use Design Standards.
  - Submit colored elevations with dimensions – width and depth of features. Identify materials.
  - Indicate which 3 of the 6 design options are being met.
  - Flat roofs require a 3D cornice on all sides.
  - Roof equipment shall be screened from view.
  - Sloped roofs require an overhang with brackets.
  - All street facing and main entrance sides of buildings shall comply.

A sidewalk with approved handicap ramps and striping shall be required from the public sidewalk system to the development per **Article 30-5.F.9.b.8**.

## 9. General Comments

City of Fayetteville  
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CGreen@ci.fay.nc.us

1. For Final Site Plan Approval an **Exterior Lighting plan** for all new exterior lighting shall be required. **See Article 30-5.E**
  - All exterior lights shall be full cut off fixtures.
  - The Lighting Plan shall indicate the pole height (max. 20 feet in residential districts and OI, NC, MU, and DT districts, and no greater than 30 feet in LC, CC, BP and industrial districts.)
  - Maximum illumination measured in foot-candles at ground level at a property line shall not exceed the standards in Table 30-5.E.5
  - Light poles shall be located at least 15 feet from canopy and 5 feet away from understory tree trunks.
  - Any adjustments in the field need to comply with this standard and be approved by City staff.

## 10. General Comments

City of Fayetteville  
Chester Green  
(910) 433-1497  
CGreen@ci.fay.nc.us

1. Coordination with PWC for landscaping and lighting plans, to confirm no interference with easements will be required. PWC approval of these plans will be required prior to TRC approval.
2. A **Landscape Plan** prepared by someone knowledgeable of plant material and design is required. **See Article 30-5.B**
3. It is recommended that the landscape plan be included on a separate sheet. The plan shall include all applicable street trees, site and building landscaping, VUA (parking lot and drive aisle) landscaping, screening, property perimeter and/or street yard buffers.  
[Recommended Plant Lists](#)
4. A planting legend summarizing quantity, size, type and spacing of plants should be included on plan.
5. Existing vegetation may be used to satisfy required buffers. Staff will determine if additional plantings are needed to satisfy this requirement.
6. Identify easement locations to ensure that there is no conflict between utilities and required landscaping.
7. Tree islands must meet minimum soil area requirements.
8. Canopy trees require 274 SF of uninterrupted soil area and min. width of 10'.
9. Understory trees require 180 SF of uninterrupted soil area and min. width of 7'.
10. Shrubbery to be a minimum of 2.5 feet from front end of the parking spaces to prevent damage from car overhang.
11. All shrubs installed as vehicular use screening are to be maintained as a continuous hedge at a minimum height of 36 inches.
  2. Please add the following notes to the plan for the installer:
  3. Shrubbery is to be planted at least 30" from curbing and from end of parking spaces to prevent damage from car overhang.
  4. Shrubs installed as vehicular use screening are to be maintained at a min. height of 36"; Min. installation height is 24".
  5. Site lighting plans require lights to be a min. of 15 feet from trees. Any adjustments in the field need to comply with this standard and be approved by staff.
  6. Each tree must be planted such that the root flare is visible at the top of the root ball. Trees where the root flare is not visible will be rejected. Do not cover the root flare with mulch.
  7. Do not place mulch in contact with the tree trunk. Keep mulch a min. of 4" away from the trunk base.
  8. Any changes to the proposed plant schedule must be approved by the designer of record and staff. In cases where the plant schedule only includes the plant

type and does not include the plant species, the contractor shall be required to submit to the City for approval, a detailed plant schedule and associated planting plan prepared by someone knowledgeable about plant material and design, prior to proceeding with installation.

9. Property Perimeter Buffer - In areas where existing vegetation is to be used to satisfy perimeter landscape buffer, the City may determine, after an on-site inspection, that additional planting is required to satisfy the required buffer.
3. In accordance with **Article 30-5.B.6. Tree Preservation** - Trees 30 inches or greater in diameter at breast height (4.5 feet) are considered Specimen Trees. The location of all specimen trees shall be noted on the plan along with their size. Removal of healthy specimen trees is discouraged and a fee-in-lieu of preservation is imposed (\$50 per caliper inch if removed or if the critical root zone is not protected during construction.)
4. **Article 30-2.C.9 Clear-Cutting Permit:** Do not remove any trees prior to final site plan approval. A Clear-Cutting Permit may be required if land clearing is to begin prior to site plan approval. If trees are improperly removed a fine and/or mitigation plan shall be required. A State Soil and Erosion Control Permit shall also be required prior to clearing the site.
5. **Article 30-5.B.7. Tree Preservation Incentives:** Saving existing trees may result in a reduction of open space dedication and/or may count toward required landscaping. A 300 percent credit for the preservation of the critical root zoned is available.
6. Tree protection areas based on a tree's critical root zone (one foot radius per one inch of tree diameter) shall be noted and drawn to scale on demolition, grading, erosion control, and landscaping plans. **Include the following information:**
7. PRIOR TO CONSTRUCTION:  
The contractor shall install and maintain, for each protected tree or group of trees fencing that encircles the outer limits of the tree(s) critical root zone to protect them from construction activity. All fencing shall be in place prior to any site work and shall remain in place until all exterior work is completed.  
PROTECTIVE FENCING:  
Orange Vinyl construction fencing, chain link fencing, snow fencing or other similar fencing at least four feet high and supported at a maximum of ten-foot intervals, enough to keep the fence upright and in place. The fencing shall have a tree protection sign affixed every twenty feet and be clearly visible to the workers.

## 11. General Comments

City of Fayetteville  
Chester Green  
(910) 433-1497  
CGreen@ci.fay.nc.us

1. **Open Space** Requirement: Residential sites (*greater than one acre to five acres*) - Ten percent of the site shall be dedicated as Open Space with at least 50% being usable for active or passive amenities and shall be planned and improved with those amenities. Indicate the location, square footage, and details of the area and the amenities on the plan. Payment-in-Lieu is not available. **See Article 30-5.C**
2. You may contact the County Tax Dept. regarding tax-exempt status of required open space areas – Michelle Faircloth or Jeff Benenhaley (910-678-7531 – 678-7559).

Open Space: Usable: Bus stop areas and Urban amenity areas count at 200% credit toward usable open space. Usable areas shall have access, shade, seating, and are required to be ADA compliant. Illustrate details of access, shade, seating, enclosures, and commercial-grade furnishings. Non-Usable: Open space areas are to be planted with a minimum of 24 trees per acre. Tree save areas and stormwater ponds may count toward open space. Reference: Bonus and Incentives **Section 30-5.C.4**. For Final Site Plan approval open space areas with details shall be required. Please include a table with open space calculations summarized for each area.

### 3. Zoning

#### General Issues

#### 6. General Comments

City of Fayetteville  
David Winstead  
(910) 433-1062  
dwinstead@ci.fay.nc.us

1. Needs to meet all dimensional standards for MR-5 (Mix Residential 5) and DT-2 (Downtown 2) zoning districts. Transitional Housing is not permitted in MR-5, so you will need to rezone the property to a zoning district that will allow for this use. This use in DT-2 will require a special use permit. Will need an approved recorded recombination plat, showing all the parcels are combined to one.
2. **Parking** shall be provided in accordance with the Code; parking counts are based on the type of use; for Transitional Housing is based on 1 parking space for each employee, plus one parking space for every 4 persons. Please provide the necessary information for staff to determine compliance. All parking stall shall be a minimum of 9' x 20' and if you need to reduce the number of required spaces an Alternative Parking Plan may be an option, if necessary. **See Article 30-5.A.**
3. This review is not approval of the location of signage, the location of signs shall not conflict with required landscaping. Signage requires the proper permit(s) and shall be obtained prior to the installation of any permanent signs. **See Article 30-5.L.**
4. Any development in the flood plain shall comply with the **Chapter 12 - Flood Damage Prevention of the Ordinance.**

### 5. Engineering

#### General Issues

#### 5. General Comments

City of Fayetteville  
Michael Monge  
9104331329  
[michaelmonge@fayettevilleNC.gov](mailto:michaelmonge@fayettevilleNC.gov)

1. Your project requires an infrastructure permit, which requires a new application to be created. Please visit the link below to begin the application process.

[Begin Infrastructure Permit Application Process](#)

2. Stormwater management facilities must limit the one-year and ten-year developed peak discharge rates to predeveloped peak discharge rates or to the amount that can be accommodated by the receiving downstream drainage system, whichever is **more** restrictive. (Sec. 23-28 of the Stormwater Control Ordinance)

3. This site is greater than an acre and requires an Erosion Control Permit. Please coordinate with NCDEQ and submit an approved permit prior to any land disturbance or issuance of the Infrastructure Permit.

4. Your project is on a city street outside of designated truck routes and requires a Truck Route Bond. Please use the following link to fill out a Truck Route Application Permit and let us know which roads materials will be transported on:

<https://www.fayettevillenc.gov/city-services/public-services/engineering/development-review/permit-applications>

8. PWC Water

General Issues

2. General Comments



Fayetteville Public Works  
Commission  
Tiffany Faulk  
9102234759  
tiffany.faulk@faypwc.com

1. All projects are required to submit separately to PWC for review and/or approval. Submit required information through the PWC GeoCivix portal at <https://faypwc.geocivix.com/secure/>.
2. The Submittal Checklist and plans for the project are required to be included with the submittal to PWC. Additional documents that may be required are identified in the Submittal Checklist that is available at <https://www.faypwc.com/design-standards/>.
3. For projects requiring water and/or sewer main extensions, PWC has local delegated permitting authority from the State and may issue your water and sewer permits.
4. Water and sewer mains shall be extended in accordance with PWC's policies.
5. You may contact PWC for information on obtaining water and sewer services. (PWC – Water Resources Engineering, 910-223-4730)
6. No permanent structure(s) shall be permitted within any PWC utility easements.
7. Landscaping plan(s) shall be included in the submittal to PWC. No trees are allowed to be planted in PWC water and sewer utility easements. Non-invasive shrubs can be placed in the rear 5 feet of easements (if necessary). Chet Green can provide a list of vegetation allowed within easement areas. **Existing and proposed PWC easements must be shown on the landscaping plan in addition to being shown on the utility plan(s).**
8. Any existing water and/or sewer laterals that are not utilized on the project must be killed out at the main in accordance with PWC requirements.
9. A fire hydrant flow test may be required as determined by the fire marshal's office. As of July 1, 2019 the hydrant flow test fee is \$500. Application may be submitted through the PWC GeoCivix portal at <https://faypwc.geocivix.com/secure/>.
10. The application form is available at <https://www.faypwc.com/design-standards/>. Contact Robert Turner (910-223-4746, [robert.turner@faypwc.com](mailto:robert.turner@faypwc.com)) at PWC with any questions.
11. A water permit is not required for fire lines of any size for projects submitted to PWC for review after January 01, 2017.
12. A hydraulic analysis (i.e. fire hydrant flow calculations) shall be submitted to PWC for review as determined by the fire marshal's office. These calculations shall demonstrate that the required fire flow may be supplied by the approved fire hydrant(s), as determined by the fire marshal's office, while maintaining 20 psi residual pressure on the PWC water system.
13. For projects in PWC's electric service area, a copy of the electrical panel schedule shall be included with the PWC submittal. For additional information, please contact PWC Electrical Engineering at 910-223-4514.

## 8a. PWC Electric

### General Issues

#### 1. General Comments

Fayetteville Public Works  
Commission  
Calvin Maykovich  
9104831382  
calvin.maykovich@faypwc.com

1. Utility Plans, Application and Fees shall be submitted directly to the Public Works Commission (PWC). You may contact PWC for information on obtaining electrical services. (PWC – Electrical Resources Engineering, 910- 818-2250) The link to the PWC electric service standards is: [http://www.faypwc.com/wp-content/uploads/2014/03/electric\\_standards.pdf](http://www.faypwc.com/wp-content/uploads/2014/03/electric_standards.pdf)
2. A panel schedule shall be required.
3. Provide a landscape plan in auto-cad format to coordinate landscaping with utilities and easements.

Understory trees are allowed to be planted in PWC electrical utility easements. Canopy trees can be placed 15 feet off the center line of distribution lines and 25 feet off the center line of transmission lines if necessary. Chet Green, can provide a list of vegetation allowed within easement areas. **Existing and proposed PWC easements must be shown on the landscaping plan.**

## 9a. Traffic

### General Issues

#### 12. General Comments

City of Fayetteville  
Virginia Small  
9104331329  
viriniasmall@fayettevillenc.gov

2. Submit the **City of Fayetteville Street and Driveway Access Permit Application** (<https://www.fayettevillenc.gov/home/showdocument?id=8424>) to the City Traffic Services Division online by visiting <https://fayetteville.idtplans.com/secure/>. Application will be created as a **separate submission** in IDT from the original TRC submission and will **need to include** PDFs of both the **permit application and site plan**. Approval of the permit will be conducted online through IDT from the City of Fayetteville. **Payments** to The City of Fayetteville will also be **made online through IDT (\*preferred\*)** or by check (please contact City of Fayetteville Traffic Services staff person prior if you must pay via this method). Please note, paying offline may significantly slow down approval of the driveway permit. Driveway permits also will **not be approved until TRC has approved the final site plan layout**. Reference Article 24-101. Fees are as follows

**-\$200.00** (or \$400 if building square footage is > 75,000) payable to **City of Fayetteville** (Driveway Permit)

**Steps For Submitting a Driveway Permit Online Have Been Provided In a Separate Comment/Issue in IDT.** The City Will **ONLY** Accept Driveway Permits Online Now & The Process Has Changed Significantly, So Please Read Carefully.

3. **Minimum 20' radii** are required on all city access driveways. Driveway radii and driveway widths are to be labeled on the site plan. Reference Article 24-102 + NCDOT Policy on Street & Driveway Access Chapter 7 Section B
4. Any **existing curb cuts** and/or **driveway apron(s)** that are **no longer being used** or no longer allowed shall be removed and replaced with curb and gutter. This is to be depicted on the site plan in that manner.

5. Where any new driveway is constructed or an existing driveway reconstructed that requires a driveway permit, **a city standard sidewalk shall be constructed** along the entire length of the property served by such driveway. NOTE: Sidewalk installation may require curb drop(s) and curb ramp(s). Appropriate ramp type detail shall be provided with the driveway permit and labeled on the site plan. Reference Article 24-101

6. A **sidewalk** with approved handicap ramps, truncated domes, and a 5 foot landing (except with parallel handicapped ramps) shall be constructed along the property that abuts all public and private streets. Sidewalk must be 5' wide and 4" thick. Sidewalks across driveways shall be 5' wide and 6" thick. **All sidewalk details must be site specific and not a compilation of all the available sidewalk details.**

7. Future **sidewalk placement** will depend on pavement end treatment/conditions:

- a. -If strip pavement is used, sidewalk improvements will require an easement.
- b. -If rollback curb and gutter is used, sidewalk improvements require a 2' offset.
- c. -If vertical curb and gutter is used, sidewalk improvements may be placed directly behind.

8. A **sidewalk easement** shall be required for sidewalk and ramps within the property lines. Sidewalk easements are to be labeled on the site plan.

9. Sidewalks within the right-of-way will be included in the driveway permit approval and a **three-party encroachment** agreement shall be required for all sidewalks within NCDOT maintained right-of-way. Reference:  
<https://connect.ncdot.gov/municipalities/Utilities/Pages/Encroachment-Agreements.aspx>

10. Should **cross sections** of existing sidewalk at adjacent properties be greater than the minimum width, installation of new sidewalk should match the existing cross section width.

11. Sidewalks shall be constructed or a bond issued **prior to final plat approval** and/or issuance of a Certificate of Occupancy. Reference Article 24/102 + NCDOT Policy on Street & Driveway Access Chapter 2 Section A, Chapter 3 Section E

13. Appropriate **stacking distance** is required: (Measured from the edge of the street travel lane to the intersection of the driveway and parking area.) Reference Article 30-5.A.11

1. -1-49 parking spaces requires 35 feet
2. -50-249 parking spaces requires 45 feet

3. -250-499 parking spaces requires 100 feet
4. -500 or more requires 100 feet plus 15 feet for every additional 50 parking spaces

### 13. General Comments

City of Fayetteville  
Virginia Small  
9104331329  
[virginiasmall@fayettevillenc.gov](mailto:virginiasmall@fayettevillenc.gov)

#### Guide For Submitting A Driveway Permit Online:

Please Note: The City Will Not Approve A Driveway Permit Until The Final Site Plan Has Been Approved By TRC (If Applicable). Also Note: If Submitting An NCDOT Driveway Permit Application, The Applicant Will Be First Required To Get City Approval.

#### Submittal Process Steps

1. Go To The **IDT Site** (May Need To Register)  
<https://fayetteville.idtplans.com/secure/subscription/>
  - a. This Is The City's Electronic Development Review Software Website
2. Under The '**Projects**' tab, Click '**Submit A Project**'.
3. Click '**Submit A New Project**'.
4. Complete The '**Project Overview**' Section.
  - a. Application Category = '**Engineering Review**'
  - b. Application Type = **2.2) Driveway Permit**
  - c. **Project Name** = Preferably Same Name Used For TRC (If Applicable)
5. Click 'Save And Continue'
6. **Check Boxes** To Acknowledge Requirements Of Submittal
7. Click 'Save and Continue'
8. **Select Location** (Please Make This An **Address** If Possible)
9. Enter '**Primary Contact Information**'
10. Click 'Save and Continue'
11. Enter '**Project Information**'
  - a. Please Note: The 'Proposed Building Square Footage' Entered In This Section Will Affect The Fees Paid At The End Of The Application Submittal
    1. 'Less Than Or Equal To 75,000 SF' = \$200
    2. 'Greater Than 75,000 SF' = \$400
12. Enter '**Full Name**' To Acknowledge Terms
13. Click 'Save And Continue'
14. Review Application Submittal
15. Check Box At Bottom Of Page And Click '**Confirm**' If Information Is Correct
16. **Upload Files** And Click 'Save And Continue'
  - a. **Need To Submit At Least A PDF Of The Site Plan To Be Able To Begin Review Of The Application**
17. Complete '**Fees**' Section By Selecting:
  - a. '**Pay Online**' (**\*Preferred\***)
  - b. Or 'Pay Offline' (Please Contact Brian McGill  
[BrianMcGill@FayettevilleNC.Gov](mailto:BrianMcGill@FayettevilleNC.Gov) If You Must Pay Via This Method
    1. Please Note: Paying Offline May Significantly Slow Down

The Approval Of The Driveway Permit.

18. Click '**Confirm And Submit For Review**' And Then 'Confirm'

### What Happens Now?

1. Appropriate Parties Will Receive Notifications That A Permit Application Was Submitted
2. **Project Administrator** Will Evaluate The Submitted Materials To Ensure All Requirements For The Submittal Are Met
  - a. **If All Requirements Are Met**, The Project Administrator Will **Accept The Submittal Package**. An Email Will Be Sent Out To Inform The Applicant That The Submitted Project is '**Under Review**'. Also, The Permit Application Document Will Be Generated And Emailed To The Applicant If Not Submitted Initially With The Application (**CITY PERMITS ONLY**). **At This Point, The Applicant Will Be Required To:** Download The Permit Application Document, Finish Filling It Out, Obtain All Appropriate Signatures, And Upload The Document Back Into IDT. Where Signatures Are Required, Acceptable Signature Methods Include: Original Wet Signature (Scanned In Color), DocuSign Verified, And AdobePro Verified.
  - b. **If All Requirements Are Not Met**, The Project Administrator Will **Decline The Submittal Package**. An Email Will Be Sent Out To Inform The Applicant That The Submitted Project Was Declined And The Applicant Will **Need To Resubmit** With The Proper Requirements.
    1. Please Note: If Paying Offline, No Action Will Happen Until Payment Has Been Received
3. At This Time, Appropriate Parties Are Assigned To Review The Project
  - a. **Assigned Reviewers Will Make Comments** In The Form of 'Issues'
    1. '**Open Issues**' Are Comments That **Require Revisions**
    2. A Issue Becomes a 'Closed Issue' When The Issue Has Been Addressed
    3. **If Open Issues Require Resubmittal**, The **Project Administrator Will Decline The Review** And An Email And/Or Letter Will Be Generated To Inform The Applicant The Reasons Why The Review Was Declined
      1. The Applicant Will Then Need To Resubmit To Address The Issues

### Once All Issues Have Been Addressed:

1. An Email Notification With Attached Letter Will Be Sent Out Stating That The Permit Has Been **Approved**.
2. The Applicant Will Be Able To Access The City Approved Documents By Simply Clicking The Links In The Letter (No IDT Login Required) Or Through IDT.
  - a. The Site Plan Will Typically Be Named 'City Stamped Site Plan'
  - b. The Permit Application Document Will Typically Be Named 'City Signed Permit'
3. At This Point If The Applicant Is Submitting A **City Permit**, The

**Process Is Complete.**

- a. The Applicant Will Need To Contact Jeffrey Riddle At [jriddle@ci.fay.nc.us](mailto:jriddle@ci.fay.nc.us) To Schedule A Pre-Construction Meeting As The Project Will Be Transferred Over To The City Of Fayetteville Construction Management Department.
- 4. However, If Submitting An **NCDOT Permit**, The Applicant Must Coordinate With NCDOT For Final Approval And Issuing Of The Permit Following City Approval.
  - a. The NCDOT Driveway Permit Point Of Contact Is Troy Baker [tbaker@ncdot.gov](mailto:tbaker@ncdot.gov)
  - b. A Payment Of \$50 PER DRIVEWAY CONNECTION ON SITE (Payable By Check) Will Need To Be Sent Directly To NCDOT (The City Cannot Accept Any Payments Made To NCDOT)
  - c. Lastly, The Applicant Will Need To Send Both The City Stamped Site Plan And City Signed Permit To NCDOT
  - d. **IMPORTANT UPDATE:** As of 10/18/2021, following NCDOT approval, the **applicant will now be required to upload the NCDOT driveway permit approval package back into the City's IDT portal** under the previously submitted driveway permit project application. Thank you for understanding as this new requirement will significantly enhance coordination & may also help significantly expedite the approval process for your project.

**14. Site Specific Comments**

City of Fayetteville  
Virginia Small  
9104331329  
[virginiasmall@fayettevillenc.gov](mailto:virginiasmall@fayettevillenc.gov)

Site Specific Comments Include:

Need **City** driveway permit. The driveway permit is to be submitted as a new separate project in IDT for City of Fayetteville for approval. Guidelines have been included in a separate comment on this case. Please be sure to attach a PDF of both the site plan and signed permit application document to your submittal.

Need to build sidewalk with appropriate wheelchair ramps and truncated domes.

Please label driveway width and radii on site plan.

**9c. Transit**

**General Issues**

**3. General Comments**

City of Fayetteville  
Jaimie Walters  
9104331329  
[jaimiewalters@fayettevillenc.gov](mailto:jaimiewalters@fayettevillenc.gov)

FAST currently has existing stops on B Street that are served by Routes 3 & 4. No new stop needed.