



RTP Planning Board

Procedures Manual

Effective August 11, 2026

RTP Development Review Overview

Development in Research Triangle Park (RTP) is governed by (1) the Durham County Unified Development Ordinance (“UDO”) for land in the Durham County portion of RTP, and the Wake County UDO for land in the Wake County portion of the UDO and (2) the Second Amended and Restated Conditions, Covenants, Restrictions and Reservations Affecting the Research Triangle Park (the “RTP covenants”).¹ The **RTP Development Code** is the adopted set of land use regulations under the RTP covenants that govern land use in RTP. **Applicants seeking to develop in RTP must receive a development approval pursuant to the RTP covenants prior to seeking applicable development approvals from either Durham or Wake County.**

This document serves as the Procedures Manual cited in Section 3(E)(1)(a)(i) and defined in Section 10 of the RTP Development Code. This manual outlines the development review process under the RTP covenants. This process was created after a significant engagement process with RTP landowners through the RTP 3.0 initiative.

Background

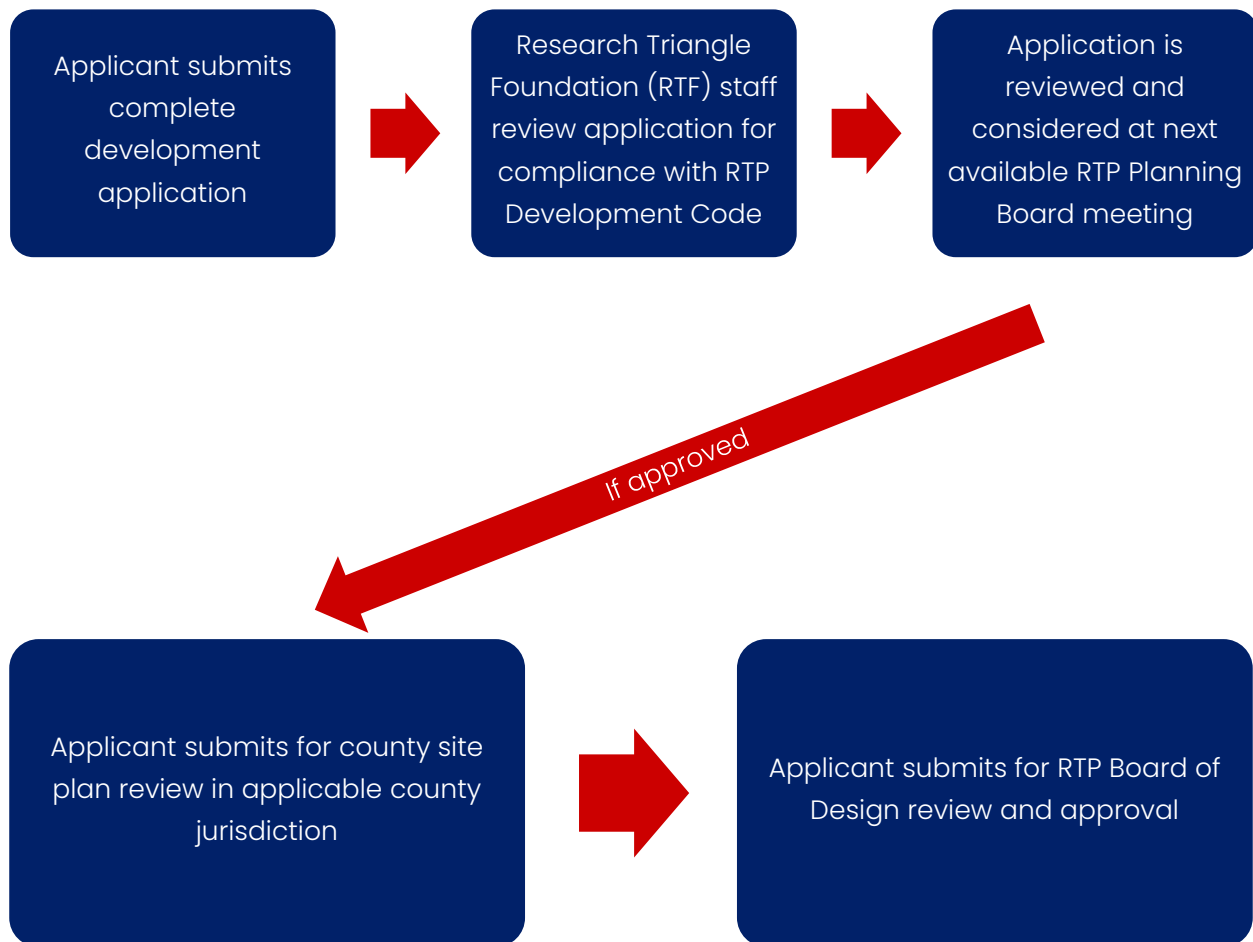
Enactment of RTP 3.0 resulted in zoning changes in Durham and Wake counties in 2025 that allow for a wide array of development types in RTP to support the further development of a modern innovation community. As a result of these zoning changes, development applicants do not need to navigate a public hearing process and request a rezoning to develop non-research and development uses in RTP; instead, once a development is approved by the RTP Planning Board, development applicants can submit an application for administrative site plan review with the applicable county jurisdiction.

The purpose of the RTP development review process under the RTP covenants is to ensure compliance with the RTP Development Code. Durham or Wake County, as applicable, will handle additional review areas, such as landscaping, infrastructure, utilities, engineering, stormwater, and environmental reviews as required under each county’s UDO.

¹ There are other state law requirements incidental to development that also apply.

RTP Development Review Process

Applicants can expect development review in RTP to follow the following process:



The first step is submission of an application with the Research Triangle Foundation's (RTF) Planning Department. The RTF Planning Department will review the application for completeness and compliance with the RTP Development Code, request additional information from the applicant if necessary, and transmit the complete application to the RTP Planning Board for its review. If the RTP Planning Board approves an application, the applicant may submit an application for administrative site plan review with the applicable county jurisdiction.

Applications for Traditional Corporate Development (TCD) do NOT require RTP Planning Board approval; however, applicants must submit TCD applications

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through the RTP Development Application Form to allow the RTP Planning Department to confirm that the application complies with the TCD regulations, prior to submitting an application for administrative site plan review with the applicable county jurisdiction.

Applicants also need to receive approval of the proposed development from the RTP Board of Design; this typically occurs later in the development process when more detailed design drawings have been completed. Applicants may submit an application to the RTP Board of Design at any point during or after county site plan review once detailed design drawings are available.

Development Review Streamlining

A key objective of RTP 3.0 implementation, in addition to expanding the available development options in RTP, was to streamline the development review process in RTP.

Prior to RTP 3.0, a landowner wishing to develop their site more densely or to develop a mixed-use or residential development, would have had to request a rezoning with their county jurisdiction and navigate a public hearing process. On average, these public processes take 12-18 months, with no guarantee of approval from elected officials.

Under RTP 3.0, this step is eliminated for development in RTP. Instead, applicants navigate the private RTP Planning Board process in under 2 months. County jurisdictions only perform an administrative site plan review, with no elected official approval required, as all development options are authorized by-right.

For Traditional Corporate Development projects, RTP 3.0 does not impose any additional costs on development applicants and preserves the existing development approval pathway. These projects should also experience a streamlined administrative site plan review in their county jurisdiction, as the standards that apply to RTP are fewer than before RTP 3.0 implementation.

Development Options

Applicants seeking to develop in RTP must select from one of four development options established in the RTP Development Code and meet all applicable

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requirements for their selected development option. The four development options are:

- Mixed-Use Node (MUN)
- Residential Neighborhood Development (RND)
- Enhanced Corporate Campus (ECC), which includes three ECC types:
 - Transitional ECC
 - Redeveloped ECC
 - New ECC
- Traditional Corporate Development (TCD)

Descriptions of each development option and detailed regulations and requirements are in the RTP Development Code.

Review Timelines

RTF Planning Department staff strive to meet the following review timelines to ensure a streamlined, predictable, and efficient development review process for development in RTP:

APPLICATION TYPE	STAFF REVIEW TIME*
Traditional Corporate Development (TCD)	10 calendar days
Transitional Enhanced Corporate Campus (ECC)	10 calendar days
Redeveloped or New Enhanced Corporate Campus (ECC)	14 calendar days
Residential Neighborhood Development (RND)	30 calendar days
Mixed-Use Node (MUN)	30 calendar days

* Major projects involving over 500,000 gross square feet of development may require external consultant review, which may result in a longer review period.

After the application is submitted, the RTF Planning Department will review the application and determine whether the application is complete and meets the standards in the RTP Development Code. If the application is incomplete, the RTF Planning Department will contact the applicant and request any necessary additional information. An applicant's prompt responses to any inquiries from the RTF Planning Department on the application will help ensure that the application process is completed within the above timetable.

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Once an application is determined to be complete by the RTF Planning Department, the applicant will receive an email confirming all documents are received. The review time window in the table above will start from the time the email confirmation is sent.

The RTP Planning Board is scheduled to meet on the first Tuesday of each month from 10:00 am to noon. Meeting notices are required to go out 10 calendar days before each meeting. **Applicants should consider the timing of meetings and the required notice period when accounting for lead time required for an application to be placed on an RTP Planning Board agenda.**

Review Fees

Pursuant to the RTP Enhanced Development Review Fee Schedule, applicants must submit payment at the time of application submission to the RTF Planning Department for development review to begin. These fees are outlined in the table below.

ITEM	REVIEW FEE FOR TCD	REVIEW FEE FOR ECC/RND/MUN
Initial site plan review (includes up to 3 rounds of review)	\$0	\$3500 + \$20/acre
Re-review fee (charged at 4 th review and each subsequent review)	\$0	\$2000
Minor modification to an approved site plan	\$0	\$1500
External consultant review for major projects* (projects involving over 500,000 gross square feet of development)	N/A	Billed at actual cost

* The Chief Planner shall determine if a project containing at least 500,000 gross square feet of development shall be classified as a major project requiring external consultant review.

Payment Instructions

Applicants should calculate their total required fees using the table above. Once calculated, applicants may pay by credit card, debit card, or ACH at the following link:

Link forthcoming. Please pay by check using the procedures below at this time.

Payments by check are also accepted. Checks may be mailed to:

Research Triangle Foundation of North Carolina
700 Park Offices Drive, Suite 007
Durham, NC 27713

Include a note with mailed checks specifying:

- Applicant name, including both the organization name and name of the individual submitting the application
- RTP Development Review Fee in the memo section
- Payment breakdown specifying acreage for the initial site plan review

Please note that if paying by check, your application will not be considered complete until payment is received and deposited. **Applicants should account for the additional time for mailing and receipt of checks when projecting review timelines.**

RTP Reinvestment Fund Policy

Applicants seeking approval for all development other than TCD or Transitional ECC development must enter into an Enhanced Development Commitment following RTP Planning Board's approval of their application. This Commitment runs with the land and obligates the landowner to pay an annual fee of \$0.05 per \$100 in valuation of the entire development site beginning the year following issuance of the first certificate of occupancy for approved development into the RTP Reinvestment Fund. Monies collected into the RTP Reinvestment Fund are restricted to uses benefiting the broader RTP community.

An applicant may proceed into the county administrative site plan review process following RTP Planning Board approval but prior to the recording of an Enhanced Development Commitment. The RTP Planning Department will work closely with the applicant to ensure recording is complete prior to construction commencement, which is a requirement for construction to begin per the RTP covenants.

More details about the RTP Reinvestment Fund requirement are available in the RTP Reinvestment Fund Policy, including available options for exceptions to the policy.

Application Requirements

All applications must include the following elements, as applicable, depending on the development option being sought. A checklist for applicants to use while developing their applications is included at the end of the Procedures Manual to assist in the application process.

- RTP Development Application Form (the questions included on this form are included at the end of the Procedures Manual)
- Project Narrative, including:
 - Proposed uses
 - Mix of residential and non-residential uses proposed, expressed as a percentage of gross square footage (if applicable)
 - Written description of the proposed development and its components
 - Requested modifications to development standards and rationale for seeking requested modifications (if applicable). This should include a table that lists, with a row for each requested modification, 1) the section of the RTP Development Code for which the modification is requested; 2) the current standard in the RTP Development Code, and 3) the requested modified standard.
- Area Map, including:
 - Property lines and project boundaries
 - Total acreage of the development site
 - Existing roads (public and private), rights-of-way, greenways, multi-use trails, sidewalks, driveways, vehicular parking areas, transit stops, and street names
- Detailed Site Plan, including:
 - Existing and proposed building locations and building heights, including total building coverage proposed across the development site
 - Proposed property lines, and dimensions of each lot
 - Location and dimension of all vehicle entrances and exits, and drives
 - Dimensioned street cross-sections and rights-of-way widths, including identification of each proposed street type classification and block length (if applicable), and all street elements include sidewalks, multi-use paths, and transit stops
 - Dimensioned public frontage elements of each proposed street

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- Location, arrangement, and dimension of vehicular parking and parking lot islands, width of aisles and bays, angle of parking, and number of spaces
- Location, acreage, and types of all open space set-asides
- Total number of dwelling units proposed and site density (dwelling units/acre), if applicable
- Dimensioned side, rear, and street yards identified
- Stormwater management areas
- Location of any adjacent Natural Area Preserves (if applicable)
- For RND applications, locations, dimensions, and mix of uses of proposed neighborhood centers and/or sub-centers
- Phasing Plan (if applicable), including:
 - Identification and description of each phase of the proposed development, including use(s) within each phase of development and approximate timeline for development
- Landscaping Plan, including:
 - Locations of required parking lot and street tree landscaping elements
 - Calculations demonstrating compliance with parking lot shrub placement requirements and minimum tree coverage percentages
 - Identification of any required buffered setback area and inclusion of the required vegetation (if applicable)

Sustainability

Please note that while sustainability features of your project will not be reviewed by the RTP Planning Board at this stage, the RTP Board of Design maintains the RTP Sustainable Development Policy. Your project will be expected to meet these criteria when seeking RTP Board of Design review.

You may wish to review the RTP Sustainable Development Policy at this stage to ensure that decisions made at this stage in the project will align with these requirements at the time of RTP Board of Design review. The policy is available at:

<https://www.rtp.org/rtp3-0/>

Review Criteria

In carrying out its assigned responsibilities under the RTP covenants, the RTP Planning Board shall consider the following criteria when evaluating whether or not to grant an application a development approval:

1. Compliance with all adopted Enhanced Development Standards by the RTP Planning Board and approved by the Research Triangle Foundation Board of Directors and the RTP Owners & Tenants Association.
2. Alignment with or support of the proposed development with RTP's core research and development mission and enterprise.
3. Consistency with the RTP 3.0 Vision Plan.
4. Consistency with the RTP Comprehensive Transportation Plan.
5. Compatibility of the proposed development with adjacent uses, including consideration of compatibility of any proposed residential uses with existing research and development activities in close proximity to the proposed development.
6. Alignment of the proposed development with broader Park-wide, regional, and local planning initiatives, including but not limited to proposed greenways or trails, transit initiatives, planned transportation projects, etc.
7. Unique circumstances to the specific site, including but not limited to irregular lot shapes or sizes, topographical or environmental constraints, historical or cultural preservation needs, access or easement constraints, or unique public or community benefit proposals that may limit the ability of the site to fully comply with or otherwise achieve these criteria.

Applicants should ensure that their application materials demonstrate compliance with these review criteria at submission.

Optional Pre-Submittal Meeting

An applicant may request an optional pre-submittal meeting with RTP Planning Department staff prior to submitting an application by sending an email to planning@rtp.org. Pre-submittal meetings are encouraged, particularly for complex applications or applicants with any questions about the application requirements or process.

Application Submission

Applicants should submit all required documents through the RTP Development Application. This application is located at:

<https://www.rtp.org/developmentapp>

Applicants will be prompted to upload their required documents as the final step in submitting the RTP Development Application form.

Resubmission

If the RTP Planning Board does not grant approval of an application, the Board will provide written feedback to the applicant on why the application was denied and what changes the Board would need to see on resubmission in order to consider granting approval.

Pursuant to the RTP covenants, the RTP Planning Board is the final authority over development approvals in RTP; there is no appeals process. Instead, applicants may resubmit and respond to Board feedback as a part of the resubmission process.

Questions and Application Support

Questions about the RTP development review process, application requirements, or RTP's land use regulations may be directed to the RTP Planning Department via email at planning@rtp.org.

Application Checklist

The checklist below is provided to assist applicants in ensuring an application is complete prior to submission.

REQUIREMENT		APPLICABLE SECTION(S)
☐	RTP Development Application Form	Sec. 3(E)(1)(a)(i)
☐	RTP Development Applicant Attestation Form	Sec. 3(E)(1)(a)(i)
PROJECT NARRATIVE		
☐	Proposed uses	Sec. 5(A)
☐	Mix of residential and non-residential uses proposed, expressed as a percentage of gross square footage (if applicable)	MUN: Sec. 6(A) RND: Sec. 7(A); Sec. 7(C)
☐	Written description of the proposed development and its components	Sec. 2; Sec. 3(E)(1)(a)(i)
☐	Requested modifications to development standards and rationale for seeking requested modifications (if applicable). This should include a table that lists, with a row for each requested modification, 1) the section of the RTP Development Code for which the modification is requested; 2) the current standard in the RTP Development Code, and 3) the requested modified standard.	Sec. 3(E)(2)
AREA MAP		
☐	Property lines and project boundaries	Sec. 3(E)(1)(a)(i); Sec. 10
☐	Total acreage of the development site	Sec. 3(E)(1)(a)(i); Sec. 10
☐	Existing roads (public and private), rights-of-way, greenways, multi-use trails, sidewalks, driveways, vehicular parking areas, transit stops, and street names	Sec. 5(B)
DETAILED SITE PLAN		
☐	Existing and proposed building locations and building heights, including total building coverage proposed across the development site	MUN: Sec. 6(A) RND: Sec. 7(A) ECC: Sec. 8(B); Sec. 8(C)

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REQUIREMENT		APPLICABLE SECTION(S)
☐	Proposed property lines, and dimensions of each lot	Sec. 3(E)(1)(a)(i); Sec. 10
☐	Location and dimension of all vehicle entrances and exits, and drives	Sec. 5(C); Sec. 5(D)(6)
☐	Dimensioned street cross-sections and rights-of-way widths, including identification of each proposed street type classification and block length (if applicable), and all street elements include sidewalks, multi-use paths, and transit stops	Sec. 5(B); Sec. 5(C)
☐	Dimensioned public frontage elements of each proposed street	Sec. 5(B)(2)
☐	Location, arrangement, and dimension of vehicular parking and parking lot islands, width of aisles and bays, angle of parking, and number of spaces	Sec. 5(D)
☐	Location, acreage, and types of all open space set-asides	Sec. 5(F)
☐	Total number of dwelling units proposed and site density (dwelling units/acre), if applicable	MUN: Sec. 6(A) RND: Sec. 7(A)
☐	Dimensioned side, rear, and street yards identified	MUN: Sec. 6(A) RND: Sec. 7(A) ECC: Sec. 8(B); Sec. 8(C)
☐	Stormwater management areas	Sec. 5(F)(2); Sec. 5(F)(3); Sec. 6(K)
☐	Location of any adjacent Natural Area Preserves (if applicable)	Sec. 6(N)
☐	For RND applications, locations, dimensions, and mix of uses of proposed neighborhood centers and/or sub-centers	Sec. 7(B); Sec. 7(C)
PHASING PLAN		
☐	Identification and description of each phase of the proposed development, including use(s) within each phase of development and approximate timeline for development	Sec. 3(E)(1)(a)(i)
LANDSCAPING PLAN		
☐	Locations of required parking lot and street tree landscaping elements	Sec. 5(G)
☐	Calculations demonstrating compliance with parking lot shrub placement requirements and minimum tree coverage percentages	Sec. 5(G)

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REQUIREMENT		APPLICABLE SECTION(S)
☐	Identification of any required buffered setback area and inclusion of the required vegetation (if applicable)	Sec. 6(N)

RTP Development Application Form

Questions

The list of all questions included in the RTP Development Application form are included below to better assist applicants in preparing their submission.

Required for All Development Applications

1. Your Name
2. Your Organization
3. Your Email Address
4. Your Phone Number
5. Your Mailing Address
6. If others should be included on email correspondence concerning this application, please list their email address addresses below.
7. Applicant Name (Organization)
8. Applicant Mailing Address
9. Applicant Contact Name (if different from the individual submitting this form)
10. Applicant Contact Email (if different from the individual submitting this form)
11. Applicant Contact Phone Number (if different from the individual submitting this form)
12. Co-Applicant Developer Organization Name (if applicable)
13. Co-Applicant Developer Mailing Address (if applicable)
14. Co-Applicant Developer Contact Name (if applicable)
15. Co-Applicant Developer Contact Email Address (if applicable)
16. Co-Applicant Developer Contact Phone Number (if applicable)
17. I understand that, for all applications except TCD applications, I must complete and upload the required Applicant Attestation form (available at www.rtp.org/rtp3-0) signed by the above parties with my submission for my application to be deemed complete.
18. Type of Application (choose one)
 - a. Traditional Corporate Development (TCD)
 - b. Transitional Enhanced Corporate Campus (ECC)
 - c. Redeveloped Enhanced Corporate Campus (ECC)
 - d. New Enhanced Corporate Campus (ECC)

- e. Residential Neighborhood Development (RND)
 - f. Mixed-Use Node (MUN)
19. County of development site
20. Please list all REIDs of parcels forming the development site
21. Physical address of the development site
22. Total acreage of the development site

Required for MUN, RND, New and Redeveloped ECC Applications

23. Please list all requested uses from the Principal Use Table in Section 5(A)(3) of the RTP Development Code for which you are seeking approval.

Required Acknowledgements for MUN, RND, New and Redeveloped ECC Applications

24. I acknowledge that, if approved, this development application will require entering into an Enhanced Development Commitment requiring an annual fee payment of \$0.05 per \$100 in valuation into the RTP Reinvestment Fund.
- a. *(If requesting an exception to the policy)* Please outline your request for an exception to the RTP Reinvestment Fund Policy in detail, including citations to the RTP Reinvestment Fund Policy as a basis for your exception request.
25. I understand that I will receive an email link to a SharePoint folder to upload my required documents and that my application will not be considered complete until I upload the files.

Required for TCD and Transitional ECC Applications

26. Please select the Principal Use(s) (per Article VI, Section 1 of the RTP covenants) of the development tract as it exists today. (choose at least one)
- a. Laboratories, offices, and related facilities used for basic and applied research, development and testing of scientifically or technologically oriented products and services.
 - b. Facilities used for production or assembly of products or services requiring a high degree of scientific or technological input.
 - c. Pilot plants in which prototype production processes can be tested and used for the production or assembly of scientific or technologically oriented products or services.

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- d. Corporate, regional or divisional headquarters or similar offices of science or technology-based or knowledge-driven companies and organizations.
 - e. Technology-dependent or computer-based facilities dedicated to the processing of data or analysis of information.
 - f. Offices and related facilities of not-for-profit research or educational institutes, as well as professional, training, research, scientific, technology, and engineering associations.
 - g. Corporate and professional training facilities and/or conference centers, provided that these facilities maintain ongoing cooperative relationships with the one or more of the Founding Universities, other area institutes of higher learning or other institutions maintaining facilities in The Research Triangle Park.
 - h. Facilities used for research or educational purposes by the Founding Universities or for other public or non-profit higher education purposes, including classrooms, research laboratories or administrative and office space.
 - i. Facilities used for primary or secondary public education purposes provided the Tract upon which such facilities are constructed (i) is zoned for primary or secondary public education uses; (ii) is not immediately adjacent to any other Tract within the Research Triangle Park which is not also used or held for primary or secondary public education purposes; and (iii) is adjacent to land that is not part of the Research Triangle Park.
 - j. Any other uses or facilities determined by the Foundation to be reasonably related to the mission of The Research Triangle Park to establish an area accommodating and attracting facilities used for scientifically and technologically oriented operations and activities which can benefit from proximity to and collaboration with the Founding Universities.
 - k. Technology based operations involving a high degree of scientific input.
27. Please describe in more specific detail the Principal Use(s) of your development tract and how it meets the selected Principal Use category indicated above.
28. (TCD only) If your TCD application includes any incidental uses (e.g., on-site restaurant, fitness facilities, child care center, or other incidental uses

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authorized under Section 5(A)(3) of the RTP Development Code), please list those incidental uses here.

29. (*Transitional ECC only*) Please indicate the new uses being proposed for this Transitional ECC development application pursuant to Section 3(D)(3)(a) of the RTP Development Code (up to three). Please use the exact use name(s) from Table 1 in Section 5(A)(3) of the RTP Development Code and provide a brief description of each use proposed.

Required Acknowledgments for TCD Applications

30. I acknowledge that TCD applications must follow all applicable regulations for the Science Research Park (SRP) zoning district in the prior Durham UDO, dated September 1, 2024 (included as Appendix A to the RTP Development Code).
31. I confirm that I have reviewed the prior Durham UDO, dated September 1, 2024 (included as Appendix A to the RTP Development Code) and confirm that this TCD application complies with all applicable regulations for the SRP zoning district.
32. I confirm that the proposed development under this TCD application does not exceed 15 percent building coverage per the standards in Section 9(C) of the RTP Development Code.
33. I confirm that the proposed development under this TCD application includes 100-foot street, side, and rear yards as required under Section 9(C) of the RTP Development Code (or that this development application otherwise complies with the setback requirements accounting for exceptions authorized under the prior Durham UDO, dated September 1, 2024, and included as Appendix A to the RTP Development Code).
34. I understand that I will receive an email link to a SharePoint folder to upload my required documents and that my application will not be considered complete until I upload the files.

Required Acknowledgements for Transitional ECC Applications

35. I confirm that this Transitional ECC application does not propose to add more than 10,000 gross square feet of building space (or 10 percent of the existing development site's gross square feet of building area, if less than 10,000 square feet), pursuant to Section 3(D)(3)(b) of the RTP Development Code.

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36. I confirm that the proposed development under this Transitional ECC application, plus the existing development on the development tract, does not exceed 15 percent building coverage per the standards in Section 9(C) of the RTP Development Code.
37. I confirm that the proposed development under this Transitional ECC application includes 100-foot street, side, and rear yards as required under Section 9(C) of the RTP Development Code.
38. I confirm that the proposed development under this Transitional ECC application includes 100-foot street, side, and rear yards as required under Section 9(C) of the RTP Development Code.
39. I understand that if this Transitional ECC application is approved, pursuant to Section 8(D)(3) of the RTP Development Code, future development applications for this development tract must be submitted as either MUN, RUN, or Redeveloped or New ECC.
40. I understand that I will receive an email link to a SharePoint folder to upload my required documents and that my application will not be considered complete until I upload the files.

Required Only If Requesting Modifications to Standards

41. Are you requesting any modifications to any RTP Development Code standards pursuant to Section 3(E)(2) of the RTP Development Code?
 - b. *(If seeking modifications)* Please cite the specific Section(s) of the RTP Development Code you are seeking modifications to and provide specific reasoning as to why you are requesting each modification.
 - c. *(If seeking modifications)* I understand that development applications requesting modifications require an affirmative vote of at least 75 percent of the RTP Planning Board to receive development approval pursuant to Section 3(E)(2)(c)(iv) of the RTP Development Code.