



TOWN of WAKE FOREST

Planning Department
Wake Forest Town Hall – 3rd Floor
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Wake Forest, NC 27587
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SPECIAL USE PERMIT APPLICATION

(Last updated: July 2013)

PROCESS INFORMATION:

Submission Requirement: Special Uses are land uses that are generally compatible with the land uses permitted by right in a zoning district, but which require individual review of their location, design, and configuration so as to evaluate the potential for adverse impacts on adjacent property and uses. Applications requiring a Special Use Permit are noted in Section 2.3 & Chapter 3 of the Wake Forest UDO. Upon holding a pre-application meeting with the Administrator to discuss the proposed request and to become familiar with the applicable requirements and approval procedures of the town, applicants shall submit Special Use Permit applications to the Planning Department.

Public Notification: This is a quasi-judicial process that requires a public hearing and public notification. General notice in newspaper, mailed notice to adjacent property owners, and a neighborhood meeting conducted by the applicant shall be required.

Review Process: Per Section 15.10 of the Wake Forest Unified Development Ordinance (UDO), all applications are to be reviewed for compliance by the Administrator and then forwarded for to the Planning Board and Board of Commissioners for consideration at a joint public hearing which is held on the first Tuesday of each month at 7:30 p.m. in the Wake Forest Town Hall. Section 15.10.3 of the UDO requires the compliance of specific findings of fact in order to grant a special use permit.

Planning Board Recommendation: Upon closure of the public hearing, the Planning Board will deliver a recommendation on each request to the Board of Commissioners. The Planning Board meets regularly on the first Tuesday of each month following the joint public hearings.

Consideration of Board of Commissioners: Upon receiving a recommendation on a request from the Planning Board, the Board of Commissioners may approve or deny an application. The Board of Commissioners meet regularly on the third Tuesday of each month at 7:00 p.m. in the Wake Forest Town Hall and serve as the approving authority for all Special Use Permit requests.

FILING INSTRUCTIONS

- A petitioner must complete this application in full. This application will not be processed unless all information requested is provided.
- The filing fee is \$300.00 + \$1 per notified property owner. The special use application for a manufactured home on an individual lot shall be \$150.00 + \$1 per notified property owner. **Town of Wake Forest fees and charges are subject to change without notice. Please call 919-435-9510 to confirm current fees and charges.*
- Each application shall be accompanied by, at minimum, an Existing Conditions Map and Master Plan per Section 15.4 of the UDO.
- The petitioner, or his duly authorized agent, shall submit with the application a list of all adjoining property owners within one hundred feet of the proposed request, with the current mailing address of each. These adjoining property owners will be notified of the proposed request by the planning department.
- The application must be signed by the owner or by an authorized agent of the property and notarized.

PROPERTY INFORMATION:

Property Address/Location: _____

Tax Parcel Number(s): _____

Current Land Use: _____

Zoning Classification: _____

Existing or proposed land uses on all adjoining properties (including properties across street):

- 1) North: _____
- 2) South: _____
- 3) West: _____
- 4) East: _____

Size of Property (in acres): _____

SPECIAL USE REQUEST:

Special Use Request (Proposed Land Use & Description): _____

Number of buildings/lots/units: _____ Building(s) Size (square feet): _____

Proposed Conditions Offered by Applicant: _____

Section 15.10.3 of the UDO requires the compliance of specific findings of fact in order to grant a special use permit. The applicant shall submit the following Statement of Justification, presenting factual information supporting each and all of the required findings as they relate to the proposed special use:

- 1. The proposed special use conforms to the character of the neighborhood, considering the location, type and height of buildings or structures and the type and extent of landscaping on the site:

Statement by applicant:

- 2. The proposed use will not cause undue traffic congestion or create a traffic hazard:

Statement by applicant:

3. Adequate utilities (water, sewer, drainage, electric, etc.) are available for the proposed use:

Statement by applicant:

4. The proposed use shall not be noxious or offensive by reason of vibration, noise, odor, dust, smoke or gas:

Statement by applicant:

5. The establishment of the proposed use shall not impede the orderly development and improvement of surrounding property:

Statement by applicant:

6. The establishment, maintenance or operation of the proposed use shall not be detrimental to or endanger the public health, safety or general welfare:

Statement by applicant:

7. The application will not substantially injure the value of adjoining or abutting property:

Statement by applicant:

8. The proposed use is consistent with the officially adopted plans and policies of the town:

Statement by applicant:

GENERAL INFORMATION:

Submission Date:	Case Number:
Property Owner:	Phone:
Address:	Email:
City, State, Zip:	Fax:

Applicant (if different from property owner):	Phone:
Address:	Email:
City, State, Zip:	Fax:

SIGNATURES:

I/we the undersigned do hereby certify that all information given above is true, complete, & accurate to the best of my/our knowledge.

(Applicant Print Name) (Applicant Signature) (Date)

(Owner Print Name) (Owner Signature) (Date)

Sworn to and subscribed before me on this the _____ day of _____, 20_____.

Notary Public

My Commission Expires: _____

NEIGHBORHOOD MEETING INFORMATION:

Per Section 15.3.5 of the Wake Forest UDO, all applicants shall conduct a neighborhood meeting prior to any public hearing or review by the Planning Board and Board of Commissioners. This meeting will allow the applicant to explain the proposed request and to be informed of the concerns of the neighborhood. A summary of the meeting in the form of meeting notes or minutes along with a list and contact information for all attendees shall be submitted to the Administrator at least 10 business days prior to the scheduled joint public hearing.

<u>For Department Use Only:</u>	
Submittal Date:	_____
Received By:	_____
Case/Permit No:	_____

Adjoining Property Owners
(property within 100' of the site, exclusive of rights of way)

Name	Current Mailing Address (based on current tax records)	Tax Map Number
1.		
2.		
3.		
4.		
5.		
6.		
7.		
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9.		
10.		
11.		
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