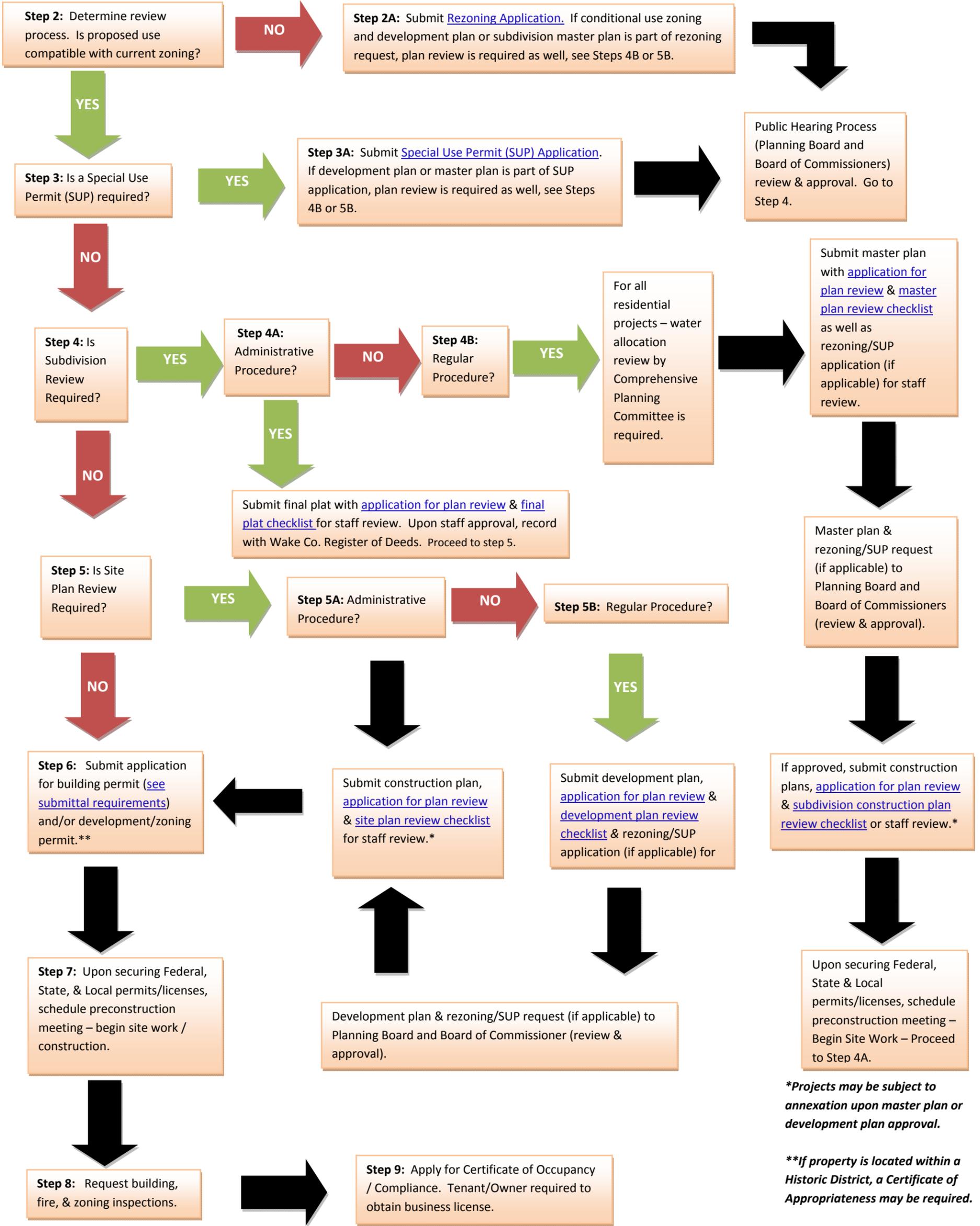


**TOWN OF WAKE FOREST
PLANNING DEPARTMENT - DEVELOPMENT SERVICES
DEVELOPMENT PROCESS FLOWCHART**

This process has been developed to help local landowners, architects, engineers, developers and other interested parties understand all phases of the development review process in the corporate limits and extra-territorial jurisdiction (ETJ) of the Town of Wake Forest. With the numerous codes, policies, and procedures involved in securing development approval, this guide is designed to make the development process more understandable while providing staff adequate opportunity to ensure compliance with applicable regulations.

Step 1: Pre-application meeting(s) with appropriate staff:
 Planning – Charlie Yokley (919) 435-9517 or cyokley@wakeforestnc.gov.
 Inspections – JJ Car (919) 435-9519 or jcarr@wakeforestnc.gov.
 Engineering – Eric Keravuori (919) 435-9441 or ekeravuori@wakeforestnc.gov.
 Public Works – Mike Barton – (919) 435-9571 or mbarton@wakeforestnc.gov.
 City of Raleigh – John Sorrell (919) 857-4540 or John.Sorrell@raleighnc.gov.



**Projects may be subject to annexation upon master plan or development plan approval.*

***If property is located within a Historic District, a Certificate of Appropriateness may be required.*

Step 1. Schedule a pre-application meeting with the appropriate staff to determine if the area for development is within the Town of Wake Forest Corporate Limits or Extra-Territorial Jurisdiction (ETJ), development processes, utility requirements, etc. Once these items are determined, go to **Step 2**.

Step 2. Determine review process. Once development type or proposed use is determined, decide if the proposed land use is compatible with the property's current zoning, if not, determine which zoning district best suits the proposed use and whether a general use zoning change or a more specific conditional use zoning change is required. If the proposed use is not compatible with the current zoning, go to **Step 2A**. If the proposed use is compatible with the current zoning, go to **Step 3**.

Step 2A. Submit a [Rezoning Application](#) to the Planning Department to be scheduled for the public hearing process. If conditional use zoning is requested and a development plan or subdivision master plan is part of the request, the regular site plan or subdivision master plan review process is required as well, see **Step 4B** or **Step 5B**. For detailed instructions on the rezoning process, see the "Instructions for Filing a Rezoning Application" which is part of the Rezoning Application. Go to **Public Hearing Process**.

Step 3. Some uses are permitted in a zoning district only by Special Use Permit, which also requires a public hearing, Planning Board review and Board of Commissioner approval. If the proposed use requires a Special Use Permit, go to **Step 3A**. If the proposed use is a permitted use in the zoning district and does not require a Special Use Permit, go to **Step 4**.

Step 3A. If the proposed use is a permitted use in the zoning district and does not require a Special Use Permit, go to **Step 4**.

Step 3A. Submit a [Special Use Permit Application](#) to the Planning Department to be scheduled for the public hearing process. If a development plan or subdivision master plan is part of the request, the regular site plan or subdivision master plan review process is required as well, see **Step 4B** or **Step 5B**. For detailed instructions about Special Use Permits, see the "Instructions for Filing a Special Use Application" which is part of the Special Use Permit Application. Go to **Public Hearing Process**.

Public Hearing Process. Upon acceptable review of the application and plan (if applicable) by the appropriate staff, the Planning Department initiates the public hearing process. Joint public hearings between the Planning Board and Board of Commissioners are generally held on the first Tuesday of each month at 7:30 p.m. in the Wake Forest Town Hall located at 301 S. Brooks Street. The Planning Board meets regularly on the first Tuesday of each month directly after the public hearings are over and make recommendations to the Town Board of Commissioners. The Town Board of Commissioners meets regularly on the third Tuesday of each month at 7:00 p.m. in the Wake Forest Town Hall and takes action to approve or deny zoning and special use permit requests.

Step 4. If a subdivision of the property is required, submit the appropriate number of plans and [Application for Plan Review](#) to the Planning Department. Subdivisions are governed by the [Wake Forest Subdivision Regulations](#) and most (more than 3 lots) require the Regular Procedure (**Step 4B**). If the subdivision does not involve a street dedication, and only dedication of right-of-way to widen an existing street and no utility extension and consisting of no more than three (3) lots, follow the Administrative Procedure (**Step 4A**). If no subdivision is required, go to **Step 5**.

Step 4A. Subdivision Review - Administrative Procedure. This process is used only if the subdivision does not involve a street dedication, and only dedication of right-of-way to widen an existing street and no utility extension and consisting of no more than three (3) lots. Submit the final plat with the [Application for Plan Review](#) and [Final Plat Checklist](#) for staff review only to the Planning Department. Upon approval, go to **Recording Process**.

Step 4B. Subdivision Review - Regular Procedure. This process has several stages. For all residential projects, water allocation review is required by the Comprehensive Planning Committee to begin the review process. Copies of the Master Plan, [Application for Plan Review](#), [Master Plan Review Checklist](#), (and Rezoning/Special Use Permit application if applicable) is then submitted to the Planning Department for review. The master plan then requires Planning Board review and Board of Commissioner approval. If the master plan is approved by the Board of Commissioners, the construction plan review process can begin. Construction plans provide greater engineering details in comparison to the master plan. Copies of the construction plans, [Application for Plan Review](#), and [Subdivision Construction Plan Review Checklist](#) should be submitted for review by the applicable staff. Upon construction plan approval, securing federal, state, & local permits, a preconstruction meeting should be scheduled to allow for site development to begin. Upon the completion of improvements or the guarantee of completion of such improvements to the site and lots are ready to be recorded, go to **Recording Process**. *

Recording Process. Once the subdivision administrator has approved the final plat in either the Administrative or Regular Procedure, three (3) mylar copies are required for Town staff's signatures, and recorded at the Wake County Register of Deeds, located in downtown Raleigh. Once the final plat has been recorded, one (1) mylar copy is returned to the Planning Department. Go to **Step 5**.

Step 5. Determine if the administrative or regular site plan review procedure is required. For review criteria, consult the Planning Department or see Article IV, Section 13 of the [Wake Forest Zoning Ordinance](#). If the regular procedure is required (Planning Board review and Board of Commissioner approval), go to **Step 5B**. If the administrative procedure is required (staff review only), go to **Step 5A**.

Step 5A. Site Plan Review – Administrative Procedure. This process requires staff review and approval only. Copies of the Construction Plans, [Application for Plan Review](#), and [Site Plan Review Checklist](#) should be submitted for review to the Planning Department. Upon construction plan approval, securing federal, state, & local permits, a preconstruction meeting should be scheduled to allow for site development to begin. A separate preconstruction meeting may be necessary should site work begin separate of building construction. *

Step 5B. Site Plan Review – Regular Procedure. This process requires development plan review by the Planning Board and approval by the Board of Commissioners. Copies of the development plan, [Application for Plan Review](#), and [Development Plan Review Checklist](#) (and Rezoning/Special Use Permit application if applicable) is submitted to the Planning Department for review. The development plan then requires Planning Board review and Board of Commissioner approval. If the development plan is approved by the Board of Commissioners, the construction plan review process can begin (see **Step 5A**).

Step 6. Determine if the proposal requires a building permit or a development permit. Typically, accessory structures (such as storage sheds & fences) require a development/zoning permit; most other construction requires a building permit. The applicant should submit applications for building permits (see building permit application instruction guide) and/or development/zoning permits. The Planning & Inspections staff will review the request and upon approval, go to **Step 7.** **

Step 7. Upon securing Federal, State, & Local permits or licenses, projects may require a preconstruction meeting with the appropriate town staff, developer, engineering firm, and contractors who are involved in the development. A separate preconstruction meeting may be necessary should site work begin separate of building construction. Upon the issuance of the applicable permits and successful preconstruction meeting, site & construction work may begin. Proceed to **Step 8.**

Step 8. If a building permit was required, then the appropriate inspections (building, mechanical, electrical, fire, etc.) should be scheduled. If only a development/zoning permit was required, zoning inspections will be made. Wake Forest inspectors provide inspection services for the Town Limits & Extra-Territorial Jurisdiction (ETJ). For detailed instructions on the inspection process contact the Inspections Department or see the building permit application instruction guide. Once all inspections have been made, go to **Step 9.**

Step 9. After final building, zoning and site inspections are made, request a Certificate of Occupancy, which indicates that all Town requirements have been met. A Zoning Compliance Permit is issued after zoning inspections have been made when a development permit was required. If proposal is a business, the tenant or owner is required to obtain a business license. Once these are obtained the process is complete.

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This brochure is designed to illustrate the basic schedule and process for developing land in the Town of Wake Forest and its Extra-Territorial Jurisdiction (ETJ). It is intended for general information purposes and is not a statement of legal opinion. For detailed information about development in Wake Forest visit the Town of Wake Forest webpage at www.wakeforetnc.gov or contact the appropriate staff for an appointment.

Planning Department – Development Services Staff:

Chad Sary, Assistant Planning Director

Charlie Yokley, Senior Planner

Jonathan Cooper, Planner

The Planning & Inspections Department is located on the 3rd Floor of the Wake Forest Town Hall at 301 South Brooks Street in downtown Wake Forest, North Carolina, Phone (919) 435-9510, Fax (919) 435-9539.



TOWN of
WAKE FOREST

301 S. Brooks Street
Wake Forest, NC 27587
(919) 435.9400

www.wakeforestnc.gov

GUIDE TO DEVELOPMENT REVIEW IN WAKE FOREST

TOWN OF WAKE FOREST, NORTH CAROLINA
PLANNING DEPARTMENT – DEVELOPMENT SERVICES