



TOWN of  
WAKE FOREST

**SPECIAL USE PERMIT APPLICATION**

TOWN OF WAKE FOREST  
301 S. Brooks Street  
Wake Forest, NC 27587  
(919 435-9510 Fax: 435-9539  
www.wakeforestnc.gov

Planning Department Use Only:	
Case Number:	_____
Date Filed:	_____
Fee/Date Paid:	_____
Date of Planning Board Meeting:	_____

Submittal Date: \_\_\_\_\_

**APPLICANT / OWNERSHIP INFORMATION:**

- Applicant: \_\_\_\_\_  
Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_
- Property Owner: \_\_\_\_\_  
Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**PROPERTY INFORMATION:**

- Address or location of subject property: \_\_\_\_\_
- Tax Parcel Number(s): \_\_\_\_\_
- Current Land Use(s): \_\_\_\_\_
- Existing or proposed land uses on all adjoining properties (including properties across street):
  - North: \_\_\_\_\_
  - South: \_\_\_\_\_
  - West: \_\_\_\_\_
  - East: \_\_\_\_\_
- Size of property: \_\_\_\_\_
- Street Frontage: \_\_\_\_\_

**SPECIAL USE REQUEST:**

- Existing Zoning District(s): \_\_\_\_\_
- Special Use Requested:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*The Wake Forest Zoning Ordinance defines special use as follows: “A major development that would not be generally appropriate without restriction throughout the zoning district, but, which if controlled as to number, area, location, or relation to the neighborhood, would promote the health, safety, morals, general welfare, order, comfort, convenience, appearance, or prosperity. Such uses may be permitted in such zoning district by the Town Board as special exceptions if specific provision for such is made in this zoning ordinance.”*

In order to grant a Special Use Permit, the Planning Board and Town Board must make the required findings of fact contained in Article VIII, Section 2 of the Zoning Ordinance. 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.

**STATEMENT OF JUSTIFICATION:**

**Finding 1:**

The proposed use or development is located, designed and proposed to be operated as not to be detrimental to the public health, safety, and general welfare:

**STATEMENT BY APPLICANT:**

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**Finding 2**

The proposed use is appropriately located with respect to transportation facilities, water supply, fire and police protection, waste disposal, and similar facilities:

**STATEMENT BY APPLICANT:**

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**Finding 3**

The proposed use will not substantially injure the value of the adjoining or abutting property:

**STATEMENT BY APPLICANT:**

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**Finding 4**

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

**STATEMENT BY APPLICANT:**

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**Finding 5**

The proposed use will not create undue noise, dust, and gasses:

**STATEMENT BY APPLICANT:**

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**Finding 6**

The proposed use if developed according to the plan submitted and approved, will be in harmony with the area in which it is located:

**STATEMENT BY APPLICANT:**

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**Finding 7**

The proposed use or development conforms with the general plans for the physical development of the Town:

**STATEMENT BY APPLICANT:**

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**Finding 8**

The proposed use or development meets all other rules and regulations within the Zoning Ordinance and all existing Town policies:

**STATEMENT BY APPLICANT:**

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**FEES:**

The filing fee for each special use permit application is \$300.00 + \$1 per notified property owner. Requests for manufactured homes is \$150.00 + \$1 per notified property owner.

**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: \_\_\_\_\_

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

<b>Name</b>	<b>Current Mailing Address (based on current tax records)</b>	<b>Tax Map Number</b>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
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10.		
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18.		
19.		
20.		

## **SUGGESTED CONSIDERATIONS:**

### **Finding 1**

- a. Traffic conditions in the vicinity, including the effect of additional traffic on streets and at intersections.
- b. The effect of the proposed use on surrounding properties, including the possible conflicts and how these will be addressed.
- c. The projected benefits of the use on the community.

### **Finding 2**

- a. The location and width of existing streets and proposed streets and their ability to handle increased traffic.
- b. Provision of services and utilities, including sewer, water, fire protection, police protection, and waste disposal.

### **Finding 3**

- a. The compatibility of the proposed use with all surrounding uses.
- b. The provision of buffering, landscaping, and building design to help protect property values.

### **Finding 4**

- a. Projected traffic flows and the impact of these on existing traffic.
- b. Provision of additional streets to reduce traffic flows in a particular area.

### **Finding 5**

- a. The projected production of offensive noise, odors, and gasses that would adversely impact residential communities.

### **Finding 6**

- a. The compatibility of the proposed plan with the existing environment of the surrounding area.

### **Finding 7**

- a. Conformity with the Land Development Plan, the Land Use Management, and the Official Zoning Map.
- b. Conformity with the Thoroughfare Plan.

### **Finding 8**

- a. Will the proposed use meet the requirements of the Zoning Ordinance and Subdivision Regulations.
- b. Will the proposed use be designed to meet all existing Town Codes and Policies, including the Thoroughfare Paving Policy, the water and sewer extension policy, and etc.

## **INSTRUCTIONS FOR FILING A SPECIAL USE PERMIT APPLICATION:**

1. A petitioner for a special use permit must complete this application in full. This application will not be processed unless all information requested is provided.
2. The filing fee for each Special Use Permit is \$300.00 + \$1 per notified property. The special use application for a mobile home on an individual lot shall be \$150.00 + \$1 per notified property.
3. 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 Special Use Permit, with the current mailing address of each. These adjoining property owners will be notified of the proposed Special Use Permit by the planning department.
4. Completed applications must be filed with the Wake Forest Department of Planning located at 301 South Brooks Street, Wake Forest. Planning staff will contact the applicant in reference to the proposed timetable in which the case will be handled.
5. Requests for Special Use Permits not requiring site plan review (Article IV. Section 13 of the Wake Forest Zoning Ordinance) shall attach a map drawn to scale indicating the location of the property in relation to existing roads, and abutting properties. The map shall clearly indicate the location of existing structures or land uses on the property in relation to all property lines.
6. The application must be signed by the owner or by an authorized agent of the property requesting the special use permit; the signature shall be notarized.
7. **Public hearings** will be 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., Wake Forest. Public hearings will be conducted by the Town Board of Commissioners and held jointly with the Planning Board.
8. The Planning Board meets regularly on the first Tuesday of each month and shall make a recommendation to the Town Board on all special use permit requests.
9. 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 located at 301 South Brooks Street, Wake Forest and is the approving authority for all special use permit requests.
10. The Statements of Justification must include factual information.

For additional information or assistance, call the Department of Planning at (919)435-9510.