



TOWN of WAKE FOREST

REZONING 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:

1. Applicant: _____

Address: _____ City, State, Zip: _____

Telephone Number: _____ Email Address: _____

2. Property Owner: _____

Address: _____ City, State, Zip: _____

Telephone Number: _____ Email Address: _____

PROPERTY INFORMATION:

1. Address or location of subject property: _____

2. Tax Parcel Number(s): _____

3. Current Land Use(s): _____

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

a. North: _____

b. South: _____

c. West: _____

d. East: _____

5. Size of property: _____

6. Street Frontage: _____

ZONING REQUEST:

1. Existing Zoning District(s): _____

2. Requested Zoning District (s): _____

If the requested zoning is to a Conditional Use District, explain in detail and attach a plan showing the proposed uses. (Attach additional sheets if more space is required for explanation.)

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.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

FILING INSTRUCTIONS:

1. A petitioner for a zoning change must complete this application in full. This application will not be processed unless all information requested is provided.
2. The filing fee for each rezoning petition is \$300.00 up to 10 acres + \$1 per notified property owner and \$600.00 over 10 acres + \$1 per notified property owner.
3. An accurate survey of the property proposed for rezoning must accompany the application. The survey must be completed by a registered land surveyor or professional engineer, and shall describe the subject property by metes and bounds. In addition, the survey shall include:
 - a) All property lines, with dimensions;
 - b) North arrow to be in the upper 180 degree quadrants;
 - c) Adjoining streets, with rights-of-way and paving widths;
 - d) The location of all existing structures;
 - e) Current and proposed use of all land;
 - f) Zoning classifications of all abutting zoning districts;
 - g) If located in a subdivision recorded in the plat books of Wake County:
 - (1) A copy of that portion of the recorded map that shows the property to be considered for the proposed zoning change, plus sufficient additional area to show the property location in reference to the nearest street intersection,
 - (2) The lot and block number(s) of the property proposed to be changed,
 - (3) The name of the subdivision, map book and page number where the map is recorded,
 - (4) The dimensions and compass bearings of all lines bounding the property proposed to be changed ; and/or, a vicinity map showing the exact location of the property, drawn to a scale of 1"=500'.
4. 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 zoning change, with the current mailing address of each. These adjoining property owners will be notified of the proposed zoning change by the planning department.
5. The application must be signed by the owner or by an authorized agent of the property to be rezoned; the signature shall be notarized.
6. 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.
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 South 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 recommendation to the Town Board on all rezoning 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 rezoning requests.

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

DISCLAIMER: Town of Wake Forest fees and charges are subject to change without notice. Please call 919-435-9510 to confirm current fees and charges.

(Amended: 11/28/2012)