

TOWN of WAKE FOREST Development Review Process



STEP 1

The Prerequisites



Review the Town Plans, Policies and Ordinances

- Is the property currently within the Extraterritorial Jurisdiction (ETJ) or outside of Town limits? Is annexation needed?
- What is the zoning of the proposed site? Is rezoning needed?
- Are there any overlay districts, including historic districts?
- Are there any conditions required by a previous approval? (i.e., Rezoning, Special Use Permit, Variance, etc.)
- What approvals are needed and in what order?
- Is a Transportation Impact Analysis (TIA) required? Schedule a scoping meeting with Transportation Engineer, if necessary.
- Have you reviewed the Town's Comprehensive Transportation Plan (CTP), small area plans, etc. to determine how the site is affected? Are there frontage improvements required?
- Will the development need a stream origin determination?
- Are any impacts to the riparian buffers or floodplains proposed?
- Are there historic structures or cemeteries on the property?



Note: Applicants are strongly encouraged to contact Town staff to verify compliance with applicable requirements.

STEP 2

SITE AND/OR SUBDIVISION

Master Plan Approval



A Pre-Application Meeting

- Required prior to submitting Master Plan application
- Submit Pre-Application Meeting request in GeoCivix with a sketch plan. Meeting date and time will be emailed once confirmed. Sketch plans must be received at least 7 days prior to meeting.
- Review comments issued by Town Staff prior to meeting.
- Discuss development feasibility, application requirements, review steps, and related outside approvals at meeting with Town staff.

B Application Preparation & Submittal

- Submit complete application and pay fees in GeoCivix in accordance with the published schedule and checklist.
- Submit TIA, if required.

C Application Completeness Review

- Review of the application by Town staff
- Written notice of submittal deficiencies or submittal acceptance

D Staff Review of Submittal & Revisions

- Review by Technical Review Committee (TRC) for compliance
- Review of TIA, if required, by Transportation Engineer
- Revisions by applicant addressing TRC comments and in accordance with the published workflow
- Generally, administrative review and approval for most development proposals. If Conditional Zoning or Planned Unit Development (PUD) Rezoning application submitted, application forwarded to Planning Board once TRC confirms plan compliance.

E Board Review & Approvals

- Recommendation by the Planning Board
- Action by Board of Commissioners on Conditional Zonings and PUD Rezoning
- Certificate of Appropriateness required for any projects impacting Local Landmark Property, Historic District Property or Demolition of Historic Structures
- Cemeteries: Prior to approval, parcels located in the Town's ETJ or in Wake County's jurisdiction require a statement from Wake County Planning on the status of issues and/or timeline for resolution. Parcels within town limits require resolution be addressed.

STEP 3

IF APPLICABLE

Additional Permits

PRIOR TO CONSTRUCTION PLAN APPROVAL



- Annexation and Architectural Design Review are required to be completed, if applicable.
- Ensure Town staff receives copies of all outside agency approvals (i.e., Duke Energy, NCDOT, NCDEQ, street name approval, etc.).

STEP 4

Construction Plan Approval



A Application Preparation & Submittal

- Submit complete application in GeoCivix in accordance with the published workflow and checklist.

B Application Completeness Review

- Review of the application by Town staff
- Written notice of submittal deficiencies or submittal acceptance

C Staff Review of Submittal and Revisions

- Review by TRC for compliance
- Revisions by applicant addressing TRC comments and in accordance with the published workflow

D Agreements, Guarantees, and Securities

- Record executed Stormwater Operation and Maintenance Agreement.
- Provide Performance Securities (Temporary Erosion and Sedimentation, Stormwater Controls, and Stormwater Structures).
- Pay payment in lieu of construction, if applicable.
- Pay Engineering Inspection fees.
- Engineering Fee and Securities Estimates are to be provided during second submittal and approved by Engineering staff.

E Approvals

- Action by Engineering, Public Works, Planning, Raleigh Water and other required agencies

STEP 5

Pre-Construction



A Pre-Construction Meeting

- Schedule meeting with Engineering. Meet with TRC.
- Issuance of Land Disturbance Permit

B Initial Site Inspections

- Request Engineering Department to inspect initial erosion control measures. A Certificate of Compliance will be issued if installed appropriately.
- Request Planning Department to inspect tree protection fencing.
- Cemeteries must be protected during all phases of development.

STEP 6

Plats



- Required to be recorded prior to Temporary Certificate of Occupancy/Certificate of Occupancy (CO) for any nonresidential sites.
- Required to be recorded prior to building permit submittals for subdivision sites.
- Ensure draft HOA documents are submitted with the initial plat review for Town staff and Town attorney review.
- Submit detailed estimate for performance guarantee for any items that have not been installed when plat requested. Once estimate approved, submit performance guarantee to Town staff.



All Town inspections must be requested by 3 p.m. in order to be performed next day. If deficiencies found, re-inspections are required.

STEP 7

Building Permit



Helpful Reminders

- Confirm all required approvals and permits have been issued. Building Permit review may run concurrently with all other reviews, but staff suggests waiting until first round of Architectural Design Review is completed.
- Residential Fees are due at building permit (recreation fee, etc.).
- Confirm addresses have been recorded or have been assigned, including suite and apartment numbers.

A Application Preparation & Submittal

- Submit complete application, forms, and fees in accordance with prior approvals and State Building Code.
- Submit preliminary flood elevation certificate.
- Submit plot plans for residential lots.
- Confirm if individual lot E&SC is required; if so, submit Land Disturbance Permit for Individual Lots in GeoCivix.

B Staff Review and Revisions

- Review by Town Staff and other review agencies for compliance.
- Revisions by applicant.
- Review by Historic Preservation for Certificate of Appropriateness (COA) compliance requirements, if applicable.

C Approvals

- Action by Inspections, Planning, Engineering Department.
- Action by Wake County Health Department (if food related).

STEP 8

Inspections During Development



Request Required Inspections

- Engineering Department for erosion control, stormwater and infrastructure.
- Building/Inspections Department for Building and Fire Code.
- Planning Department for landscaping, lighting, building exterior, Historic Preservation (COA) and other site and/or subdivision plan elements after installed.
- Town of Wake Forest Urban Forestry Division to inspect street trees.
- Raleigh Water for public water and sewer inspections and/or meter assembly.

STEP 9

Final Inspections



A As-Builts

- Submit as-built plans and calculations for stormwater management facilities in GeoCivix.
- Provide Landscaping Securities. If applicable, include SCM landscaping securities in a separate line item.

B Final Inspections

- Request Engineering Department for erosion control, stormwater and infrastructure.
- Request Building/Inspections Department for Building and Fire Code.
- Request Planning Department for landscaping, lighting, building exterior, Historic Preservation (COA) and other site and/or subdivision plan elements.
- Request Town of Wake Forest Urban Forestry Division to inspect street trees.
- Request Raleigh Water for public water and sewer inspections and/or meter assembly.
- All public infrastructure requires a one (1) year warranty for defects.
- Submit Warranty Performance Guarantee.



Note: Same inspection notice requirements as Step 8. Temporary COs may be issued if approved by building and fire inspector.

C Certificate of Completion Occupancy

- If issued a TCO or CO, move into structure. Complete any unfinished work per maintenance guarantees and agreements.
- Close-out land disturbing permit, ESC bond release request, Certificate of Completion issued. COs will be issued once all building and fire code violations are corrected.



Planning Department
Wake Forest Town Hall – Third Floor
301 S. Brooks St.
Wake Forest, NC 27587
wakeforestnc.gov/planning
919.435.9510