

2.15) Accessory Structure/Expansion Submittal

A Development Permit indicates compliance with the provisions of the Wake Forest Unified Development Ordinance (UDO) and is required for the construction or development of any new use within the Town of Wake Forest jurisdiction and any other site improvements as indicated in the UDO. In addition to new uses, a Development Permit shall be required for expansions of existing uses, changes of uses, any use permitted with special conditions (Chapter 3 of the UDO) and any signage requirement a permit (Chapter 11 of the UDO). A building permit is usually required in addition to a Development Permit.

1. **A Sketch Plan shall be provided to accurately reflect the nature of the application.** The Sketch Plan shall show in simple sketch form the shape and dimensions of the lot on which the proposed building or use is to be constructed or conducted as well as all information listed below:

- North Arrow and Scale not less than 1" = 50'
- Layout of existing and proposed streets
- Existing or proposed lot layout
- Nature of land use
- Parking areas and means of ingress/egress
- Environmental Conditions (Special Flood Hazard Areas, Wetlands, Etc.)
- Public or private easements and buffer areas
- Civic Spaces and other features in relation to existing conditions based upon the size of the tract proposed for development.

2. Accessory Structures (Dwelling):

- Only one accessory dwelling is permitted per lot;
- A detached accessory dwelling shall be sited to the side or rear of the principal building;
- The accessory dwelling shall meet the accessory structure setbacks in Sections 2.2.3.E or 2.2.5.D of the Wake Forest UDO, as appropriate;
- The accessory dwelling shall meet all applicable design standards for the zoning district in which it is located in accordance with Chapter 5 of the Wake Forest UDO;
- The accessory dwelling shall be clearly subordinate (size, etc.) to the main structure;
- The exterior of the accessory dwelling shall be compatible with the principal residence in terms of color, siding, and roofing appearance;
- Manufactured housing, campers, travel trailers, and recreational vehicles are not permitted for use as an accessory dwelling;
- If located within the principal dwelling, the apartment may have a private outside entrance, but such an entrance shall be located on or facing the side or rear of the principal dwelling;
- Accessory dwelling structures must contain complete kitchen facilities, including a stove or cook top and a full bath, including lavatory, water closet, and tub or shower (or combination thereof);
- One off-street parking space shall be provided in addition to those required for the principal dwelling; and
- No signs visible from the street or public sidewalk are permitted.

3. Accessory Structures (Non-Dwelling):

- Accessory uses and structures may only be used for purposes permitted in the district in which they are located;
- Accessory structures shall not be used for dwelling purposes except as approved Accessory Dwelling Structures as listed above in accordance with Section 3.2.2 of the Wake Forest UDO;
- Depending on the size of the structure and the incorporation of various improvements (e.g., electrical, plumbing, etc.) a building permit may also be required;
- Must be located in the side/rear yard only (lots over two (2) acres see Section 4.6.2 of the Wake Forest UDO);
- Maximum of two (2) accessory structures permitted per lot;
- Maximum area is 600 square feet per structure (1,000 square foot aggregate); and
- Accessory structures greater than 600 square feet require a type C buffer per Section 8.5.3 of Wake Forest UDO.

4. Fences:

- Utility meters must be accessible to Town of Wake Forest personnel. Failure to do so may result in errors on utility billing;
- Fences may be subject to Homeowner's Association approval;
- Fences proposed to be located within an easement must obtain approval from the agency with the easement rights prior to permit issuance;

- Fences and garden/yard walls may encroach into required setback yards but, if higher than 3.5 feet, may not be placed within the site visibility triangle of a public street, private street, or driveway contained either on the property or adjoining property. See Section 6.5.2.G of the Wake Forest UDO concerning sight visibility triangle; and
- If fence is proposed as part of a buffer, see Section 8.5.4 of the Wake Forest UDO for additional requirements.