



# TOWN of WAKE FOREST

## Accessory Structures & Fences Submittal Checklist

An Accessory Structure and Fence Permit is a type of Development Permit ([15.6.1](#)) and indicates compliance with the provisions of the [Wake Forest Unified Development Ordinance \(UDO\)](#). A permit 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. Examples of Accessory Structures that would submit under this permit application are: accessory structures not requiring a building permit (i.e., structures, including, but not limited to a shed, detached garage less than 12'x12'); accessory dwelling units (located in the principal dwelling unit or a detached structure); and expansion to an accessory structure not requiring a building permit (total size cannot exceed 12'x12'). Please reference the [FAQ](#) pages to determine what fences require a permit.

<b>A</b>	<b>General Requirements</b>
1	Provide Written HOA approval, if applicable.
2	Provide Encroachment Agreements with Raleigh Water, if applicable.
<b>B</b>	<b>Sketch Plan</b>
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 accessory structure or fence is to be constructed or conducted as well as all information listed below:
	i. North Arrow and Scale not less than 1" = 50'
	ii. Property lines and dimensions
	iii. Layout of existing streets
	iv. Existing/proposed accessory structure(s) location and size
	v. Environmental Conditions (Special Flood Hazard Areas, Wetlands, Etc.)
	vi. Public and private easements and buffer areas
	vii. Label setbacks and dimensions from property lines
	viii. Location of utilities and meters
	ix. Sight visibility triangles
	x. Proposed fence location, if applicable
	<i>Additional requirements based on structure type below:</i>
<b>C</b>	<b>Accessory Structures (Dwelling):</b>
1	Provide a floor plan with labels for kitchen and bathroom facilities.
2	Label parking areas and means of ingress/egress on Sketch Plan, if applicable.
<b>D</b>	<b>Fences</b>
1	Provide photo of proposed material.