



# TOWN of WAKE FOREST

## Administrative Modification Submittal Checklist

An Administrative Modification is required for the following types of administrative modifications within the [Wake Forest Unified Development Ordinance \(UDO\)](#): Setback ([15.6.4](#)), SH-O District ([2.4.3](#)), Architectural ([5.2.4](#)), Alternative Method of Compliance ([8.2.5](#)). In keeping with the purpose of these regulations to accomplish coordinated, balanced, and harmonious development in a manner which will best promote the health, safety, and general welfare while avoiding undue and unnecessary hardships, the Administrator is authorized to approve certain requests for deviation from dimensional and design standards.

<b>A</b>	<b>General Requirements</b>
1	Provide any relevant information that demonstrates compliance is not feasible or practicable due to site topography, lot shape, lot size, other restraining site feature, unique building occupancy, requirement for safety, the utilization of green building practices, or better compatibility with surrounding development.
<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 building or use is to be constructed or conducted as well as all information listed below:
	i. North Arrow and Scale not less than 1" = 50'
	ii. Layout of existing streets
	iii. Property lines and dimensions
	iv. Existing/proposed lot layout
	v. Existing/proposed building(s) location and size
	vi. Existing/proposed building(s) setbacks
	vii. Provide a site data table with property owner information, parcel ID, address, zoning district, overlays, and required setbacks
	viii. Parking areas and means of ingress/egress
	ix. Environmental Conditions (Special Flood Hazard Areas, Wetlands, Etc.)
	x. Public or private easements and buffer areas
	xi. Proposed SH-O landscaping plan, if applicable
	xii. Topographic contours at two-foot intervals (cite source), if required for justification
	<i>Additional requirements based on proposed use below:</i>
<b>C</b>	<b>Architectural Alternatives</b>
1	Building elevations for design review are required in order to reasonably evaluate the subject building. Applications are required to submit scaled drawings of each elevation. These drawings should be in color and should accurately represent the building heights, floor levels, and building materials. In addition, the administrator may require up to three drawings from different perspectives that will show how the building fits into the context of the block.

2	In addition, the submitted application should include the following general requirements:
	i. A location map with north arrow, dimensions of site boundaries, acreage, information about ownership and uses, and existing or potential uses of adjacent property
	ii. Scaled drawings of the floor plans. Include square footage figures for each floor. Show all proposed door and window locations
	iii. 18" x 24" or 11" x 17" architectural drawing of each elevation, include the following labels:
	o All building materials and colors (façade, cornices, awnings, storefronts, etc.)
	o Include color images of proposed building materials
	o Each side of the building labeled as north, south, east, west
	o Number of stories
	o Overall building height and the height of each story
	o Height of structures above the roofline (e.g., parapets and towers)
	o Roof pitches
	o Scale of the elevations
	o Location of each on-building light fixture
	o Location of roof-mounted mechanical equipment including proposed screening and a shadow (height and width) of the equipment
	o Location of screen wall for ground level mechanical equipment including shadow (height and width) of the equipment
	o Location of all utilities attached to the building
	o Add the following tables for each structure (fill in blanks):
	▪ Area of Façade Walls _____ sf
	▪ Area of Window and Doors _____ sf
	▪ Net Total Façade Wall Area _____ sf
	▪ Net Total Façade Wall Area is the Area of Façade Walls minus Area of Window and Doors
	▪ Percentage of material breakdowns for each facade
	o Provide a table with the minimum required and proposed glazing for the transparency zone and for upper story glazing
	o Length of ground level detailing
	o Raised entry dimension, if applicable
	o Demonstrate compliance with the following:
	▪ Building entrance requirements
	▪ Parapet wall requirements
	▪ Building design elements
	▪ Garage requirements, if applicable
	▪ Balconies and patios, if applicable
	▪ Massing and scaling, if applicable
	▪ Articulation requirements
	iv. 18" x 24" plan showing the proposed grading and landscaping