



# TOWN of WAKE FOREST

## Architectural Design Review Submittal Checklist

Any application for new buildings and structures or changes to existing buildings and structures, other than single family detached, duplex or townhomes uses, will be reviewed by the Administrator for architectural design compliance with the standards of this ordinance ([Section 15.8.3](#)). Building Design Standards for specific Building Types can be found in [Chapter 5](#) of the UDO. Vacant Window Ordinance requirements can be found in [Section 8](#) of the Wake Forest Code of Ordinances.

### **A General Requirements**

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| 1 | A completed <a href="#">Agent Authorization Form</a> signed by the owner of record is required.                                     |
| 2 | For revision permits, bold or cloud all revisions and submit a complete set of revised plans for review, unless directed otherwise. |

### **B Sketch Plan**

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:
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|--|---|
|  | i. North Arrow and Scale not less than 1" = 50'   |
|  | ii. Layout of existing/proposed streets   |
|  | iii. Existing/proposed lot layout   |
|  | iv. Building(s) location and size   |
|  | v. Nature of land use   |
|  | vi. Parking areas and means of ingress/egress   |
|  | vii. Civic Spaces and other features in relation to existing conditions based upon the size of the tract proposed for development |

*Additional requirements based on proposed use below:*

### **C Building Elevations**

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|---|---|
| 1 | Building elevations for design review are required in order to reasonably evaluate the subject building. 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 or 3D renderings 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 vicinity 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 with street names, if applicable
	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, painted to match the wall
	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
	▪ Area of predominant net façade material _____ sf _____ %
	▪ Area of non-predominant net façade material _____ sf _____ %
	▪ Provide the following table on the elevation sheet(s) demonstrating compliance with the transparency zone requirement. A table is required for each side of the building(s)
	▪ Total Horizontal Length of Wall: _____ lf
	▪ Total Horizontal Length of Windows and Glass on the Ground Floor(s): _____ lf = _____ % of Wall
	▪ Total Horizontal Length of Windows and Glass on the Upper Story: _____ lf = _____ % of Wall
	▪ Raised entry dimension, if applicable
	▪ Demonstrate compliance with the following:
	o Building entrance requirements
	o Parapet wall requirements
	o Building design elements
	o Garage requirements, if applicable
	o Balconies and patios, if applicable
	o Massing and scaling, if applicable
	o Articulation requirements
	o Add the following notes:
	▪ Signs require separate approval
	▪ Any signs proposed are for illustrative purposes only
	iv. 18" x 24" plan showing the proposed grading and landscaping
<b>D</b>	<b>Vacant Windows Action Plan</b>
1	The Action Plan shall describe:
	i. The proposed window display
	ii. How the proposed window display falls within one or more of the types of displays described in section 8-272(d)
	iii. Faux window dressings containing goods or services with the appearance of a vibrant business using background panels or other methods to screen views of the vacant commercial space from public rights-of-way and public places; or

	iv. Works of art, including paintings or sculptures or other displays of cultural, historical, or educational value, utilizing colorful and vibrant materials, and using background panels or other methods to screen views of the vacant commercial space from public rights of-way and public places; or
	v. Paintings applied directly to the window surface featuring visually appealing, colorful, vibrant scenes, shapes, or images visible from public rights-of-way and public places; or
	vi. Historic photographs applied directly to the window surface featuring historic images of Wake Forest visible from public rights-of-way and public places; all photographs must be printed on fade-resistant paper and laminated to ensure longevity of the photo and the photograph content shall be approved by the Administrator; or
	vii. Other measures approved by the Administrator in writing that achieve the purposes of this Section to avoid visual blight in the Renaissance Area and to enliven pedestrian experiences there.
	viii. The name, address, and daytime and evening telephone numbers of each Responsible Party as to the vacant commercial space
	ix. How long the commercial space is expected to remain vacant
	x. Any other information the Administrator reasonably requests to aid the administration of this Section