



# TOWN of WAKE FOREST

## Driveway Permit Submittal Checklist

A Driveway 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 driveway permit is required for the construction or relocation of residential driveways within the Town of Wake Forest jurisdiction. Additional requirements for driveways are within [Chapter 9](#) of the UDO, [Town MSSD](#) and the detail sheet. If modifications are requested to a commercial driveway, please contact the Planning Department to determine the appropriate application type.

### A 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 use is to be constructed as well as all information listed below:

- i. North Arrow and Scale not less than 1" = 50'
- ii. Layout of existing streets and curbs
- iii. Property lines and dimensions
- iv. Building(s) location
- v. Environmental Conditions (Special Flood Hazard Areas, Wetlands, Etc.)
- vi. Public or private easements and buffer areas
- vii. Label setbacks and dimensions at right-of-way and from property lines
- viii. Existing/proposed driveway expansion
- ix. Location of existing/proposed storm drainage inlets along curb, including adjacent lots
- x. Location of existing/proposed score joints
- xi. Label existing/proposed curb radius and flare, if applicable
- xii. Location and size of driveway pipe, if applicable
- xiii. Label proposed driveway material and thickness
- xiv. Provide existing/proposed Impervious Surface Area