



TOWN *of*
WAKE FOREST

Map Amendment (Rezoning) Submittal Checklist

The Map Amendment process enables an applicant to request the Board of Commissioners consider a modification to a parcel(s) zoning. Text Amendments are subject to [Section 15.14](#) of the UDO.

A	General Requirements
1	An accurate survey of the subject property must accompany the application. The survey must be completed by a registered land surveyor or professional engineer and shall depict the subject property by metes and bounds.
2	Legal Description with metes and bounds description, survey, and Deed Book & Page (word & pdf).
3	A completed Agent Authorization Form signed by the owner of record is required.
4	A Pre-Application Meeting is required prior to the submittal of the application.
5	Neighborhood Meeting. Per UDO Section 15.3.5 , all applicants shall conduct a neighborhood meeting prior to any public hearing or review by the Planning Board and Board of Commissioners. This meeting will allow the applicant to explain the proposed request and to be informed of the concerns of the neighborhood. A summary of the meeting in the form of meeting notes or minutes, along with a list and contact information for all attendees and a list of property owners and Home Owners Associations within 500 feet of subject property shall be submitted to the Administrator.