



TOWN *of*
WAKE FOREST

Pre-Application Submittal Checklist

Several permits require applicants to meet with the Administrator in a conference prior to the submittal of an application. The purpose of this conference is to provide additional information regarding the review process and assistance in the preparation of the application.

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 building or use is to be constructed or conducted as well as all information listed below:
	i. North Arrow
	ii. Scale not less than 1"=50'
	iii. Layout of existing and proposed streets
	iv. Proposed lot layout
	v. Proposed building(s) location and size
	vi. Proposed parking areas and means of ingress/egress
	vii. Existing environmental Conditions (Special Flood Hazard Areas, Wetlands, Etc.)
	viii. Existing public or private easements and buffer areas
	ix. Number of proposed lots and units and square footage of nonresidential uses