



TOWN of WAKE FOREST

Planned Unit Development Rezoning Submittal Checklist

Planned Unit Development (PUD) (see [Section 2.7](#)) is a zoning district that permits variations to allow flexibility to creatively plan a site specific, high quality overall development of their land that is not possible through the strict application of the minimum standards of the Ordinance and are approved in a legislative procedure by the Board of Commissioners in accordance with NCGS 160D. Planned Unit Developments ([Section 15.16](#)) provide for orderly and flexible development under the general policies of this ordinance without the constraints of some of the prescribed standards guiding by-right development.

A	General Requirements
1	A Pre-Application Meeting is required prior to the submittal of the application.
2	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 within 500 feet of subject property shall be submitted to the Administrator.
3	An Annexation Petition is required to be submitted concurrently if outside of the town's corporate limits and ETJ. Annexation is required to be completed prior to construction plan approval.
4	A completed Agent Authorization Form signed by the owner of record is required.
5	The Transportation Impact Analysis or a reduced set of analysis requirements compliant with the MOU.
6	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.
7	Legal Description with metes and bounds description and Deed Book & Page (word & pdf).
8	Planned Unit Development Intent and Compatibility Statement: A written statement must be submitted that includes a description of the relationship of the Planned Unit Development to the surrounding land uses and the uses within the development to each other, the compatibility of the request with the Town of Wake Forest Comprehensive Plan maps and objectives, and any other supporting information regarding the request. The statement shall demonstrate how the flexibility granted through the PUD will result in a higher quality development and include the proposed conditions offered by the applicant.
9	Other plans, drawings, renderings, elevations, maps, and documents included as PUD development documents.
B	PUD Concept Plan
1	Detailed District Criteria which specify development standards applicable to each permitted use in the PUD and contain the following:
	i. Vicinity Map
	ii. Perimeter Boundary & Topographic Survey
	iii. Existing Conditions Map
	iv. Land Use Map
	v. Permitted Uses: may include any uses permitted in Use Table , excluding non-permitted uses
	vi. Development and dimensional standards (e.g., setbacks, density, etc.)

	vii. Vehicular & Pedestrian Circulation Plan
	viii. Utility Access & Connection Plan
	ix. Buffers, Open Space & Recreation Facilities Plan
	x. Architectural and Design Criteria
	xi. Phasing Plan and proposed development schedule if project is phased
	xii. Table summarizing the sections of the UDO that will be varied in the PUD
2	Demonstrate that minimum requirements in UDO Section 2.7.B.3 are met.
C	Existing Conditions Map
1	Property lines clearly presented showing all bearings and distances, with an accuracy of closure in accordance with the Standards of Practice in NCGS 47-30 from a current survey. Sufficient data must be included to reproduce on the ground every straight or curved boundary line, lot line, right-of-way line, and easement. Survey must be signed and sealed by a North Carolina Licensed Professional Land Surveyor.
2	Names of adjoining property owners and subdivisions.
3	Adjoining zoning districts, land uses, boundaries, and names.
4	Jurisdictional boundaries.
5	Right(s)-of-way or easement(s) (e.g., street, railroad).
6	Existing street name, right-of-way width, public or private, and state road number.
7	Existing utilities (water, sewer, natural gas, electric, telephone, cable, fiber optic, etc.) above and/or below ground.
8	Existing utility easements (water, sewer, natural gas, and other utility lines) with easement type and width. Overhead utilities must be delineated clearly.
9	Existing structures (buildings with built year, bridges, culverts, fencing, sheds, etc.).
10	Existing driveways, sidewalks, parking, and other impervious surfaces.
11	Streets and driveways on the site and within 500' of the project site.
12	Topographic contours at 2-foot intervals (cite source).
13	Surface waters (label top of bank).
14	Show location of wetlands, streams, and associated riparian buffers (label zone 1 and 2) as determined by a licensed soil scientist, the US Army Corps of Engineers, or the NCDEQ.
15	FEMA 1% and 0.2% floodplain and floodway boundaries including FIRM number.
16	Wetlands (jurisdictional).
17	Special flood hazard areas.
18	Watershed boundaries, watershed buffers and associated drainage way buffers.
19	Water courses with name and direction of flow.
20	Provide soil types on the subject property.
21	Rock outcroppings.
22	Cemeteries (including boundaries clearly delineated).
23	Any known contaminated soils or hazardous materials.
24	Provide tree survey locating all specimen trees at 20" DBH (canopy) and 8" DBH (understory) and larger. Tree Save Areas (TSAs) should be identified on this sheet. Label wood line & vegetation type with location of all specimen trees 20" DBH (canopy) and 8" DBH (understory) and larger.
25	Label forest stands or trees of a uniform size and species.
26	Label previously documented rare or protected species habitats on the subject property.
27	Existing public infrastructure along property lines including lane configuration.