



TOWN of WAKE FOREST

Special Use Permit Submittal Checklist

Special uses are land uses that are generally compatible with the land uses permitted by right in a zoning district, but which require individual review of their location, design, and configuration so as to evaluate the potential for adverse impacts on adjacent property and uses. Special uses ensure the appropriateness of the use at a particular location within a given zoning district.

| A | General Requirements |
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| 1 | A Pre-Application Meeting is required prior to the submittal of the application. |
| 2 | A completed Agent Authorization Form signed by the owner of record is required. |
| 3 | 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. |
| | <i>Include the following elements within the corresponding sheet type:</i> |
| B | Master Plan Set |
| I | Base Information on Each Plan Sheet |
| 1 | Name, address, telephone number, of Engineer, Architect, or Landscape Architect licensed in the State of North Carolina responsible for the plans. |
| 2 | Date of drawing preparation and all revision dates. |
| 3 | Sheet number and title. |
| 4 | North arrow (except detail and elevation sheets). |
| 5 | The scale of the drawings listed in feet per inch in both graphic and numeric scale. Engineering scale no smaller than 1" = 50'. |
| 6 | Seal of Registered Design Professional registered in the State of North Carolina (signed and marked as preliminary). |
| 7 | Name of the proposed development and address in title block. |
| 8 | Case number (ex. SP-21-03) in lower right corner. Number is assigned once project is submitted. |
| 9 | Approval block in the lower right corner. |
| II | Cover Sheet |
| 1 | Index of titled drawing sheets. |
| 2 | Vicinity Map. |
| 3 | Project Data, including: |
| | i. Name, address, parcel ID of project |
| | ii. Preparer's name, address, phone, fax, email |
| | iii. Owner's name, address, phone, fax, email |

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| | iv. Annexation number for the property, if applicable |
| | v. Zoning of the property (including all conditions) |
| | vi. Community Plan - Growth Strategies Map Designation |
| | vii. Area of tract |
| | viii. Required/proposed setbacks and dimensional requirements |
| | ix. Development Calculations |
| | x. Indicate if the site is in a Water Supply Watershed Protection Overlay District |
| | xi. Indicate if the site contains Special Flood Hazard Areas |
| | xii. Indicate means and percentage of neighborhood parks and open space |
| | xiii. Number of lots per phase |
| III | 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 NC GS 4730 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 and uses – boundaries and names. |
| 4 | Jurisdictional boundaries. |
| 5 | Right(s)-of-way or easement(s) e.g., street, railroad. |
| 6 | Street name, right-of-way width, public or private, and state road number. |
| 7 | Utility easements (water, sewer, natural gas, and other utility lines) with easement type. Overhead utilities must be delineated clearly too. |
| 8 | Existing structures (buildings with built year & historical significance, bridges, culverts, fencing, sheds, etc.). |
| 9 | Existing sidewalks, parking, and other impervious surfaces. |
| 10 | Topographic contours at two-foot intervals (cite source). |
| 11 | Surface waters (label top of bank). |
| 12 | Riparian buffers (label zone1 & 2). |
| 13 | FEMA 100-year floodplain and floodway boundaries including FIRM number. |
| 14 | Wetlands (jurisdictional). |
| 15 | Rock outcroppings. |
| 16 | Cemeteries (including boundaries clearly delineated). |
| 17 | Streets and driveways on the site and within 500' of the project site. |
| 18 | Special flood hazard areas. |
| 19 | Any known contaminated soils or hazardous materials. |
| 20 | Other significant existing features. |
| 21 | Provide tree survey locating all specimen trees at 20" DBH (canopy) and 8" DBH (understory) and larger. Tree Save Area (TSAs) should be identified on this sheet as well. |
| 22 | Document that existing or proposed buffers meet the required type standards by means of a tree survey or other appropriate means, if applicable. |
| 23 | Show location of wetlands, streams, and associated buffers as determined by a licensed soil scientist, the Army Corps of Engineers, or the NCDEQ. |
| 24 | Watershed boundaries and associated drainage way buffers. |
| 25 | Note if there is any documented rare or protected species habitats on the subject property. |
| 26 | Provide soil types on the subject property. |
| 27 | Provide existing development conditions on the property. |
| 28 | Indicate clearly on the plans the location of all existing utilities (water, sewer, natural gas, electric, telephone, cable, fiber optic, etc.) above and/or below ground as well as existing utility easements. |

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| 29 | Location of existing driveways and structures on subject and adjacent properties. |
| IV | Site Plan |
| 1 | Property lines and distances per the Existing Conditions Sheet. |
| 2 | Names of adjoining property owners and subdivisions. |
| 3 | Adjoining zoning districts – boundaries and names. |
| 4 | Adjoining current land uses. |
| 5 | Jurisdictional boundaries if development in more than one jurisdiction. |
| 6 | List any supplemental use standards, if applicable. |
| 7 | Site data table containing the following: |
| | i. Name of current property owner |
| | ii. Name of developer |
| | iii. Acreage of parcel (with and without right-of-way dedication) |
| | iv. County Parcel Identification Numbers (PINs) |
| | v. Setbacks (front, side, rear, corner side, and maximum building height) |
| | vi. Lot width at road frontage |
| | vii. Zoning (current and proposed) including any overlay districts (e.g., noise) |
| | viii. Current principal and accessory use(s) |
| | ix. Proposed use(s), see Section 2.3.3 , Principal Use Table |
| | x. Proposed building square footage |
| | xi. Number of vehicle and bicycle parking spaces required and proposed as well as the supporting calculation |
| | xii. Lot coverage percentage including a breakdown for sidewalks, building(s), parking, drive aisles, and other non-pervious materials |
| | xiii. Density |
| 8 | Location and dimensions of the building(s) (Building footprint). |
| 9 | Location and dimensions of existing/proposed driveways and curb cuts on site to be developed and on adjacent properties. Must show all curb cuts within 500 feet if a full access driveway is proposed. |
| 10 | Location and width of existing/proposed sidewalk(s), greenway(s), and crosswalk(s) on the site to be developed and on adjacent properties. |
| 11 | Location and width of existing/proposed public/private greenway(s) and access easement(s). |
| 12 | Location and width of existing/proposed rights-of-way and road widths, including road names and State Road (SR) number. |
| 13 | Location and width of existing/proposed median(s) (Measured from back of curb). |
| 14 | Location, width, and type of each perimeter buffer. |
| 15 | Location, width, and type of each street yard buffer. |
| 16 | Location and width of minimum setbacks. |
| 17 | Location and width of minimum and maximum build-to lines. |
| 18 | Location and dimensions of proposed dumpster, recycling container, and/or trash compactor(s). |
| 19 | Location and dimensions of proposed hotboxes, HVAC units, and other on ground/free standing mechanical equipment. |
| 20 | Number of parking spaces per row. |
| 21 | Width and depth of parking bays. |
| 22 | Location and dimensions of accessible parking spaces. |
| 23 | Width of drive aisle(s). |
| 24 | Pedestrian walkways or landscaped dividers. |

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| 25 | Location and arrangement of loading area(s) and means of screening and dimensions. |
| 26 | Turning radius at entrances and traffic islands. |
| 27 | Location and width of fire lane. |
| 28 | Length of fire access roadway(s) with any required turnarounds. |
| 29 | Location, width, and type of each riparian buffer encroaching within the site measured from the top of the stream bank. |
| 30 | An “*” on each lot indicating that the lot, or a portion of the lot, is located within a designated FEMA floodplain with a corresponding note referencing Section 5.6, Floodplain Management, of the UDO and the corresponding requirements. |
| 31 | Lighting Plan with type of fixtures and pole w/ mounting height. |
| 32 | Proposed Disturbed Acreage - Verify meeting 20-acre phasing requirement. |
| 33 | Provide grading plans to see impact of slopes on proposed plans. |
| 34 | For all Multi-family, commercial and townhome sites label sidewalk with slope percentage for ADA Verification. |
| 35 | Horizontal Design information. |
| 36 | Roadway Typical Sections. |
| 37 | Existing right-of-way limits and proposed right-of-way limits. |
| 38 | Crosswalks. |
| 39 | Stop conditions. |
| 40 | Roads/Driveways. |
| 41 | Vehicular Use Areas. |
| 42 | Parking areas. |
| 43 | Site landscaping. |
| 44 | Lighting (in conceptual form). |
| 45 | Horizontal water and sewer locations (with easements). |
| 46 | Detention, retention, or natural ponds. |
| 47 | Creeks, streams, ponds, and dams. |
| 48 | Location of all Tree Save Areas (TSAs) and buffers including riparian and watershed buffers. |
| 49 | All easements (public and private). |
| 50 | Fences and proposed location of retaining walls, including height and material. |
| 51 | Location of all Special Flood Hazard Areas. |
| 52 | Square footage and dimensions of each lot. |
| 53 | Boundary of entire tract by metes and bounds. |
| 54 | Location of entrances/exits and general internal circulation. |
| 55 | Location of existing and proposed sidewalks and other pedestrian areas such as trails and greenways. |
| 56 | Ensure that turning radii accommodate emergency vehicles. |
| 57 | Label frontage improvements, existing/proposed roadway(s) and rights-of-way dimensions in accordance with the Comprehensive Transportation Plan and UDO . |
| 58 | Location of any outdoor storage. |
| 59 | Location of any accessory structures or site amenities. |
| 60 | NC Accessibility Code. |
| 61 | Location and dimensions of parks, open space, recreational areas, and greenways (public and private) required/proposed. |
| 62 | Location of cluster mailbox units. |
| 63 | Conceptual location of subsurface utilities. |
| 64 | Cul-de-sac dimensions. |
| 65 | Street Stubs to adjacent parcels. |

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| 66 | Sight distance triangles with dimensions at all intersections with stop conditions. |
| 67 | All off-site improvements related to the TIA (or add notes to separate set of plans). |
| 68 | Existing public infrastructure along property lines including lane configuration. |