



TOWN of WAKE FOREST

Planning Department
Wake Forest Town Hall – 3rd Floor
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Wake Forest, NC 27587
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APPEAL OF ADMINISTRATOR DECISION APPLICATION

(Last updated: March 2018)

PROCESS INFORMATION:

Submission Requirement: An appeal of an administrative decision may be taken by any person aggrieved (or by their authorized agent), or by any officer, department or board of the Town, to the Board of Adjustment. Such an appeal shall be made within 30 days of the receipt by such aggrieved party of the written notice of decisions from the Administrator, or in the case of an office, department or board of the town, within 30 days of the filing of the written notice with the Town Clerk. Applicants shall submit applications to the Planning Department.

Public Notification: This is a quasi-judicial process that requires a public hearing and public notification including general notice in newspaper.

Review Process: Per Section 15.12 of the Wake Forest Unified Development Ordinance (UDO), all applications for appeal are to be forwarded for to the Board of Adjustment for consideration at a public hearing which is held on an as needed basis in the Wake Forest Town Hall.

Action by Board of Adjustment: After conducting a public hearing, the Board of Adjustment shall adopt an order reversing or affirming, wholly or in part, or modifying the order requirements, decision or determination in question. It shall take a 4/5ths vote of the Board of Adjustment to reverse or modify the contested action.

FILING INSTRUCTIONS:

- A petitioner must complete this application in full. This application will not be processed unless all information requested is provided.
- The filing fee is \$400.00. **Town of Wake Forest fees and charges are subject to change without notice. Please call 919-435-9510 to confirm current fees and charges.*
- A Sketch Plan shall be provided (if applicable) to accurately reflect the nature of the appeal. The Sketch Plan shall show in simple sketch form the shape & dimensions of the lot on which the proposed building or use is to be constructed or conducted as well as all information listed in Section 15.4.2 of the Wake Forest Unified Development Ordinance.
- The application must be signed by the owner or by an authorized agent of the property to be rezoned.

For Department Use Only:

Submittal Date: _____

Received By: _____

Case No: _____

GENERAL INFORMATION:

Submission Date:	Case Number:
Property Owner:	Phone:
Address:	Email:
City, State, Zip:	Fax:

Applicant (if different from property owner):	Phone:
Address:	Email:
City, State, Zip:	Fax:

PROPERTY INFORMATION:

Property Address/Location: _____

Tax Parcel Number(s): _____

Current Land Use: _____

Zoning: _____

Size of Property (in acres): _____

APPEAL INFORMATION:

I/we hereby appeal to the Board of Adjustment from the following decision/interpretation of the Administrator:

This decision/interpretation was made with respect to property located at: _____

I/we hereby request an interpretation of:

- the Official Zoning Map;
 - the following Section(s) of the Wake Forest Unified Development Ordinance: _____
- _____

In the space below, or on a separate sheet of paper, present your interpretation of the ordinance provisions in question and state what reason you have for believing that your interpretation is the correct one.

SIGNATURES:

I/we the undersigned do hereby certify that all information given above is true, complete, & accurate to the best of my/our knowledge.

(Applicant Print Name)

(Applicant Signature)

(Date)