



TOWN of WAKE FOREST

Planning Department
Wake Forest Town Hall – 3rd Floor
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Wake Forest, NC 27587
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MAP AMENDMENT (REZONING) APPLICATION

(Last updated: July 2013)

PROCESS INFORMATION:

Submission Requirement: A pre-application meeting with the Administrator to discuss the proposed request and to become familiar with the applicable requirements and approval procedures of the Town is required prior to submitting an application. All applications shall be submitted to the Planning Department.

Public Notification: This is a legislative process that requires a public hearing and public notification. General notice in newspapers, mailed notice to adjacent property owners, and a neighborhood meeting conducted by the applicant shall be required.

Review Process: Per Section 15.14 of the Wake Forest Unified Development Ordinance (UDO), all applications are to be reviewed for compliance by the Administrator, then forwarded for to the Planning Board and Board of Commissioners for consideration at a joint public hearing which are held on the first Tuesday of each month at 7:30 p.m. in the Wake Forest Town Hall.

Planning Board Recommendation: Upon closure of the public hearing, the Planning Board will deliver a recommendation on each request to the Board of Commissioners. The Planning Board meets regularly on the first Tuesday of each month following the joint public hearings.

Consideration of Board of Commissioners: Upon receiving a recommendation on a request from the Planning Board, the Board of Commissioners may approve or deny an application. The Board of Commissioners meet regularly on the third Tuesday of each month at 7:00 p.m. in the Wake Forest Town Hall and serve as the approving authority for all rezoning requests.

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 \$300.00 up to 10 acres + \$1 per notified property owner and \$600.00 over 10 acres + \$1 per notified property owner. **Town of Wake Forest fees and charges are subject to change without notice. Please call 919-435-9510 to confirm current fees and charges.*
- 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 describe the subject property by metes and bounds.
- The petitioner, or his duly authorized agent, shall submit with the application a list of all adjoining property owners within one hundred feet of the proposed zoning change, with the current mailing address of each. These adjoining property owners will be notified of the proposed request by the Planning Department.
- The application must be signed by the owner or by an authorized agent of the property to be rezoned and notorized.

REZONING REQUEST:

General Use

Conditional District

Existing Zoning Classification: _____

Proposed Zoning Classification: _____

If the request is to a Conditional District (CD), this application should be accompanied by a master plan that include land use, existing conditions, buildings, lots, etc. per Chapter 15 of the Wake Forest Unified Development Ordinance. In addition, please provide a narrative of the proposed use and list any proposed conditions:

Proposed Land Use: _____

Proposed Conditions Offered by Applicant: _____

PROPERTY INFORMATION:

Property Address/Location: _____

Tax Parcel Number(s): _____

Current Land Use: _____

Existing or proposed land uses on all adjoining properties (including properties across street):

- 1) North: _____
- 2) South: _____
- 3) West: _____
- 4) East: _____

Size of Property (in acres): _____

Legal Description of property (metes and bounds description with Deed Book & Page):

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:

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)

Sworn to and subscribed before me on this the _____ day of _____, 20____.

Notary Public

My Commission Expires: _____

NEIGHBORHOOD MEETING INFORMATION:

Per Section 15.3.5 of the Wake Forest UDO, 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 shall be submitted to the Administrator at least 10 business days prior to the scheduled joint public hearing.

For Department Use Only:	
Submittal Date:	_____
Received By:	_____
Case/Permit No:	_____

Adjoining Property Owners
(property within 100' of the site, exclusive of rights of way)

Name	Current Mailing Address (based on current tax records)	Tax Map Number
1.		
2.		
3.		
4.		
5.		
6.		
7.		
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10.		
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