



TOWN of WAKE FOREST

Variance Request Submittal Checklist

The variance process is intended to provide limited relief from the requirements of this ordinance in those cases where strict application of a particular requirement will create a practical difficulty or unnecessary hardship prohibiting the use of the land in a manner otherwise allowed under this ordinance. It is not intended that variances be granted solely to remove inconveniences or financial burdens that the requirements of this ordinance may impose on property owners in general or to increase the profitability of a proposed development, although such factors can be taken into consideration. In no event shall the Board of Adjustment grant a variance which would allow the establishment of a use which is not otherwise allowed in a land development district, or which would change the land development district classification or the district boundary of the property in question. In no event shall the Board of Adjustment grant a variance which would conflict with any state code unless otherwise authorized by laws and regulations. Variances are subject to [Section 15.13](#) of the UDO.

A General Requirements

- 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 Statement of justification presenting factual evidence supporting each of the required findings of fact in UDO Section [15.13.3.B](#) and [15.13.3.C](#), if applicable. Include any other relevant information to demonstrate undue and unnecessary hardship.

B 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 and Scale not less than 1" = 50'
 - ii. Zoning District
 - iii. Zoning Overlay District
 - iv. Layout of existing and/or proposed streets
 - v. Existing and/or proposed lot layout
 - vi. Existing and/or proposed building(s) location and size
 - vii. Nature of land use
 - viii. Existing and/or proposed parking areas and means of ingress/egress
 - ix. Environmental Conditions (Special Flood Hazard Areas, Wetlands, Etc.)
 - x. Public or private easements and buffer areas