

**Typical Submittal Process and Review Timeframes**

Type of Development Application <sup>[1]</sup>	Pre-Application Materials Deadline <sup>[2]</sup>	Pre-Application Conference <sup>[3]</sup>	Submit Application <sup>[4]</sup>	Completeness Review <sup>[5]</sup>	Application Enters the Review Cycle/Accepted for Review	Initial Staff Review Due (Typical)	TRC Meeting between Staff and Applicant <sup>[6]</sup>	Revisions to Application by the Applicant <sup>[7][8]</sup>	TRC Meeting between Staff and Applicant <sup>[9]</sup>	Staff Review of Revised Application (Typical) <sup>[10]</sup>	Decision <sup>[11]</sup>	Total Review Time (Typical) <sup>[12]</sup>
Pre-Applications (Sketch Plans)						7 Days				7 Days		7 Days
Master Plans						15 Days				10 Days		3-4 Months
Construction Plans						15 Days				10 Days		3-4 Months
Architectural Design Plats						15 Days				10 Days		3-4 Months
Plats						15 Days				10 Days		1-2 Months
Rezoning (General Use, Conditional District, PUD)						15 Days				10 Days		4-5 Months

**Notes:**

Days = Business Days

[1] This is not an all-inclusive development application list.

[2] Pre-application conference materials are due at least 7 days prior to meeting.

[3] A pre-application conference is required for most applications. For those applications that do not require a pre-application, staff strongly encourages it. See UDO for specific application requirements.

[4] Applications may be submitted at any time through IDT, <https://wakeforest.idtplans.com/secure/>.

[5] Applicant will typically receive an email informing them of submittal deficiencies or acceptance through IDT within 2 business day from time of submission. Review of application does not begin until application is accepted.

[6] After the initial round of comments for master plans, construction plans, conditional district rezonings and PUDs, a TRC meeting will be scheduled between Town staff and the applicant. TRC meetings are typically held on Thursday mornings.

[7] This step typically occurs 2-3 times. If the applicant takes longer than 15 days to resubmit an application, the typical review time will likely take longer than anticipated.

[8] If the applicant fails to submit a revised application within 6 months after receiving comments, the application is considered withdrawn, and a new application and review fees will be required. No fees are refunded.

[9] TRC meetings may be held between Town staff and the applicant after the applicant receives comments on resubmittals. TRC meetings are typically held on Thursday mornings.

[10] This step typically occurs 2-3 times. If the staff review will exceed typical review timeframes, applicant will be notified.

[11] Notification of decision will be sent via IDT. If application requires Board of Commissioners' action, notification of decision will be sent once signed and/or recorded ordinance or resolution is received from the Town Clerk's office.

[12] This is a typical review time. If there is a delay in the applicant resubmitting, it will extend the total review time the project in the review cycle.