

# Comprehensive Plan Amendment Submittal Checklist



The Comprehensive Plan Amendment process enables an applicant to request a modification to the Town's Comprehensive Plan (which includes multiple adopted plans), in accordance with [Section 15.17](#) of the UDO. Plans (available on the Planning Department [website](#)) that may be amended include, but are not limited to, the Wake Forest Community Plan, the Comprehensive Transportation Plan, and small area plans.

## What must be submitted

Prior to submitting an application for a Comprehensive Plan Amendment, prospective applicants must participate in a pre-application conference, which is scheduled through the Town's electronic plan review portal (<https://wakeforest.idtplans.com/secure/>). Following the pre-application conference, the Comprehensive Plan Amendment application form and fee are submitted through the electronic plan review portal. The following must be submitted with the application form:

Required item	When required
A Statement of nature and purpose	All applications
B Proposed text	If change to text of plan is proposed
C Map of proposed changes	If change to map within plan is proposed
D Cross-section rendering	If change to roadway cross-section is proposed

## Detailed requirements

### A. Statement of nature and purpose

*A written description of the nature and purpose of the proposed amendment.*

### B. Proposed text

*Required if a change to the text of the plan is proposed. The application must specify any proposed text to be deleted (using strikethrough font) and any text proposed to be added (using underlined font).*

### C. Map of proposed changes

*Required if a change to a map within a plan is proposed (e.g., the Community Plan's Land Use Plan). The application must include a map clearly illustrating proposed changes.*

### D. Cross-section rendering

*Required for proposed changes to roadway cross-sections in the Comprehensive Transportation Plan. The application must include a rendering of the existing and proposed roadway cross section.*