

Special Use Permit Non-substantial Change Submittal Checklist



An applicant may seek a change to an approved Special Use Permit in accordance with UDO [Sec. 15.10.3.D](#). If the proposed change is substantial (as defined in Sec. 15.10.3.D), the Board of Commissioners must review and make a decision on the change using the same procedure and standards that apply to Special Use Permits generally. This application allows an applicant to request other changes to be approved administratively.

What must be submitted

Application forms and fees are submitted through the Town's electronic plan review portal (<https://wakeforest.idtplans.com/secure/>). The supporting materials in the table below are required to be submitted through the electronic plan review portal at the time the application is submitted. Detailed requirements for each item follow the table below.

	Required supporting materials	When required
A	Authorization of landowner	Required if the applicant is not the landowner or a lessee or person holding an option or contract to purchase or lease the land
B	Copy of Approved Special Use Permit	All applications
C	Description of Proposed Changes	All applications
D	Site plan	All applications

Detailed requirements

A. Authorization of landowner

If the applicant is not the landowner, the applicant must submit a completed [agent authorization form](#).

B. Copy of Approved Special Use Permit

A copy of the approved Special Use Permit, including any conditions placed on the use as a part of the approval under UDO Sec. 15.10.2.E.

C. Description of Proposed Changes

A written description of the proposed changes, including:

1. A brief narrative of what the proposed change is and the reason for it
2. A list of each type of change identified as a substantial change (see UDO [Sec. 15.10.3.D](#)) and a description of how the proposed change does not fall under that type of change

D. Site plan

The site plan is a scaled drawing showing the details of the proposed development. It should highlight aspects of the proposed development that are different from what was approved under the Special Use Permit. The site plan must show all of the following (except those items that are not applicable to the proposed development):

1. Property lines and distances
2. Names of adjoining property owners and subdivisions/developments
3. Adjoining zoning districts – boundaries and names
4. Adjoining current land uses
5. Jurisdictional boundaries if development in more than one jurisdiction
6. List any supplemental use standards (see UDO Chapter 3)
7. Site data table containing the following:
 - i. Name of current property owner
 - ii. Name of developer
 - iii. Acreage of parcel (with and without right-of-way dedication)
 - iv. County Parcel Identification Numbers (PINs)

Special Use Permit Non-substantial Change Submittal Checklist



- v. Setbacks (front, side, rear, corner side, and maximum building height)
 - vi. Lot width at road frontage
 - vii. Zoning, including any overlay districts
 - viii. Current principal and accessory use(s)
 - ix. Proposed use(s) (see UDO [Section 2.3.3](#), Principal Use Table)
 - x. Proposed building square footage
 - xi. Number of vehicle and bicycle parking spaces required and proposed, as well as the supporting calculation
 - xii. Lot coverage percentage including a breakdown for sidewalks, building(s), parking, drive aisles, and other non-pervious materials
 - xiii. Density
8. Square footage and dimensions of each lot
 9. Location and dimensions of the building(s) (Building footprint)
 10. Location and width of minimum setbacks
 11. Location and width of minimum and maximum build-to lines
 12. All easements (public and private)
 13. The following environmental information:
 - i. Creeks, streams, ponds, and dams
 - ii. Location, width, and type of each riparian buffer encroaching within the site, measured from the top of the stream bank
 - iii. Detention, retention, or natural ponds
 - iv. Special Flood Hazard Area boundaries, with an "*" on each lot indicating that the lot, or a portion of the lot, is located within a designated FEMA floodplain, and including a corresponding note referencing Section 5.6, Floodplain Management, of the UDO and the corresponding requirements
 - v. Tree Save Areas (TSAs)
 14. Proposed disturbed acreage (to verify meeting 20-acre phasing requirement in UDO [Sec. 12.3.2.C.4](#))
 15. Grading plans (to determine the impact of slopes on proposed plans)
 16. Streets (existing and proposed), showing the following:
 - i. Road names and State Road (SR) number
 - ii. Width of right-of-way
 - iii. Width of street
 - iv. Medians, with width labeled (measured from back of curb)
 - v. Existing public infrastructure along property lines including lane configuration
 - vi. All frontage improvements (labeled) and roadway and right-of-way dimensions necessary to comply with the Comprehensive Transportation Plan and UDO
 - vii. Roadway Typical Sections
 - viii. Length of fire access roadway with any required turnarounds
 - ix. Cul-de-sac dimensions
 - x. Turning radii (must be sufficient to accommodate emergency vehicles)
 - xi. Sight distance triangles with dimensions at all intersections
 - xii. Stop conditions
 - xiii. Street Stubs to adjacent parcels
 - xiv. All off-site improvements related to the TIA (or add notes to separate set of plans)
17. Sidewalks, greenways, and other pedestrian facilities (existing and proposed), showing the following:
 - i. Location, width, and paving materials of all sidewalks, multi-use paths, greenways, trails, and other pedestrian facilities on the site and on adjacent properties
 - ii. Crosswalks
 - iii. Access easements to adjacent greenways
 - iv. For all multi-family, commercial and townhome sites, sidewalks labeled with slope percentage to verify ADA compliance
 18. Driveways and circulation information, showing the following:
 - i. Driveways (existing and proposed) on the development site and on adjacent properties, and on all properties within 500 feet if a full access driveway is proposed, with dimensions labeled
 - ii. Location of entrances/exits and general internal circulation
 19. Parking and loading areas, showing the following:
 - i. Width of drive aisles
 - ii. Width and depth of parking bays
 - iii. Number of parking spaces per row
 - iv. Parking stall dimensions (typical)
 - v. Location and dimensions of accessible parking spaces
 - vi. Pedestrian walkways or landscaped dividers
 - vii. Turning radius at entrances and traffic islands
 - viii. Location and width of fire lane
 - ix. Location, arrangement, and dimensions of loading areas and means of screening
 20. Landscaping and screening, showing the following:

Special Use Permit Non-substantial Change Submittal Checklist



- i. Location, width, and type of each perimeter buffer
 - ii. Location, width, and type of each street yard buffer
 - iii. Parking lot landscaping (internal and perimeter)
 - iv. Location and dimensions dumpsters, recycling containers, and trash compactors, and their enclosures and other means of screening
 - v. Location and dimensions of hotboxes, HVAC units, and other on ground/free standing mechanical equipment, and means of screening
21. Parks, open space, and recreational areas, labeled with required minimum and proposed area
 22. Horizontal water and sewer locations (with easements) and the conceptual location of other subsurface utilities
 23. Location and type of exterior light fixtures, including mounting height
 24. Fences and retaining walls, including height and materials
 25. Accessory structures and site amenities
 26. Outdoor storage areas
 27. Cluster mailbox units
 28. Compliance with applicable NC Accessibility Code requirements