



Planning, Development & Inspections

TEL (PLANNING) 919 856 6310
TEL (INSPECTIONS) 919 856 6222

A Division of Community Services
P.O. Box 550 • Raleigh, NC 27602
www.wakegov.com

REZONING CHECKLIST

1.	Pre-submittal conference with Planning, Development and Inspections Staff to determine the appropriate action, discuss the procedure, submittal requirements, and schedule.
2	Submit evidence of the legal creation of the parcel(s) making up the development site (copy of most recently recorded plat or deed describing parcel plus: copy of County-approved plat describing same parcel and recorded after 5/17/1976; or plat or deed describing same parcel and recorded on or before 5/17/1976; or other recorded deeds and documents necessary to show parcel creation was exempt from subdivision regulations) [1 copy] [see Register of Deeds]
3	Submit a statement of justification explaining how the proposed zoning would be consistent with the Wake County Land Use Plan and otherwise advance the public, health, safety, and general welfare (see attached cover sheet) [2 copies]
4	Submit a Written Statement of Conformance for the following:
a	Wake County Land Use Plan
b	Wake County Transitional Urban Development Policies
c	Rezoning advances the Public Health, Safety, and General Welfare
5	Submit an existing conditions map showing the following information, for an area including and within 1,000 feet of the site. Maps are available from the County GIS Office, 5 th floor, Wake County Office Building. (856-6370)
a	Property lines [see GIS Dept.]
b	Zoning districts - boundaries and names [see GIS Dept.]
c	Existing land uses [If nonresidential, show floor area/parcel area and impervious surface coverage/parcel area; if multi-family, show dwelling units/acre]]
d	Names of existing and approved subdivisions and other developments [see GIS Dept.]
e	Existing and under-construction roadways and associated access rights-of-ways or easements (show name and label as public or private) [see GIS Dept. and NCDOT]
f	Existing and under-construction major water lines and fire hydrants [see adjacent municipality]
g	Existing and under-construction major sewer lines and pump stations/treatment facilities [see adjacent municipality]
h	Topographic contours (at intervals of not more than 10 feet) [see GIS Dept.]
i	Surface waters, FEMA 100-year floodway and floodway fringe boundaries, flood hazard soils, and wetlands [see GIS Dept.]
j	Inset map showing site's location relative to County's municipalities and major roads
k	Title block showing name & address of site owner(s), name of plan designer, parcel identification #, (PIN), date map prepared (& revised), bar scale, north arrow, & title "Existing Conditions Map"
6	Submit a Survey map showing boundaries (with bearing & distance) of area proposed to be rezoned (if only part of a parcel is proposed to be rezoned or if a parcel is proposed to be rezoned to two or more zoning districts)
7	Submit a List of the property identification numbers (PINs) and owners (and their mailing addresses) of all parcels adjacent to the parcel(s) making up the proposed development site [see County GIS Dept.]
8	Mail the following envelopes to: Wake County Planning Department/Zoning Administration; Attention Current Planning Case #__; P.O. Box 550; Raleigh, NC 27602-0550 Stamped , pre-addressed business envelopes (size 10) for each owner on above list, with return address reading: Wake County Planning Department/Zoning Administration; P.O. Box 550; Raleigh, NC 27602-0550 [2 sets]
10	Traffic impact analysis (if maximum allowable development is expected to generate more than 800 vehicle trips per day (based on ITE trip generation figures))



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INFORMATION WHICH MUST BE SUBMITTED

A. Conformance with the Land Use Plan:

1. **Statement of how rezoning complies with the Land Use Plan.** Attach written statement of how your request conforms with the County's Land Use Plan (LUP). The LUP is intended to direct quality growth within the County. It classifies land within the County (land use classifications are described in the Land Use Plan which is available at the Planning Department). **Note:** When a proposed rezoning is in the Urban Services Area (USA) of a municipality the County will require comments from the municipality prior to considering rezonings within that municipality's USA (You

may wish to check with municipality to determine its position on a rezoning prior to filing a petition). We will request that municipalities respond in a timely manner. However, if that municipality has assigned this responsibility to its Planning Board or elected officials, comments may not be received in time to maintain the normal published schedule.

2. **Compliance with Transitional Urban Development Policies:** The proposal must comply with the Land Use Plan's Transitional Urban Development policies (TUDs), which call for new development to be served by centralized or municipal water and sewer service (within Short Range USAs) or provide the necessary easements for future installation of utility lines (within Long Range USAs). The proposal must comply with the TUDs policies that call for new development to provide for the types and levels of transportation facilities that accommodate vehicular, bicycle, pedestrian, and transit access needs and that they be designed and constructed to the standards of the municipality associated with the Urban Service Area and the Wake County Thoroughfare Plan.

B. Statement of How Rezoning Otherwise Advances Public Health, Safety, and General Welfare:

The statement may address the following: Traffic: The additional traffic that could be generated under the proposed zoning and its relationship to the current and projected capacity of area roads. Development Compatibility: types and intensities of development allowed under the rezoning, focusing on compatibility with adjacent areas. (This may cover compatibility with adjacent zoning and land uses, with existing or proposed infrastructure or services, and with the environment, including surface and ground water, soils, and air, if applicable.

C. **Traffic Impact Analysis Requirement:** Your application may require that a traffic impact analysis, if your proposal is expected to increase traffic more than 100 trips per peak hour, or more than 1000 trips per day, or as may be determined by the Land Development Supervisor. Calculations are based on trip generation estimates made in accord with the most recent editions of Trip Generation and Trip Generation Handbook, published by the Institute of Transportation Engineers (ITE). Specific information can be found in the **Guidelines for Traffic Impact Analysis**.

D. **Mapping Requirements:** If requesting (1) part of a parcel to be rezoned, or (2) more than one zoning district on a parcel, then submit a map certified by a registered land surveyor or engineer with a metes and bounds description to show boundaries of proposed zoning.

E. **Mailing List of Adjacent Property Owners:** Attach complete list of all adjacent property owners of the subject property with parcel identification number of each parcel and the full name and address of each owner. The list must be taken from current tax records and must include all persons, firms, corporations, entities, or governments owning property. The list must be clearly written or typed. Submit **duplicate** copies of stamped envelopes. (2 sets of envelopes are required in order to notify owners of two Board meetings. Business size (10) envelopes must be used with the following return address: Wake County Planning, Development and Inspections P.O. Box 550, Raleigh, NC 27602.

Notes:

- All documents and maps submitted as required become the property of Wake County.
- The Wake County Unified Development Ordinance are on the web at www.wakegov.com
- All application fees are non-refundable.
- Permit Portal www.wakegov.com/permitportal

The File Number should be used on all correspondence subsequent to application acceptance



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NOTES:

1. **Concurrent Appeal:** A petition for rezoning should not be filed when an appeal concerning the same property is pending before the Board of Adjustment.
2. **Existing Violation:** The filing of a rezoning petition will not delay any legal actions arising from an existing violation on the subject property. Existing violations should be eliminated before a rezoning is requested.
3. **Filing a Petition:** A petition must be clearly and accurately written or typed. Petitions may be filed at the Planning, Development and Inspections in person or by mail (Planning, Development and Inspections, P.O. Box 550, Raleigh, NC 27602).
4. **Public Hearing notice must be published:** It is the petitioner's responsibility to see that notice of the public hearing is published in a newspaper of general circulation. Contact the Planning staff for assistance in preparing a notice (see form to place ad).
5. **Fees:** Submit a check in the amount of \$1,000 made payable to Wake County with a petition for a new rezoning or to modify a previously approved rezoning. Fees are due at the time of petition submittal. Petition fees are non-refundable.
6. **Land Use Permits Required for Development:** Should the Board of Commissioners approve a rezoning, the applicant must still apply for, and obtain, appropriate approvals to develop and/or establish the land use.

TYPES OF PETITIONS

There are two types of zoning districts, General Use Districts (GUD) and Conditional Use Districts (CUD). The petitioner must decide which type of district to petition for. The differences between the two are as follows:

1. **General Use District:** In a GUD any use permitted in that zoning district may occur on the property-subject to County development standards. Conditions cannot be attached to further restrict development standards than in the County Code.
2. **Conditional Use District:** Rezoning request allows the petitioner to attach conditions to the petition, offering to meet stricter requirements than set out in the County Code. The petitioner may voluntarily restrict the property to a specific use or range of uses; specify development standards for the property stricter than the County's; and specify any other legal condition upon the development or use of the property as long as it exceeds Code requirements for the corresponding General Use District. (CUD Petition, complete Attachment B.) The proposed use(s) of the property must be identified by condition and a statement must be provided to indicate how the proposed use would benefit the adjacent surrounding property.

NOTE: A CUD petition must be signed by all owners, as listed in the Tax Assessor's Master File, or by their authorized agent. Petitions signed by an authorized agent must include documentation of the agent's authorization to sign on behalf of the owner. Any change of conditions on a petition is treated as an original petition: It must be signed by all owners or an agent with documented authorization. Conditions must be voluntary.

REVISIONS TO PETITION

A petitioner may have the opportunity to revise a petition by request 1) after its initial submission prior to being forwarded for Board review. 2) After the Planning Board has heard presentations and completed its review of the petition, but before making a recommendation; and 3) After the Board of Commissioners has heard presentations and completed its review, but before taking final action. Revised petitions will be accepted and reviewed in the same manner as an original petition.