



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

Land Use -Simple Checklist

Residential: ≤12x12 shed, driveway/patio

1	Submit a Site plan showing the following information:
a	All property lines with dimensions
b	Scale of plan should be 1"= 10, 20, 30, 40, 50, 60 or 100'
c	Show and Label all existing structured and buildings on the property with dimensions and setbacks to the property lines
d	Show and Label everything that is being proposed with dimensions and setbacks to the property lines
e	Itemized Impervious Surface Calculations
f	Paper no larger than 11x17
g	Address and PIN of property
h	Any flood hazard soils and/or associated buffers

Zoning Verification Letters

1	In place of a site plan, submit a document providing the following information:
b	Description in detail what type of information is being requested? (zoning, uses, permits, etc)

Each individual property is required to have its own zoning verification letter request. Therefore, for multiple properties you would have to apply for multiple zoning verification letters, Land Use- Special application on the Permit Portal.

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.
- CSS portal www.wakegov.com/permitportal

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