



ZONING HARDSHIP VARIANCE SUBMITTAL CHECKLIST

Submit required documentation to:
 Wake County Planning Department/Zoning Administration
 PO Box 550 Wake County Office Building
 Raleigh, NC 27602-0550 336 Fayetteville Street Mall, Downtown Raleigh
 Contact Zoning Administration at (919) 856-6335 for additional information.

For each listed item, check (√) if provided, write "n/a" if the feature does not exist or is not proposed, and write "w" if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations or to address the required conclusions.		Staff use only
√, n/a, or w	APPLICABLE SUBMITTAL REQUIREMENT	√, X, or w
1	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]	
2	Copy of any Special Use Permit applicable to site or part thereof [1 copy] [see Register of Deeds and/or Zoning Administration staff]	
3	Zoning Hardship Variance Application form [2 copies] [attached]	
4	Statement of justification presenting factual evidence supporting each of the required conclusions [2 copies] [see attached cover sheet]	
5	Existing conditions map showing the following information, for an area including and within 1,000 feet of the site [2 copies on 8.5" x 11" or 11" x 17" paper] [Most of the required information exists in the County's GIS and may be obtained from Zoning Administration staff, then supplemented with other required information]	
a	Property lines	
b	Zoning districts - boundaries and names	
c	Notation of existing land uses	
d	Names of existing and approved subdivisions and other major developments	
e	Existing and under-construction roadways and associated access rights-of-ways or easements (show name and label as public or private)	
f	Topographic contours (at intervals of not more than 10 feet)	
g	Surface waters, FEMA 100-year floodway and floodway fringe boundaries, flood hazard soils	
h	Inset map showing site's location relative to County's municipalities and major roads	
i	Title block showing name and address of site owner(s), name of plan designer, parcel identification number (PIN), date map prepared (and revised), bar scale, north arrow, and title "Existing Conditions Map"	
6	Site plan showing the following information for an area including and within 50 feet of the site [7 copies on 24" x 36" paper, at a scale of not less 1"=400', plus 2 copies on 8.5" x 11" or 11" x 17" paper]	
a	Property lines, with measured distances	
b	Topographic contours (at intervals of not more than 5 feet)	
c	Surface waters, FEMA 100-year floodway and floodway fringe boundaries, flood hazard soils	
d	Location and relevant dimensions of any proposed structures or structures proposed to be extended to which the regulation proposed to be varied applies (ex.: the outline, dimensions, and floor area of the building, parking area, etc. for which a variance of a minimum yard depth or setback regulation is proposed)	
e	Location and relevant dimensions of any existing structures, easements, etc. that substantially hinder strict compliance with the regulation proposed to be varied, or whose relation to accommodate (ex.: the outline and dimensions of an existing or approved septic field and repair area, and/or utility easements that prevent location of a proposed building within the building envelope defined by minimum yard depth and setback regulations)	
f	Location and relevant dimensions of yards, setbacks, transitional bufferyards, watershed buffers, riparian areas, and other required areas that substantially hinder strict compliance with the regulation proposed to be varied (ex.: the location and width of a watershed buffer, and minimum setback therefrom, that prevent location of a proposed building within the building envelope defined by minimum yard depth regulations)	

	g	Location and relevant dimensions of any other natural or man-made features on the parcel that substantially hinder strict compliance with the regulation proposed to be varied	
	h	Inset map showing site's location relative to County's municipalities and major roads	
	i	Title block showing name and address of site owner(s), name of plan designer, parcel identification number (PIN), date map prepared (and revised), bar scale, north arrow, and title "Zoning Variance Site Plan"	
	7	List of the parcel identification numbers (PINs) and owners (and their mailing addresses) of all parcels adjoining, or across the street from, the parcel(s) making up the proposed development site [2 copies] [May be obtained from Zoning Administration staff]	
	8	Stamped, pre-addressed business envelopes (size 10) for each owner on above list, with return address reading: Wake County Zoning & Subdivision Administration; P.O. Box 550; Raleigh, NC 27602-0550 [1 set]	
	9	Check for \$300.00 application fee, made out to "Wake County"	

Notes: All documents and maps submitted as required become the property of Wake County.
All application fees are non-refundable.
The Wake County Zoning Ordinance is on the web at www.wakegov.com.
The Zoning Administrator may waive required information he or she certifies in writing as unnecessary to determine compliance with applicable standards and requirements.
The File Number should be used on all correspondence subsequent to application acceptance.

Application accepted as complete by: _____ Date: _____

Board of Adjustment action: () Approved () Approved w/ conditions () Denied Date: _____

Variance recordation: DB _____ PG _____ Date: _____