



SPECIAL USE CHECKLIST

1	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]
2	Submit Copy of any Special Use Permit previously issued for site or part thereof (if proposed to be modified), or copy of recorded instrument abandoning or voiding any Special Use Permit previously issued for site or part thereof (if proposed to be replaced) see Register of Deeds and/or Zoning Administration staff]
3	Submit Statement of justification presenting factual evidence supporting each of the following 5 required conclusions [see below attached sheet]
4	Submit Existing conditions map showing the following information (a-k) , for an area including and within 1,000 feet of the site [Most of the required information exists in the County's GIS]
a	Property lines (GIS)
b	Zoning districts - boundaries and names (GIS)
c	Notation of existing land uses (a site visit must be done & land uses identified on map)
d	Names of existing and approved subdivisions and other developments (site visit)
e	Existing and under-construction roadways and associated access rights-of-ways or easements (show name and label as public or private)
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) (GIS)
i	Surface waters, FEMA 100-year floodway and floodway fringe boundaries, flood hazard soils (GIS)
j	Inset map showing site's location relative to County's municipalities and major roads (GIS)
k	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" (handwritten or typed)
5	Submit Preliminary site plan showing the following information (a-p) , for an area including and within 100 feet of the site, at a scale of not less than 1"=400',
a	Property lines, with measured distances
b	Outline of existing and proposed structures; show total floor area and maximum height, plus setbacks of proposed structures from nearest property lines
c	Outline of existing and proposed roadways [including proposed improvements] and driveways (show width and surface material), parking areas (show spaces and surface material), loading areas (show dimensions and surface material), and walkways (show surface material) - plus associated access rights-of-way and easements (show width). Label roadways as public or private; note any access restrictions
d	Existing or proposed vegetative screening and plantings along the perimeter and within parking areas, show location, type, and average mature height and spread
e	Location of existing and proposed water lines (show diameter), fire hydrants, and/or wells (show capacity) - plus associated utility easements (show width), note water service provider
f	Location of existing and proposed sewer lines (show diameter) and pump stations/treatment facilities (show capacity) - plus associated easements (show width) [Note sewer service provider], or outline existing and proposed septic tank and fields (including repair area)
g	Location and depth of proposed transitional bufferyards plus proposed screening measures (note type of proposed screening) [For plantings, show location, type, and average mature height and spread; for berms, walls, and fences, show height; for existing vegetation, outline area and show general type, average height and spread, and indicate intensity]
h	Location and width of watershed and drainageway buffers (if in a water supply watershed)
i	Location and width of riparian areas (if in the Neuse River basin)



Planning, Development & Inspections

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j	Notation of the amount of impervious surface coverage (sq. ft. and as % of total site area)
k	Topographic contours (at intervals of not more than 5 feet)
l	Surface waters, FEMA 100-year floodway and floodway fringe boundaries, flood hazard soils [see GIS Dept.] [Adjust FEMA boundaries and flood hazard soils to topography if necessary]
m	Location, type, and relevant dimensions/capacities of stormwater management structures and other devices (if in a water supply watershed or if stormwater management is required) - plus associated easements (show width)
n	Location of existing and proposed signs (show type (ground, pole, etc.) and size (per side))
o	Inset map showing site's location relative to County's municipalities and major roads
p	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 "Preliminary Special Use Permit Site Plan"
6	Submit a List of the parcel identification numbers (PINs) and owners (and their mailing addresses) of all parcels adjoining, including across the street from, the parcel(s) making up the proposed development site [list may be obtained from GIS staff]
7	Mail the following envelopes to : Wake County Planning Department/Zoning Administration; 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 [1 set]
8	Submit a Licensed soil scientist's preliminary report demonstrating site's suitability for service by on-site wastewater system (if such service proposed) [see attached report requirements]
9	Submit an Emergency contingency plan for use and storage of hazardous materials, or statement that no hazardous materials in reportable quantities will be used or stored on-site (if in a water supply watershed)
10	Attached the supplemental form
11	Submit a Traffic impact analysis for any land use expected to increase traffic more than 100 trips per peak hour, or more than 1,000 trips per day, or as required by the Land Development Supervisor. (based on ITE trip generation figures) [see Guidelines for Traffic Impact analysis]
12	Review fee \$800
13	Fee \$1,500.00 processing fee for Traffic Impact analysis (per application)
14	A public informational meeting prior to the public hearing is required for the following special uses; schools, landfills, churches, quarries, and asphalt plants . Provide documentation supporting this meeting to the Planning Department no later than four (4) weeks prior to the scheduled Board of Adjustment meeting for incorporation into the agenda packet.
15	Complete and submit the appropriate stormwater tool package at the link below: See Environmental Services Watershed Management submittal requirements www.watershedmanagementplaceholder.com

Land use professionals (architects, engineers, planners, landscape architects, etc.), as well as employees of corporate or municipal applicants, may testify at quasi-judicial proceedings about factual matters in support of an application, petition or appeal. However, they MAY NOT examine or cross-examine witnesses, make legal arguments as to why an application, petition or appeal should be granted, or otherwise advocate for results on behalf of another individual or entity at a quasi-judicial proceeding. These functions can ONLY be performed at a quasi-judicial proceeding by an attorney licensed to practice law in North Carolina. Therefore, it is **strongly recommended** that unless you are an individual representing yourself in a quasi-judicial proceeding, you have an attorney present to present your case.

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



SPECIAL USE SUPPLEMENTAL INFORMATION

Type of Special Use (be as specific as possible and cite code section listing use as permitted special use)

Blank lines for special use type

Modification of previously issued Special Use Permit? Yes No

If Yes, provide relevant Special Use Permit Number:

Property

Parcel Identification Number:

Address:

Land Owner

Land Owner Name:

Business Operator Name (if different from Land Owner):

Address:

City: State: Zip Code:

E-mail Address: Fax:

Telephone Number:

Applicant (person to whom all correspondence will be sent)

Name:

Address:

City: State: Zip Code:

E-mail Address: Fax:

Telephone Number:

All property owners must sign this application unless one or more individuals are specifically authorized to act as an agent on behalf of the collective interest of some or all of the owners (provide a copy of such authorization).

The undersigned property owner(s) hereby authorize the filing of this application (and any subsequent revisions thereto). The filing of this application authorizes the Wake County staff to enter upon the site to conduct relevant site inspections as deemed necessary to process the application.

Signature: Date:

Signature: Date:

The undersigned applicant hereby certifies that, to the best of his or her knowledge and belief, all information supplied with this application is true and accurate.

Signature: Date:



STATEMENT OF JUSTIFICATION

For each of the 5 required conclusions listed below, attach a statement that explains how any existing conditions, proposed development features, or other relevant facts would allow the Board of Adjustment to reach the required conclusion, and attach any additional documents or materials that provide supporting factual evidence.

Important: You bear the burden of presenting sufficient factual evidence to support findings of fact that allow the Board to reasonably reach each of the required conclusions. If you fail to meet that burden, the Board has no choice but to deny the petition.

(1.) The proposed development will not materially endanger the public health or safety.

Considerations:

- traffic conditions in the vicinity, including the effect of additional traffic on streets and street intersections, and sight lines at street intersection and curb cuts;
• provision of services and utilities, including sewer, water, electrical, garbage collections, fire protection;
• soil erosion and sedimentation; and
• protection of public, community, or private water supplies, including possible adverse effects on surface waters or groundwater.

(2.) The proposed development will comply with all regulations and standards generally applicable within the zoning district and specifically applicable to the particular type of Special Use or class of Special Uses.

(3.) The proposed development will not substantially injure the value of adjoining property, or is a public necessity.

Considerations:

- the relationship of the proposed use and the character of development to surrounding uses and development, including possible conflicts between them and how these conflicts will be resolved; and
• whether the proposed development is so necessary to the public health, safety, and general welfare of the community or County as a whole as to justify it regardless of its impact on the value of adjoining property.

(4.) The proposed development will be in harmony with the area in which it is located.

Considerations:

- The relationship of the proposed use and the character of development to surrounding uses and development, including possible conflicts between them and how these conflicts will be resolved.

(5.) The proposed development will be consistent with the Wake County Land Use Plan.

Considerations:

- consistency with the Plan's objectives for the various planning areas, its definitions of the various land use classifications and activity centers, and its locational standards; and
• consistency with the municipal and joint land use plans incorporated in the Plan.