

## How to Apply for Applications (Frequently Asked Questions)

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### Rezone land:

Contact Staff to discuss UDO requirements and procedures for submitting a Rezoning request. ([See UDO Section 3.12. Official Zoning Map Amendment procedures](#))

- A pre-submittal meeting is required

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### Conditional or Special Use site permit or subdivision plan: ([See UDO Section 3.13. Conditional use district zoning procedures](#))

- A pre-submittal meeting is required.
- A completed application signed by the applicant, property owner(s), agent, lessee and/or the Contract Purchaser as well as the site designer. The Petitioner must have the signature notarized to be considered a valid application.

*\*An application is deemed complete when it contains all of the information that is necessary for the permit-issuing authority to decide whether the development as proposed will comply with all of the requirements of this UDO.*

- Application fee must accompany any application in order for the plan(s) to be reviewed. **(check fee schedule for current rate)**
- Plans submitted may not be larger than 24 x 36 inch paper.

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### Plat Review: (Exemption / Minor / Final) ([See UDO Section 3.5. Subdivision plat review procedures](#))

- An application signed by the applicant and the property owner.
- Filing fee is required at the time of submission for Plat review. **(check fee schedule for current rate)**
- Description of the property that is sufficient to clearly identify the boundaries of the property.
- Survey map that an adequate description can be drawn up or checked against Wake County records.

### **All plats must be in accordance with Chapter 47-30 of the NC General Statutes, the Town of Garner Unified Development Ordinance and standard land surveying practices. Applies to all Plats under Review:**

- The plat will be reviewed by Town staff and other agencies as deemed necessary to verify data provided. The plat will be distributed on Friday's and comments will be provided by the following Friday.
- Providing there are no further changes or revisions to the plat, a Mylar set (3 mylars) of the plat will be submitted to the Town of Garner and to be signed by the appropriate authority.
- Upon recordation of the plat, one original Mylar and five paper copies of the recorded plat are to be submitted to the Town of Garner within 90 days of the recordation.

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### Home Occupation Permit: ([See UDO Section 3.7. Zoning compliance permits procedures](#))

- Submit a Zoning Compliance Home Occupation Permit - Any property located within the Town of Garner's jurisdiction. Included in the package is an information sheet, the application form, a form listing the General Requirements for a Home Occupation business, and sample drawing of the layout for a home business. If you have any questions contact the Enforcement Planner.

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### Accessory Buildings **UNDER 12 feet in any dimension:** ([See UDO Section 3.7. Zoning compliance permits procedures](#))

- Submit a Zoning Compliance Accessory Structure Permit - Any accessory structure not larger than 12 feet by 12 feet. If the structure is larger than 12 feet in any dimension, you must contact the Building Inspections Department for regulations. The application requires information on the type of building, the size, and the distance the building will be from side and rear property lines. If you have any questions contact the Enforcement Planner.

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**Fence Permits:** ([See UDO Section 3.7. Zoning compliance permits procedures](#))

- Submit a Zoning Compliance Fence Permit - The application requires information on the type of fence, the placement of the fence, and the proposed height of the fence. If you have any questions contact the Enforcement Planner.

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**Temporary Signage:** ([See UDO Section 7.5 I. Miscellaneous temporary and permanent signs](#))

- Submit a Temporary Sign Permit Application - The application requires information on the type of temporary sign, content and dates of installation.
- A Temporary Sign may be installed for up to thirty (30) days, and must be removed within ten (10) days of the advertised event. If you have any questions contact the Urban Design Specialist.
- Upon approval, a Town of Garner Temporary Sign Permit sticker will be issued and must be visible on the temporary sign.

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**Permanent Signage contact the Planning Department BEFORE installing a permanent sign for your business:**  
([See UDO Section 7.5. Sign regulations](#))

- Submit a Sign Permit Application. The form has categories for three (3) types of signs: Wall sign, Freestanding Sign and Master Sign Plan.
- The Unified Development Ordinance (UDO) addresses permanent signs in some detail depending on the location of the business and the type of permanent sign requested. If you have any questions contact the Urban Design Specialist.

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**Well & Septic Permits *contact* Wake County Water Quality Division at 919-856-7407**  
(<http://www.wakegov.com/departments/waterwasteanddevelopment.htm>)

Upon completion of a Wake County Property Description Form, the form will be sent to the Town of Garner Planning Department for zoning approval.

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