



TOWN *of*  
WAKE FOREST

301 S. Brooks Street  
Wake Forest, NC 27587  
t 919.435.9400

[www.wakeforestnc.gov](http://www.wakeforestnc.gov)

# Memo

To: Development Community

From: Courtney Tanner, Planning Director and Allison Snyder, Assistant Public Works Director

CC: Town Manager Padgett, Inspections Director Carr, Public Works Director Holloway, and Assistant Planning Director Currin

Date: March 27, 2020

Re: Planning and Engineering Departments' COVID-19 Event Update

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As the Town continues to respond to the COVID-19, operations for the Planning and Engineering Departments have been adjusted effective March 27, 2020. This memo supersedes the March 24<sup>th</sup> memo. The specific adjustments are outlined in this memo and are subject to change during these unprecedented times. Please refer to [www.wakeforestnc.gov/covid-19-coronavirus/alerts-closures](http://www.wakeforestnc.gov/covid-19-coronavirus/alerts-closures) for the latest alerts and closures.

At this time, we are not experiencing any plan review delays, although adjustments may need to be made in some cases based on staffing levels and workload. If delays are expected, the applicant will be notified via the email address provided in IDT.

Applicants are encouraged to reach out to the Planning Case Manager or Engineering Inspector with any questions or concerns.

### **Application Submittals/Resubmittals and Mylars**

1. All IDT applications must include all plan sheets, supporting documents/materials, requested information, calculations, etc.
2. Copies of annexation petitions, rezoning applications, and Financially Responsible Owner (FRO) forms for land disturbance permits shall be submitted via IDT and original signatures shall be mailed to: Wake Forest Planning Department, 301 S. Brooks Street, Wake Forest, NC 27587.

3. Mylars shall be mailed to: Wake Forest Planning Department, 301 S. Brooks Street, Wake Forest, NC 27587.
4. Architectural Material Boards shall be submitted via IDT. Original material boards are not required.
5. Surety estimates, core density reports, NCDOT road acceptances, and other documents required after construction plan approval, shall be uploaded into the “post approval” folder in IDT. Original signatures for surety estimates shall be mailed to: Public Works Operations Center, 234 Friendship Chapel Road, Wake Forest, NC 27587.
6. No in person submittals will be accepted.

### **Construction Plans**

1. Construction Plans will now be signed and approved electronically.
2. Two 24x36 copies of the signed construction plans shall be mailed to: Public Works Operations Center, 234 Friendship Chapel Road, Wake Forest, NC 27587. Please contact James Mapp at [jmapp@wakeforestnc.gov](mailto:jmapp@wakeforestnc.gov) if you have any questions.
3. One 24x36 copy of the signed construction plans shall be mailed to: Wake Forest Planning Department, 301 S. Brooks Street, Wake Forest, NC 27587.

### **Fee Payments**

The Town is encouraging all applicants to pay fees by credit card through IDT. As an alternative, checks can be mailed to Wake Forest Planning Department, 301 S. Brooks Street, Wake Forest, NC 27587. Please note that mailing a payment could delay your application if services are further interrupted by COVID-19.

### **Required Neighborhood Meetings**

These meetings will be held virtually via WebEx, Zoom, or another similar web-based platform. At least two weeks prior to the virtual meeting, the applicant shall provide the Planning Case Manager a link to the virtual meeting as well as a phone number and access code to be utilized by individuals that do not have access to the internet.

The applicant shall send a letter, as required per the Unified Development Ordinance, with a Neighborhood Meeting Packet that includes all handouts that would normally be provided at the in-person meeting, a link to virtual meeting, and a phone number with access code. A digital version of the letter and Neighborhood Meeting packet shall also be provided to the Planning Case Manager.

### **Technical Review Committee (TRC) Meetings**

These meetings will be held virtually via WebEx, Zoom, or another similar web-based platform. All email addresses (e.g., applicant, property owner, etc.) submitted as part of the IDT application will receive a meeting invite.

### **Pre-Application Meetings**

Pre-application meetings will be held virtually via WebEx, Zoom, or another similar web-based platform. The required sketch plan shall be provided seven days prior to the meeting. Please contact Patrick Reidy at [preidy@wakeforestnc.gov](mailto:preidy@wakeforestnc.gov) or Courtney Jenkins at [cjenkins@wakeforestnc.gov](mailto:cjenkins@wakeforestnc.gov) to schedule your meeting.

### **Pre-Construction (Pre-Con) Meetings**

Pre-Con meetings will be held virtually via WebEx, Zoom, or another similar web-based platform. As required by the Unified Development Ordinance, FRO, surety bonds and additional documentation as requested by the Engineering Department should be provided at least three days prior to the scheduled meeting. Please contact James Mapp at [jmapp@wakeforestnc.gov](mailto:jmapp@wakeforestnc.gov) to schedule your meeting.

### **Planning Inspections (Updated)**

Please call the Inspection Hotline at 919-435-9531 to request inspections well in advance of needed inspection. Inspections will occur on Tuesdays and Thursdays, unless arrangements made with Jennifer Currin prior to calling Inspection Hotline. Planning staff will inspect the site, email the punch list and enter results in New World. To ensure the safety of staff, we are asking that you do not walk the site with staff. Please contact Jennifer at 919-435-9517 if an inspection is needed on Monday, Wednesday, or Friday.

### **Surety Release/Reductions (Updated)**

Surety releases and reductions will be mailed on Tuesdays and Thursdays. As per current process, email Jennifer Currin at [jcurrin@wakeforestnc.gov](mailto:jcurrin@wakeforestnc.gov) for specific requests or questions.

### **Site Issues and Conflicts**

Site issues and conflicts will continue to be handled through email and phone. Please contact Carrie Mitchell, PE at [cmitchell@wakeforestnc.gov](mailto:cmitchell@wakeforestnc.gov) for Stormwater and Erosion issues and Jonathan Jacobs, PE at [jjacobs@wakeforestnc.gov](mailto:jjacobs@wakeforestnc.gov) for other infrastructure issues or call 919-435-9570 during normal business hours (Monday-Friday, 7 a.m. - 3:30 p.m.).