



# TOWN OF KNIGHTDALE

## DEVELOPMENT SERVICES DEPARTMENT

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

950 Steeple Square Court  
 Knightdale, NC 27545  
 (v) 919.217.2243  
 (f) 919.217.2249

### DEVELOPMENT PROCESS

In order to establish an orderly process to develop land within the jurisdiction of the Town of Knightdale consistent with standard development practices and terminology, Chapter 15 of the Unified Development Ordinance provides a clear and comprehensible development process that is fair and equitable to all interests, including the petitioners, affected neighbors, Town staff and related agencies, the Land Use Review Board and the Town Council.

**1. FOR ZONING/PRELIMINARY APPROVAL:** This constitutes a summary of the types of applications and approval processes for projects to achieve vested rights in the Town of Knightdale.

<b>Proposed Development Type</b>	<b>Application Type(s)</b>	<b>Approval Authority</b>
<u>Zoning Compliance Permit:</u> For new single-family homes, new businesses within an existing structure, or other applications not covered in Chapter 15.	Zoning Compliance Permit and Sketch Plan	Dev. Services Department
<u>Sign Permit:</u> For new signage that requires a permit as stated in Chapter 12.	Sign Permit and Sketch Plan	Dev. Services Department
<u>Site Plans:</u> For an individual building or buildings on previously plotted lots, as defined by Chapter 19.	Master Plan with Environmental Survey	Development Review Committee
<u>Special Use Permits:</u> For uses that require a special use permit as noted in Section 2.3.C, Use Matrices.	Master Plan with Environmental Survey	Town Council with a recommendation from the Land Use Review Board
<u>Zoning Map Amendment:</u> To petition the Town to rezone, or establish zoning, on property.	Zoning Map Amendment	Town Council with a recommendation from the Land Use Review Board
<u>Zoning Text Amendment:</u> To petition the Town to revise, make changes, or add new text to the Unified Development Ordinance.	Zoning Text Amendment	Town Council with a recommendation from the Land Use Review Board
<u>Conditional District:</u> For uses that require a conditional district as noted in Section 2.3.C, Use Matrices, or for uses that propose specific standards to assure its compatibility with the surrounding properties.	Zoning Text Amendment and Master Plan with Environmental Survey	Town Council with a recommendation from the Land Use Review Board
<u>Exception Plat and Minor and/or Family Subdivision:</u> For subdivisions that are defined as Exempt, Minor, or Family in Section 15.7.	Final Plat	Dev. Services Department
<u>Major Subdivision:</u> For subdivision of land that exceeds the minimum thresholds for Exception Plats and Minor Subdivisions.	Master Plan with Environmental Survey	Development Review Committee
<u>Administrative Appeal:</u> Appeals from any order, requirement, decision, interpretation or citation from the Land Use Administrator <sup>1</sup> or the Development Review Committee <sup>2</sup> .	Appeal	<sup>1</sup> Land Use Review Board, or <sup>2</sup> Town Council
<u>Variance:</u> Application to vary or modify any regulation of the Ordinance due to practical difficulties, special conditions or unnecessary hardships.	Variance	Land Use Review Board
<u>Design Exception:</u> For building and site designs that provide innovative planning or design ideas, but do not meet the provisions of Chapters 5-12 of the Ordinance	Design Exception	Land Use Review Board



# TOWN OF KNIGHTDALE

## DEVELOPMENT SERVICES DEPARTMENT

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

950 Steeple Square Court  
Knightdale, NC 27545  
(v) 919.217.2243  
(f) 919.217.2249

### 2. FOR CONSTRUCTION DOCUMENT APPROVAL:

After zoning approval has been granted by the appropriate authority, the developer may submit Construction Documents in accordance with any conditions of approval and the requirements as outlined in Section 16.6 of the Unified Development Ordinance. For the purposes of Major Subdivisions, the Construction Documents shall serve as the Preliminary Plat. The applicant may submit applications to any required county, state or federal agencies, such as Wake County Environmental Services, NCDENR, NCDOT, US Army Corp of Engineers, and FEMA, as construction drawings are being reviewed by the Town of Knightdale. Once Construction Documents are approved by the Town of Knightdale, the Town will notify Wake County Environmental Services that the Land Disturbance Permit may be issued. The approved construction documents, in conjunction with the Wake County Land Disturbance Permit, serve as authorization to begin site development preparations.

### 3. FOR BUILDING PERMIT APPROVAL:

For Single-Use Projects, Building Permits may be submitted to the Town of Knightdale concurrent with the Construction Document review process, however, no building permit will be issued until Construction Documents have been approved and Development Fees have been paid.

### 3. RECORDING LOTS FOR MAJOR SUBDIVISIONS:

For Major Subdivisions, final plats can be reviewed at any time after preliminary plat approval (i.e., Construction Document approval). The Town will not approve the final plats until Development Fees have been paid, and public improvements have been installed, or a guarantee of public improvements has been submitted in accordance with Section 17.4 of the Unified Development Ordinance.

### General Development Process

