Pender County
Planning and Community Development

805 S. Walker Street
PO Box 1519
Burgaw, NC 28425

Phone: 910-259-1202
Fax: 910-259-1295
www.pendercountync.gov

Conditional Zoning Map Amendment Submission (Conditional Rezoning)

Applications will be considered for review by Staff only when deemed complete. The application will be regarded as incomplete until the following items are received by the Planning and Community Development Staff.

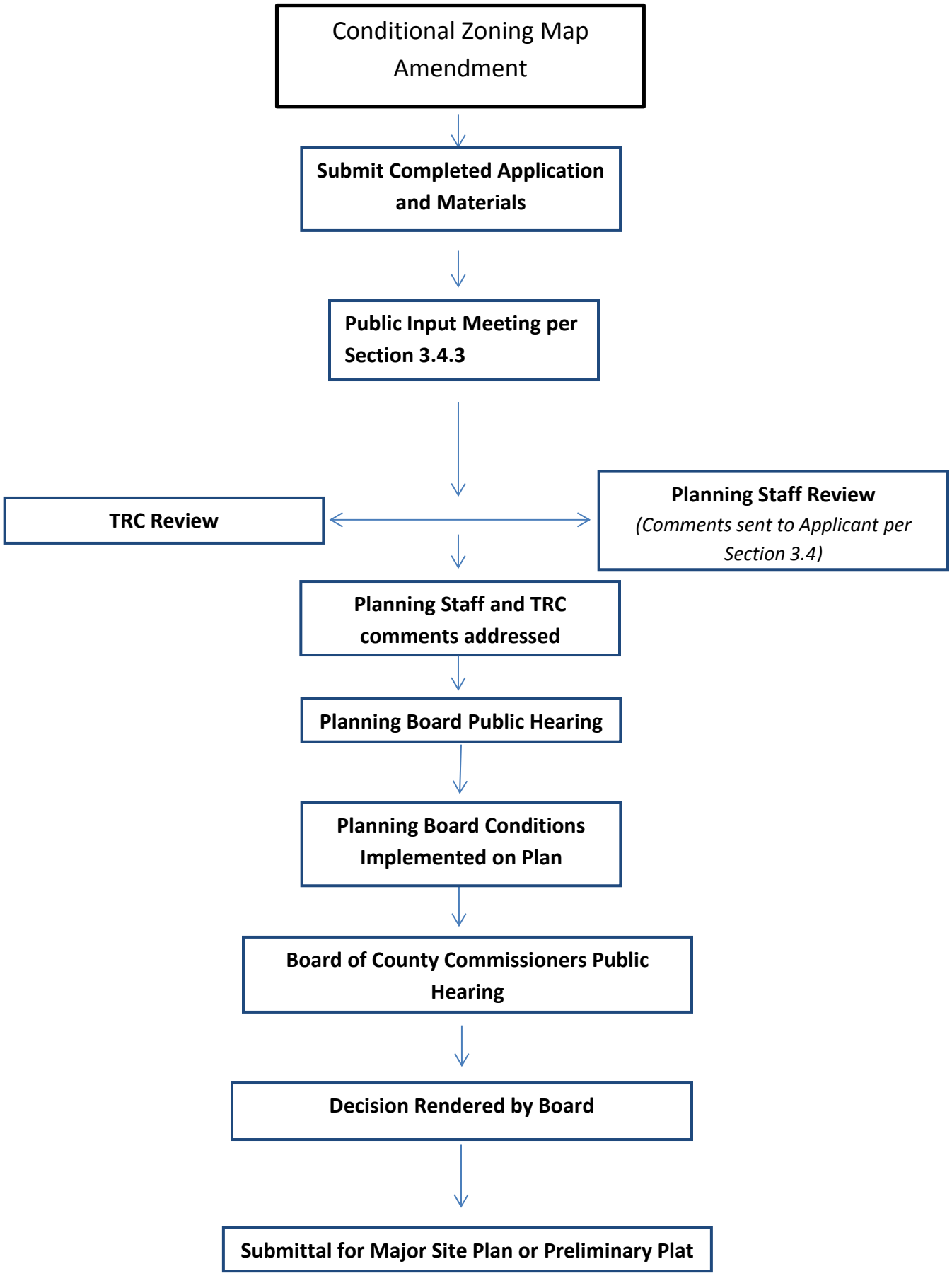
1. _____ **Pre-submittal Meeting**
   Date of Meeting _____
2. _____ **Signed Application**
3. _____ **Payment**
   $500 for the first 5 acres; $10/ acre thereafter up to 1,000 acres; $5 per acre thereafter
4. _____ **Requested Revision Boundary Map**
   Rezoning must correspond with the boundary lines of existing platted lots or tracts. Where the boundaries of a rezoning request do not follow a boundary line or a split zoned property line, it must be possible to subdivide and develop that portion of the property outside the proposed rezoning boundary in accordance with the existing zoning and other requirements of this Ordinance. An illustration containing a metes and bounds description is required.
4. _____ **Narrative**
   A description and/or statement of the present and proposed land use classification and stating why the request is being made and any information that is pertinent to the case.
5. _____ **Public Input Meeting Report**
   A meeting summary shall be submitted in accordance with Section 3.4.3 of the Unified Development Ordinance.
6. _____ **Digital Submission**
   For all documents submitted in paper copy, bring a digital copy with paper submission.
7. _____ **Adjacent Property List**
   A list of names and addresses, as obtained from the county tax listings and tax abstract, to the owners of all properties located within 500-feet of the perimeter of the project bounds.
8. _____ **Adjacent Property Envelopes**
   The applicant shall provide a set of business envelopes addressed to each of the owners of all properties located within 500-feet of the perimeter of the project bounds and accompanied with the amount of postage required for first class postage.

I certify that all information presented in this application is accurate to the best of my knowledge.

Signature of Applicant _____ Date_____

Printed Name _____

Staff Initials: _____
Date: _____


Conditional Zoning Map Amendment
Submit Completed Application and Materials
Public Input Meeting per Section 3.4.3
TRC Review
Planning Staff Review
(Comments sent to Applicant per Section 3.4)
Planning Staff and TRC comments addressed
Planning Board Public Hearing
Planning Board Conditions Implemented on Plan
Board of County Commissioners Public Hearing
Decision Rendered by Board
Submittal for Major Site Plan or Preliminary Plat

	Complete Application Due Date	TRC Meeting Date	Applicant Final Submission for PB	Planning Board Meeting	Board of Commissioners Meeting
TRC, Planning Board and Board of Commissioners	12.22.17	1.3.18	1.19.18	2.6.18	1.16.18
	1.19.18	2.7.18	2.16.18	3.6.18	2.20.18 Annex
	2.16.18	3.7.18	3.16.18	4.4.18	3.19.18
	3.16.18	4.4.18	4.13.18	5.1.18	4.16.18
	4.20.18	5.2.18	5.18.18	6.5.18	5.21.18
	5.18.18	6.6.18	6.15.18	7.3.18	6.18.18
	6.22.18	7.5.18	7.20.18	8.7.18	7.2.18
	7.20.18	8.1.18	8.17.18	9.5.18	8.20.18
	8.17.18	9.5.18	9.14.18	10.2.18	9.17.18
	9.21.18	10.3.18	10.19.18	11.7.18	10.15.18
	10.19.18	11.7.18	11.16.18	12.4.18	11.19.18
	11.16.18	12.5.18	12.14.18	1.2.19	12.3.18

Complete Application Date: All documents must be received by 12PM on the deadline date to be considered a complete application.

Final Applicant Submission for Planning Board: All final documents must be submitted by 10AM or the item will be removed from the Planning Board's Agenda.

Conditional Zoning Map Amendment Specific Requirements

1. **Application Submittal**
   - Application
   - All applications which specify an intended use must include a generalized site development plan drawn to a suitable scale, supporting information and text which specifies the use or uses intended for the property and any development standards to be approved concurrently with the rezoning application.
     i. The generalized site development plan shall include the following items:
     ii. A vicinity map drawn to a suitable scale which illustrates adjacent or nearby roadways, railroads, waterways and public facilities
     iii. A (metes and bounds) boundary of the parcel or portion of the parcel to be rezoned and developed
     iv. All existing easements, reservations and rights of way
     v. Delineation of all Areas of Environmental Concern including but not limited to federal jurisdictional wetlands
     vi. For residential uses, the number of units, heights and a generalized location. For non-residential uses, the height, approximate footprint and location of all structures.
     vii. If a known use is proposed: Traffic impact report, parking and circulation plans illustrating dimensions, intersections and typical cross sections
     viii. All proposed setbacks, buffers, screening and landscaping
     ix. Phasing
     x. Signage
     xi. Outdoor lighting
     xii. Current zoning district designation and current land use status
   - Other information deemed necessary by the Administrator, Planning Board, or Board of Commissioners, including but not limited to a Traffic Impact Analysis or other report from a subject matter expert
2. **Public Input Meeting**

A. Prior to scheduling a public hearing on the rezoning application, the applicant must conduct one public input meeting and file a report of the results with the Administrator.

B. The report for the public hearing will include a summary of the public input meeting.

C. The applicant shall mail a notice for the public input meeting to adjoining property owners not less than ten (10) days prior to the scheduled meeting.

D. The notice shall include the time, date and location of the meeting as well as a description of the proposal.

E. The applicant's report of the meeting shall include:

1) A copy of the letter announcing the meeting
2) A list of adjoining property owners contacted
3) An attendance roster
4) A summary of the issues discussed
5) The results of the meeting including changes to the project's proposal, if any

3. TRC Meeting

- Site Plan Review
- Agency comments/requirements

4. Post-TRC Meeting

- Submit site plan with revisions
-

5. Planning Board and Board of Commissioners Review Criteria (per Section 3.4.4)

1) The application's consistency to the general policies and objectives all adopted Land Use Plans and Unified Development Ordinance.
2) The potential impacts and/or benefits on the surrounding area, adjoining properties.
3) The report of results from the public input meeting.

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CONDITIONAL REZONING

Intent

A. Conditional zoning districts hereby included are to allow for the consideration of certain uses that are permitted uses in the underlying zoning district but due to their nature may not be appropriate for a particular location.

B. A conditional zoning district is intended for a development that has a high level of certainty of being constructed and the most commonly expected application will contain a specified use or uses on small and large scale projects.

C. Although, it is not intended to be used for speculative purposes, a conditional zoning district applicant may include as part of the application, a list of uses which will not be developed on the property.

D. All uses listed as part of any application must be in the same format and description as listed in the Table of Permitted Uses.

E. The following zoning district categories are approved to be assigned conditional zoning districts: PD, RP, RM, GB, OI, IT, IG (Reference Article 4 for Zoning District Descriptions).

Application

Except as provided herein, all applications to establish a conditional zoning district must follow the regulations prescribed in this section in addition to the standard rezoning process as described in Section 3.3, Rezoning of this Ordinance.

Public Input Meeting

Prior to scheduling a public hearing on the rezoning application, **the applicant must conduct one public input meeting and file a report of the results with the Administrator.**

1. The report for the public hearing will include a summary of the public input meeting.
2. The applicant shall mail a notice for the public input meeting to adjoining property owners not less than ten (10) days prior to the scheduled meeting.
3. The notice shall include the time, date and location of the meeting as well as a description of the proposal.
4. The applicant's report of the meeting shall include:
    a. A copy of the letter announcing the meeting.
    b. A list of adjoining property owners contacted.
    c. An attendance roster.
    d. A summary of the issues discussed.
    e. The results of the meeting including changes to the project's proposal, if any.

Review

When evaluating an application for the creation of a conditional zoning district, the Planning Board and Board of Commissioners shall consider the following:

1. The application's consistency to the general policies and objectives of the adopted Land Use Plan.
2. The potential impacts and/or benefits on the surrounding area, adjoining properties.
3. The report of results from the public input meeting.

APPLICATION FOR CONDITIONAL REZONING

THIS SECTION FOR OFFICE USE			
Application No.	**ZMA-CD**	**Date**	
Application Fee	**$**	**Receipt No.**	
Pre-Application Conference		**Hearing Date**	

SECTION 1: APPLICANT INFORMATION			
Applicant's Name:		**Owner's Name:**	
Applicant's Address:		**Owner's Address:**	
City, State, & Zip		**City, State, & Zip**	
Phone Number:		**Phone Number:**	
Email Address:		**Email Address:**	
Legal relationship of applicant to land owner:			

SECTION 2: PROJECT INFORMATION			
Property Identification Number (PIN):		**Total property acreage:**	
Current Zoning District:		**Proposed Zoning District:**	
Project Address or Location:			

Proposed Uses to be Considered (Include NAICS Code):

Proposed Uses to be Eliminated from Consideration (Include NAICS Code):

SECTION 3: SIGNATURES			
Applicant's Signature		**Date:**	
Owner's Signature		**Date:**	

NOTICE TO APPLICANT

1. Applicant must also submit the information described on the Rezoning Checklist.
2. Applicant or agent authorized in writing must attend the public hearing.
3. Once the public hearing has been advertised, the case will be heard unless the applicant withdraws the application or unless the Planning Board or other authorized person agrees to table or delay the hearing.
4. All fees are non-refundable
5. A complete application packet must be submitted prior to the deadline in order to be placed on the next Planning Board Agenda

Conditional (Zoning Map) Amendment Checklist

☐	Signed application form
☐	Application fee
☐	A list of names and addresses, as obtained from the county tax listings & tax abstract, all adjacent property owners, including property owners directly across any road or road easement, & owners of the property under consideration for rezoning.
☐	Two (2) business size envelopes legibly addressed with **first class** postage for each of the adjacent and abutting property owners on the above list.
☐	Accurate legal description or a map drawn to scale showing the property boundaries that are to be rezoned, in sufficient detail to for the rezoning to be located on the Official Zoning Map.
☐	12 (11"x17") map copies to be distributed to the Planning Board
☐	20 (11"x17") map copies to be distributed to the Board of Commissioners
☐	Digital (.pdf) submission of all application materials
☐	Public Input Meeting Report (Section 3.4.3 or see Public Input Meeting on the first page of this application)
☐	A description and/or statement of the present and proposed zoning regulation or district boundary and stating why the request is being made and any information that is pertinent to the case. If the owner and applicant are different, the letter must be signed by both parties.
☐	All applications which specify an intended use must include a generalized site development plan drawn to a suitable scale, supporting information and text which specifies the use or uses intended for the property and any development standards to be approved concurrently with the rezoning application
☐	A generalized site development plan shall include the following items: ☐ A vicinity map drawn to a suitable scale which illustrates adjacent or nearby roadways, railroads, waterways & public facilities. ☐ A (metes and bounds) boundary of the parcel or portion of the parcel to be rezoned and developed. ☐ All existing easements, reservations and rights of way. ☐ Delineation of all Areas of Environmental Concern including but not limited to federal jurisdictional wetlands. ☐ For residential uses, the number of units, heights and a generalized location. For non-residential uses, the height, approximate footprint and location of all structures. ☐ If a known use is proposed: Traffic impact report, parking and circulation plans illustrating dimensions, intersections and typical cross sections. ☐ All proposed setbacks, buffers, screening and landscaping. ☐ Phasing. ☐ Signage. ☐ Outdoor lighting. ☐ Current zoning district designation and current land use status. ☐ Other information deemed necessary by the Administrator, Planning Board, or Board of Commissioners, including but not limited to a Traffic Impact Analysis or other report from a subject matter expert.

Office Use Only

ZMA-CD Fees: (*$500.00 for first 5 acres; $10/acre thereafter up to 1,000 acres; $5/acre thereafter)*	**Total Fee Calculation: $**

Attachments Included with Application: (Please include # of copies)

CD /other digital version	☐ Y ☐ N	Plan Sets	# of large	# of 11X17	Other documents/Reports	☐ Y ☐ N

Payment Method:	**Cash :** ☐ **$_____**	**Credit Card:** ☐ Master Card ☐ Visa	**Check:** ☐ Check # _____

Application received by:		**Date:**
Application completeness approved by:		**Date:**

Dates scheduled for public hearing:	☐ **Planning Board:**	☐ **Board of Commissioners:**