



APPLICATION FOR ZONING MAP AMENDMENT

THE PROCESS:

1. Pre-submittal meeting held with Town staff.
2. A complete application and all required materials shall be submitted by 12 pm on the submittal deadline. Incomplete application packages or inaccurate information will delay or prevent processing and review.
3. Planning staff will review submitted petition for sufficiency. Completed petitions are sent forward for board review and legislative hearings.
4. Neighborhood meeting is held by the petitioner. Town staff does not attend.
5. Typically at the following monthly meeting, the Planning Board holds a legislative hearing on the petition and makes a recommendation to Town Board after consideration of relevant materials and information.
6. The Town Board of Commissioners holds a first reading on the petition. This is not a legislative hearing.
7. The Town Board of Commissioners holds a legislative hearing to review and make a final decision on the petition, typically at the first meeting of the following month.

SUBMITTAL CHECKLIST:

- Submit one (1) completed Application for Zoning Map Amendment with original signatures, completed in ink (no copies or faxes).
- Zoning Map Amendment Application Fee:
 - Standard Zoning District Request: \$500
 - Conditional Zoning District Request: \$600
 - Partial Ad Fee: \$300
- Three (3) plat maps, sized 18" x 24", and three (3) plat maps, sized 11" x 17", of the zoning amendment areas with the following:
 - All property lines with bearings & distances
 - North arrow
 - Existing and proposed zoning districts
 - Location and use of all existing structures
 - Present physical use of the property
 - Existing zoning districts of all abutting properties
- Written legal description (metes & bounds)
- Master plan, if applicable
 - Traffic Impact Analysis or Trip Generation Letter, as applicable

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PETITIONER INFORMATION:

Petitioner Name: _____
Address: _____
City: _____ State: _____ ZIP: _____
Email Address: _____ Phone: _____

PROPERTY OWNER INFORMATION:

Property Owner(s) Name: _____
Address: _____
City: _____ State: _____ ZIP: _____
Email Address: _____ Phone: _____
(attach additional information, as necessary)

Contact Person Name: _____
Email: _____ Phone: _____

SITE INFORMATION:

Address: _____
City: _____ State: _____ ZIP: _____
Wake County PIN: _____
Total Acreage of Land Included: _____

Current Zoning District(s): _____
Proposed Zoning District(s): _____
(If more than one zoning district, please state the acreage by district for the following items.)
Current Land Use Map Classification(s): _____
Proposed Land Use Map Classification(s): _____
(If different than current, complete Land Use Plan Amendment)
Name of public street(s) the property fronts or has access to: _____

Is the property subject to annexation? Yes No

Date of pre-submittal meeting with Town: _____

NEIGHBORHOOD MEETING:

Date & Time: _____
Location: _____

Report: Report Included To be Submitted in Compliance with Deadline

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DECLARATION & SIGNATURE:

I/we the undersigned do hereby certify that all information given above is true, complete, and accurate to the best of my/our knowledge.

Petitioner(s):

Signature

Date

Print Name

Property Owner(s):

Signature

Date

Print Name

(print and attach additional signature pages, as necessary)

JUSTIFICATION & REASONABLENESS:

Provide statement as to why the map amendment is justifiable and reasonable. Such statement shall address changing condition(s) or circumstances to justify the zoning map amendment request; why it is in the public interest; compatibility with adopted plans of the Town; benefits and/or detriments of the request on the subject property and surrounding community; and specifically address any inconsistencies with the Town's Land Use Plan, if applicable. Petitions for conditional zoning districts shall include specifications related to the proposed criteria of the conditional zoning district in relation to the petition *(attach additional sheets, as necessary)*.

ZONING DISTRICTS REQUIRING MASTER PLAN:

Town Center Residential (TCR) Zoning District
Planned Unit Development (PUD) Zoning District
Residential Mixed-Use (RMU) Zoning District
Neighborhood Mixed-Use (NMU) Zoning District
Urban Mixed-Use (UMU) Zoning District

Master Plan Included (if applicable): Yes No

Plot Plan Included (if applicable): Yes No

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CONDITIONAL ZONING DISTRICT REQUESTS ONLY:

In granting the request for a conditional zoning district, the Town Board of Commissioners may propose additional reasonable and appropriate conditions, as deemed necessary, in order to serve the purpose and intent of the Town Code of Ordinances; secure the public health, safety and general welfare; and ensure substantial justice done. In such cases, the property owner(s) and petitioner(s) must agree to these conditions. The property owner(s) and petitioner(s) shall accept all requirements and conditions prior to final decision by the Town Board of Commissioners.

It is understood and acknowledged that where a zoning map amendment is made to a conditional zoning district, the property involved such petition will be perpetually bound to the use(s) authorized and subject to such condition(s) imposed, unless subsequent zoning map amendment is approved by the Town. It is further understood and acknowledged that plans for any development for the subject property made pursuant to approval of a conditional zoning district so authorized shall be approved pursuant to the Town Code of Ordinances.

Permitted Use(s): A petition for a conditional zoning district shall specify the permitted use(s) allowable, where any limitation to the uses allowed in the corresponding standard zoning district is proposed. A conditional zoning district does not provide for additional use permissions; only permitted uses authorized in the corresponding standard zoning district are allowable. All other requirements of the corresponding district shall be met. List such permitted uses below. *(attach additional sheets, as necessary)*

Condition(s): In considering an application for a conditional zoning district, the Town Board of Commissioners shall consider conditions or restrictions associated with the petition, where any limitation to the conditions or standards in the corresponding standard zoning district are proposed. All other requirements of the corresponding district shall be met. List all proposed conditions, including site specific standards, which are proposed in the conditional zoning district request *(attach additional sheets, as necessary)*.

Site Specific Development Plan: A site-specific development plan may be submitted with a conditional zoning district petition. If submitted, the site-specific development plan shall be considered part of the applicable conditional zoning district conditions.

Site-specific development plan included with petition: Yes No

