

Petition Number _____

Fee Paid \$_____

Date Filed _____

Application Complete _____ (staff initials)

Application for Text amendment General rezoning Conditional rezoning

Application Information

Name _____ Phone _____

Mailing Address _____

Property Address (if different from mailing address) _____

Email Address _____

Property Owner Information (if different from applicant)

Name _____ Phone _____

Mailing Address _____

If other properties/ property owners are in the rezoned are, please list separately.

Description of Property

Tax Map ID/PIN # _____ Is property within 100-year Floodplain? Yes No

Current Zoning Classification _____

Requested Zoning Classification _____

Statement to Creedmoor Planning Board and Board of Commissioners:

I have been briefed on the process required in Article 5 of the Creedmoor Development Ordinance, and I do hereby respectfully make application and petition for the Planning Board and the Board of Commissioners to amend the map/text of the Creedmoor Development Ordinance as follows:

Revise Article(s)/Section _____

Provide a brief description of the requested change and any proposed conditions, if applicable (applicant may attach a marked-up copy of original ordinance text or of the Official Zoning Map for illustrative purposes):

Provide a typed statement (and attach to this form) regarding consistency of this request with the adopted Comprehensive Land Use Plan (“City Plan 2030”) and with maintaining the spirit and intent of the original ordinance in terms of creating harmony within districts and creating general conformity with adopted long range plans for development of the city.

Provide a proposed site plan, drafted by a professional engineer, surveyor or architect, for all properties to be included in a conditional zoning district.

Signature of Applicant

Signature of Owner (if different from applicant)

INSTRUCTIONS

1. A **non-refundable** fee of **\$700.00** is charged when the petition is filed. The fee covers administrative costs, cost to mail notices to properties within 500 feet of the property under review, and/or the cost of newspaper advertisement as required when more than 50 property owners are affected.
2. A petition can be typed or hand written; however, the petition must be legible and complete with applicable fees paid in full and all attachments included (deed to property, a list of property owners within 500 feet of the site, etc.). **Incomplete applications will be returned to the applicant.**
3. The petition **must** be filed no later than NOON on the third Friday of the month in order to be reviewed by the Creedmoor Planning Board a minimum of 30 days later (Article 5.3-1). The Planning Board meets on the second Thursday of each month at 7:00 p.m., excluding holidays. The city clerk can provide additional information on specific meeting dates and times.
4. Down-Zoning: No amendment to zoning regulations or a zoning map that down-zones property shall be initiated nor is it enforceable without the written consent of all property owners whose property is the subject of the down-zoning amendment, unless the down-zoning amendment is initiated by the City of Creedmoor.

STEPS INVOLVED IN A ZONING ORDINANCE TEXT OR MAP AMENDMENT

The information below is provided for reference only and is not intended to be an absolute step-by-step process for every instance.

1. Applicant files a *Petition for Text/Map Amendment* following the instructions listed above.
2. The petitioner meets with city planning staff to discuss the proposed change.
3. All required fees are collected from the petitioner (advertising costs are collected once they are calculated).
4. City staff schedule the required zoning text or map amendment to be reviewed at the regular meeting of the Planning Board.
5. Application is determined to be complete, or returned to applicant.
6. The Planning Board reviews the proposed change, taking into consideration the documentation presented by the petitioner and the written and oral comments provided by planning staff.
7. The Planning Board has a maximum of 30 days to consider the matter and make a recommendation to the Board of Commissioners. The recommendation and a record of the Planning Board's comments regarding the amendments accompany the application when it is submitted to the Board of Commissioners.
8. As per NCGS §160D-604, the Planning Board shall provide a written recommendation to the Board of Commissioners that addresses plan consistency and other matters deemed appropriate by the Planning Board.
9. A comment by the Planning Board that a proposed amendment is inconsistent with the comprehensive plan shall not preclude consideration or approval of the proposed amendment by the Board of Commissioners. Failure on the part of the Planning Board to make a positive or negative recommendation within 30 days of first considering it means the proposed amendment will move to the Board of Commissioners without comment.
10. The Board of Commissioners schedules a public hearing on the proposed zoning change.

11. The city clerk prepares a public notice that contains a brief description of the requested amendment, the time, date, and location where the request will be considered, and contact information for staff receiving comments regarding the proposal. The notice is published in a newspaper of general circulation prior to the date on which it is to be considered and runs two successive calendar weeks, the first publication appearing not more than 25 nor less than 10 days prior to the public hearing.
12. At least ten days prior to the public hearing, the clerk sends first class mailed notices to the owner of the parcel and to all owners, as shown on the county's tax roll of all parcels abutting the property within 500 feet. The person or persons (clerk or designees) mailing such notices shall certify to the Board of Commissioners that proper notice has been given. Note: A first class mail notice is not required for zoning map amendments that affect more than 50 properties.
13. For map amendments, a prominent sign is posted on the property or public right-of-way no less than 10 days prior to the public hearing. The sign shall state the time, date, and location of the scheduled public hearing.
14. The clerk also posts the notice in a conspicuous location stating the time, date, and location of the public hearing.
15. After the public hearing, the Board of Commissioners either adopts the text or map amendment, reject it, continue consideration of the request to their next regularly scheduled meeting or other agreed upon time, refer the proposal back to the Planning Board for further consideration or edits, or modify the proposal.
16. If the amendment is adopted, the Board adopts a separate statement describing whether its action is consistent with an adopted comprehensive plan and any other officially adopted plan that is applicable, and briefly explain why the Board considers the action taken to be reasonable and in the public interest. That statement is not subject to judicial review.
17. If the text amendment is rejected, the petitioner receives a written statement regarding the reasons for disapproval. No rezoning covering the same property shall be accepted or considered within 12 months after the date of approval or denial. This restriction applies regardless of whether or not the new application is for a zoning classification different from the original application.