

# CONDITIONAL ZONING APPLICATION

PLANNING & DEVELOPMENT DEPARTMENT



## SUBJECT PROPERTY INFORMATION

Project Name (if applicable): \_\_\_\_\_

Property Address: \_\_\_\_\_

At/Near Intersection of: \_\_\_\_\_ Township: \_\_\_\_\_

Tax Map Number(s): \_\_\_\_\_ Total Parcel Size: \_\_\_\_\_

Current Zoning/Use District: \_\_\_\_\_ Future Land Use Class: \_\_\_\_\_

Proposed Zoning District: \_\_\_\_\_ Effective Flood Zone(s): \_\_\_\_\_

## APPLICANT INFORMATION

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Legal relationship of Applicant to Property Owner: \_\_\_\_\_

*(If the application is not signed by the property owner, a written and signed statement by the property owner giving consent to the request must be submitted with the application.)*

## PROPERTY OWNER INFORMATION

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

\_\_\_\_\_  
**Zoning Official's Signature/Date**

\_\_\_\_\_  
**Signature of Applicant/Date**

\_\_\_\_\_  
**Printed Name of Zoning Official**

\_\_\_\_\_  
**Printed Name of Applicant/Date**

PROPOSED CONDITIONAL ZONING DISTRICT INFORMATION (may attach additional sheets)

**1. Uses to be allowed in the conditional zoning district:**

Please provide the purpose of the district, a project narrative, and a list of the uses proposed to be allowed within the conditional zoning district.

**2. Conditions to apply to the conditional zoning district:**

*Within a Conditional Zoning District, additional conditions and requirements may be added which may assist in mitigating the impacts the development may have on the surrounding community and the environment. Staff, the Planning Board, and Board of Commissioners may propose additional conditions during the review process. Please list any conditions that you propose as the applicant below.*

**The applicant must answer the following questions and provide adequate explanation and documentation for each. These questions are to be used as guidelines for the Planning Board in determining its recommendation.**

1. Will this proposal place all property similarly situated in the area in the same category, or in appropriate complementary categories? Explain.
  
2. Under this proposal, will all uses permitted under the proposed district classification be in the general public interest and not merely in the interest of an individual or small group? Explain.
  
3. Are all uses permitted under the proposed new district classification appropriate for the area included in the proposed change? Explain.
  
4. Will the character of the neighborhood be materially or adversely affected by any use permitted in the proposed change? Explain.
  
5. Is the proposed change in accord with the Onslow County Comprehensive Plan and any other officially adopted plan? Explain.

**You may attach additional sheets and/or map.**

**NOTE: Application must be completed in its entirety in order to be accepted and processed. Documents may be emailed to: [LandUse@OnslowCountyNC.gov](mailto:LandUse@OnslowCountyNC.gov)**

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For Office Use Only

Application No. \_\_\_\_\_

Date Received: \_\_\_\_\_

Receipt # \_\_\_\_\_ Amount: \_\_\_\_\_

Stamped, legal-sized Envelopes # \_\_\_\_\_

**CONDITIONAL ZONING SUBMITTAL POLICY**  
**CALENDAR YEAR 2020**

**Pre-Application Meeting**

The applicant must schedule a pre-submittal meeting with county staff to discuss the proposed rezoning, the preliminary assessment regarding the proposal, the site plan and the process. During this meeting, staff will provide the applicant with the number of stamped envelopes (two for all property owners within 300 feet of the parcel) that will need to be provided with the application submittal.

**Application Submittal**

A complete application is to be submitted before 5pm on the submittal date. An application is complete only if it includes **ALL** of the following:

- Completed Conditional Rezoning Application form;
- Application fee of \$450\*;
- Twenty (20) folded copies of the site plan and an electronic copy;
- \_\_\_\_\_ stamped envelopes (staff will provide the applicant with the required number during the pre-application meeting); and,
- A survey, along with an electronic copy emailed to [LandUse@OnslowCountyNC.gov](mailto:LandUse@OnslowCountyNC.gov), showing the proposed zoning line when the rezoning request does not follow existing tax parcel boundaries.

*\* Please make payment payable to Onslow County Planning & Development. All checks must include a physical address and a phone number. **Personal checks** must include driver's license or social security number. **Business checks** must have a North Carolina address.*

**Submittal Schedule**

| <b>Submittal Date</b> | <b>TRC Meeting</b> | <b>Planning Board Date</b> | <b>*Board of Commissioners Public Hearing</b> |
|-----------------------|--------------------|----------------------------|---|
| Monday, 11/25/19      | Tuesday, 12/10/19  | Thursday, Jan. 2           | Monday, Feb. 3                                |
| Monday, Jan. 6        | Tuesday, Jan. 21   | Thursday, Feb. 6           | Monday, March 2                               |
| Monday, Feb. 3        | Tuesday, Feb. 18   | Thursday, March 5          | Wednesday, April 6                            |
| Monday, March 2       | Tuesday, March 17  | Thursday, April 2          | Monday, May 4                                 |
| Monday, April 6       | Tuesday, April 21  | Thursday, May 7            | Monday, June 1                                |
| Monday, May 4         | Tuesday, May 19    | Thursday, June 4           | Monday, July 6                                |
| Monday, June 1        | Tuesday, June 16   | Thursday, July 2           | Monday, August 3                              |
| Monday, July 6        | Tuesday, July 21   | Thursday, August 6         | Wednesday, Sept 9                             |
| Monday, August 3      | Tuesday, August 18 | Thursday, Sept. 3          | Monday, Oct. 5                                |
| Monday, August. 31    | Tuesday, Sept. 15  | Thursday, Oct. 1           | Monday, Nov. 2                                |
| Monday, Oct. 5        | Tuesday, Oct. 20   | Thursday, Nov. 5           | TBD   |
| Monday, Nov. 2        | Tuesday, Nov. 17   | Thursday, Dec. 3           | TBD   |
| Monday, Nov. 30       | Tuesday, Dec. 15   | Thursday, 1/7/21           | TBD   |

\*Tentative Dates

## Application Materials

Only the owners of the parcel(s) to be included in the district are eligible to apply for a conditional zoning. Where an application is made by an agent other than an attorney, it must include a written agreement signed by all property owners designating the agent as the owner's representative with binding authority.

The application for a conditional zoning must specify all uses to be permitted on the property and must propose additional regulations to ensure compatibility between the development and the surrounding community. The application must include a site plan prepared by a licensed land surveyor or engineer. The site plan must be of a scale no smaller than 1 inch = 100 feet and must include the following (please send an electronic file of the site plan as well):

1. The names and addresses of the owners, tax parcel identification numbers and existing land uses of all adjoining properties.
2. A boundary survey and vicinity map showing the total acreage and current zoning classification of the property, the zoning classification of adjacent properties, and the general location of the property in relation to major streets.
3. Existing easements, reservations, dedications, or rights-of-way.
4. Approximate location of proposed buildings, structures, streets, and access points to the public road system.
5. Approximate dimensions, including height, of proposed commercial or industrial buildings.
6. Proposed use of all land and structures, including the maximum number of residential units and the total square footage of any nonresidential development.
7. All yards, buffers, screening, and landscaping proposed by the developer or required by ordinance.
8. Delineation of areas within the regulatory floodplain.
9. Proposed phasing, if any, and approximate completion time for each phase of the project.
10. The location of existing and proposed storm drainage patterns and facilities intended to serve the proposed development.
11. Approximate location of all existing and proposed infrastructure on the site, including water, sewer, and gas.
12. Generalized traffic, parking, and circulation plans.
13. Plans for the treatment of wastewater to include the approximate location of any wastewater treatment plants/facilities.
14. Fire District and ISO Rating

In the evaluation of the proposed use, the Planning Board or Board of County Commissioners may request additional information from the applicant. A request for additional information will stay any further consideration of the application by the Planning Board or Board of County Commissioners until a date certain established by the Board. Requested information may include the following:

1. Storm water management and drainage plan.
2. Existing and proposed topography at contour intervals of five feet or less.
3. Locations of existing and proposed utility lines, wastewater treatment facilities, and fire hydrants intended to serve the proposed development.
4. Proposed sign types and locations.
5. Scale of buildings relative to abutting property.
6. Proposed maximum allowable height of structures.
7. Exterior features of proposed development to include architectural renderings or landscape plans
8. Description and copies of proposed deed restrictions to be placed on the property.
9. Any other information reasonably needed to consider the application in reference to these regulations.

## **Review Process**

- The Planning Department will submit the relevant application materials, including the site plan, to the Technical Review Committee (TRC) members for their review and will advise the applicant of the time of the TRC meeting.
- The Planning staff will provide the applicant with a summary of comments made during the TRC meeting as well as the date revised plans are to be submitted so that the application can be placed on the Planning Board agenda.
- A copy of the agenda and staff report will be forwarded to each applicant at the same time it is distributed to the Planning Board.
- Property owners within 300 feet will be sent notice of the Planning Board meeting date at which the conditional zoning request will be considered. The Planning Board has a policy requiring that either the property owner or a representative attend the meeting to present the request and answer questions.
- The Planning Board will render its decision on any properly filed application and transmit its recommendation and report, including the reasons for its determinations, to the Board of County Commissioners.
- After the Planning Board meeting, the Planning Department will work with the Clerk to the Board of Commissioners to establish a public hearing date for the conditional zoning request. Once a public hearing date is set, the applicant will be notified of the public hearing date. Notice of the hearing will be published in the local newspaper, mailed to property owners within 300 feet, and posted on the property under consideration according to Zoning Ordinance requirements.

## **Planning Board and Board of Commissioners Meetings**

Unless otherwise noted, the Planning Board meets the first Thursday of each month at 6:30pm in the Commissioners Chambers at 234 Northwest Corridor Blvd., Jacksonville. The Board of Commissioners Meeting is usually held the first and third Mondays in the Commissioners' Chambers at the Onslow County Government Center at 234 Northwest Corridor Blvd., Jacksonville.

## **Withdrawal of the Application**

A conditional zoning application may be withdrawn at any time prior to the adoption of a conditional zoning ordinance. Any fees submitted as part of a withdrawn application shall be forfeited.

## **Petition for Amendment**

Except for requests originating with the Onslow County Planning Board, Board of Adjustment, County Administration, or Board of Commissioners a petition for any rezoning, including conditional zoning, of the same property may only be submitted once in a 12-month period. The Onslow County Board of Commissioners, by 4/5ths affirmative vote of its total membership, may waive this restriction.