

**ON SLOW COUNTY PLANNING & DEVELOPMENT**  
**REZONING APPLICATION SUBMITTAL POLICY AND DATES**  
**CALENDAR YEAR 2009**

**Application and Plan Submittal**

A complete application is to be submitted before 5pm on the submittal date. A complete application includes the application and questions, fee (\$400), a list of all adjacent property owners to include across road rights-of-way and two sets of addressed, stamped envelopes for each of those adjacent property owners.

<b>Submittal Date</b>	<b>Planning Board Meeting Date</b>	<b>Board of Commissioners Public Hearing Date*</b>
Tuesday, 12/2/08	Thursday, Jan. 7	Monday, Feb. 2
Tuesday, Jan. 6	Thursday, Feb. 5	Monday, March 2
Tuesday, Feb. 3	Thursday, March 5	Monday, April 6
Tuesday, March 3	Thursday, April 2	Monday, May 4
Tuesday, April 7	Thursday, May 7	Monday, June 1
Tuesday, May 5	Thursday, June 4	Monday, July 20
Tuesday, June 2	Thursday, July 2	Monday, August 3
Tuesday, July 7	Thursday, August 6	Wednesday, Sept. 9
Tuesday, August 4	Thursday, Sept. 3	Monday, Oct. 5
Tuesday, Sept. 1	Thursday, Oct. 1	Monday, Nov. 2
Tuesday, Oct. 6	Thursday, Nov. 5	Monday, Dec. 7
Tuesday, Nov. 3	Thursday, Dec. 3	TBA
Tuesday, Dec. 1	Thursday, 1/7/10	TBA

\*Tentative Dates

Once the Planning Department receives the application, it will be reviewed for completeness. The applicant will be notified of additional information needed.

The Planning Department shall submit the agenda to the Planning Board members by the Friday before the scheduled Board meeting. A copy of the agenda shall be forwarded to each applicant at the same time. The Planning staff will send letters to the adjacent property owners giving notice of the Planning Board meeting 10 days before the Planning Board meeting date. The Planning Board has a policy requiring either the property owner or a representative attend the meeting to present the request and answer questions.

After the Planning Board meeting, the Planning Department shall work with the Clerk to the Board of Commissioners to have the public hearing date established for the rezoning request. A notice of the hearing shall be sent to the adjacent property owners and be published in the local newspaper in accordance with ordinance procedures.

**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 Halsey Meeting Room at 604 College Street, Jacksonville, NC.

The Board of Commissioners meet the first and third Mondays in the chambers of the Jacksonville City Hall, located at 815 New Bridge Street, Jacksonville.

Applications for rezoning must be submitted along with a \$400 fee and 2 sets of addressed, stamped (if using meter, exclude date) legal size envelopes for each adjacent property owners (including across street) along with a roster of such property owners. The fee is non-refundable.

Adjacent property owners will be sent notice of the Planning Board meeting date at which the rezoning request will be considered and the property under consideration will be posted with a zoning sign. The Onslow County Planning Board will review the proposed request under the following guidelines:

1. The proposal will place all property similarly situated in the area in the same category, or in appropriate complementary categories.
2. There is convincing demonstration that all uses permitted under the proposed district classification would be in the general public interest and not merely in the interest of an individual or small group.
3. There is convincing demonstration that all uses permitted under the proposed new district classification are appropriate for the area included in the proposed change.
4. There is convincing demonstration that the character of the neighborhood will not be materially or adversely affected by any use permitted in the proposed change.
5. The proposed change is in accord with the CAMA Land Use Plan, Onslow County Citizens Comprehensive Plan, and any other officially adopted plan.

The Planning Board shall 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 for approval or denial.

Once a public hearing date is set, a notice of the hearing shall be published in the local newspaper and be sent to adjacent property owners.

#### **Withdrawal of the Application**

Any application may be withdrawn at any time; however, any fees submitted as part of the application shall be forfeited.

#### **Repetition for Amendment**

With the exception of requests originating with the Onslow County Planning Board, Board of Adjustment, County Administration, or Board of Commissioners a petition for any rezoning 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.

**RE-ZONING APPLICATION FORM**

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

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

Tax Parcel ID# \_\_\_\_\_ Lot/Parcel size \_\_\_\_\_

Current Zoning district \_\_\_\_\_ Proposed Zoning District \_\_\_\_\_

**APPLICANT INFORMATION**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

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

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

**PROPERTY OWNER INFORMATION**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

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

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

Legal relationship of applicant to property owner \_\_\_\_\_

*The application must either be signed by the property owner or a written, signed statement must be provided by the property owner giving consent to the request.*

\_\_\_\_\_  
**Zoning Officials Signature/Date**

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

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

**The application must provide documentation to support each of the following statements:**

1. This proposal will place all property similarly situated in the area in the same category, or in appropriate complementary categories.

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2. Under this proposal, all uses permitted under the proposed district classification would be in the general public interest and not merely in the interest of an individual or small group.

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3. All uses permitted under the proposed new district classification are appropriate for the area included in the proposed change.

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4. The character of the neighborhood will not be materially or adversely affected by any use permitted in the proposed change.

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5. The proposed change is in accord with the CAMA Land Use Plan, Onslow County Citizens Comprehensive Plan, and any other officially adopted plan.

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

**NOTE: Application must be completed in its entirety in order to be accepted and processed.**

For Office Use Only

Application No. \_\_\_\_\_ Date Received: \_\_\_\_\_

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

Two Sets of Stamped Envelopes \_\_\_\_\_ # \_\_\_\_\_