

ONslow COUNTY PLANNING & DEVELOPMENT
TEXT AMENDMENT SUBMITTAL POLICY AND APPLICATION
CALENDAR YEAR 2009

Application and Plan Submittal

A complete application and fee of \$250 shall be submitted to the Onslow County Planning & Development Department according to the following schedule:

Submittal Date	Planning Board Meeting Date	Board of Commissioners Public Hearing Date*
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 staff will notify the application if additional time is needed to review the proposed amendment before forwarding it to the Planning Board and County Attorney.

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 Board has a policy of requiring either the applicant or a representative to attend the meeting to present the request and answer questions. The Planning board shall render its decision on any property filed application and transmit its recommendation and report, including the reasons for its determination, to the Board of Commissioners.

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 published in the local newspaper in accordance with ordinance procedures.

Withdrawal of the Application

Any application may be withdrawn at any time; however, any fees submitted as part of the application shall be forfeited.

TEXT AMENDMENT APPLICATION FORM

APPLICANT INFORMATION

Name _____

Address _____

Telephone _____ Fax Number _____

Email Address _____

Proposed Text Amendment (cite Section of Ordinance, if applicable)

(you may attach written amendment on separate sheet if necessary)

Statement of Justification (address consistency with the Comprehensive Plan and reasonableness and in the public interest)

Zoning Officials Signature/Date

Printed Name of Applicant/Date

Signature of Applicant/Date

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 _____