

REZONING APPLICATION

PLANNING & DEVELOPMENT DEPARTMENT



SUBJECT PROPERTY INFORMATION

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

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

For Office Use Only

Application No. _____
Receipt # _____ Amount: _____
Stamped, legal-sized Envelopes # _____

Date Received: _____

REZONING APPLICATION AND SUBMITTAL POLICY
CALENDAR YEAR 2020

Pre-Application Meeting

The applicant must schedule a pre-submittal meeting with Land Use staff to discuss the proposed rezoning, the preliminary assessment regarding the proposal and the process. During this meeting, staff will provide the applicant with the number of stamped, legal-sized 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 considered complete only if it includes **ALL** of the following:

- Completed Rezoning Application form;
- Application fee of \$400;
- _____ stamped, legal-sized 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, 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.*

Complete application is to be submitted before 5pm on the submittal date as shown below:

Submittal Date	TRC Meeting	Planning Board Date	*Board of Commissioners Public Hearing
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	Monday, 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, 1/7/2021	TBD

*Tentative Dates – subject to approval

Review Process

- 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 and staff report shall be forwarded to each applicant at the same time.
- The Planning staff will send letters to the property owners within 300 feet giving notice of the Planning Board meeting at least 10 days but not more than 25 days before the Planning Board meeting date.
- The Planning Board shall make a recommendation for approval or denial on the application and transmit its recommendation and report to the Board of County Commissioners.
- Once the public hearing date is confirmed for the application to be heard by the Board of County Commissioners, a notice of the hearing shall be sent to the property owners within 300 feet and be published in the local newspaper and the property shall be posted with a zoning sign 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 Commissioners' Chambers at 234 Northwest Corridor Blvd., Jacksonville, NC.

Planning Board policy requires that either the property owner or a representative attend the meeting to present the request and answer questions.

The Board of Commissioners meet the first and third Mondays in the Commissioners' Chambers located at 234 Northwest Corridor Blvd., Jacksonville, NC.

Withdrawal of the Application

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

Petition 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.