

PLANNING AND COMMUNITY DEVELOPMENT

PLANNING • CODE ENFORCEMENT • BUILDING INSPECTIONS • CENTRAL PERMITTING



ZONING MAP AMENDMENT APPLICATION

Date _____	Application Fee _____
	Postage Fee _____

I. PROPERTY INFORMATION:

Record #: _____	Current Zoning District: _____
Parcel ID #: _____	Requested Zoning District: _____
Lot #: _____	Acreage to Be Rezoned: _____
Total Acreage of Tract: _____	
Property Location/Address: _____	

A presubmittal meeting is required 30 days prior to submission. A complete submission must be in the Planning and Community Development Department office 45 days prior to the scheduled Planning Board public hearing date. All of the information listed below must be included for the submission to be considered complete:

- Application Fee
- Tax property card with the Tax Card print date from the Tax Office of the property and all adjacent property owners
- One addressed legal size (4½ x 9) envelope must be received for the for each of the adjacent property owners with a fully completed certified mailing certificate and return receipt attached
- Current postage for each mail certification, payable to Pender County Government
- One additional set of envelopes and first class postage is required to be processed for the Board of Commissioners
- A letter stating why the request is being made and any information that is pertinent to the case. If the owner and applicant are different, a letter must be signed by both
- Legal description and map of the property to be rezoned
- 18 (11x17) map copies for the Planning Board
- 20 (11x17) map copies for the Board of Commissioners
- CD containing maps and/or document files in .pdf format

III. SIGNATURE OF OWNER & APPLICANT:

(If owner is different from applicant, both signatures are required)

Additional Information:

Pender County Planning Board must hold a public hearing on any rezoning request.

Every proposed amendment, supplement, change, modification or repeal of the zoning ordinance shall be referred to the Planning Board for its recommendation and report. The Planning Board shall hold a public hearing to consider the proposed modification at its next regular monthly meeting or any called special meeting, provided it has been filed, complete in form and content, at least thirty (30) days prior to such meeting. Otherwise, consideration may be deferred until the following monthly meeting.

Following the Planning Board recommendation on the request, the application will be processed by the Board of Commissioners for consideration upon submission of the additional material required of the applicant. The Board of Commissioners must then approve the case before final approval is given.

Any application may be withdrawn at any time, but fees are nonrefundable. Reapplication for denied rezonings shall be permitted only once every six months.

***All applicants or an agent must attend all the public hearings.**

According to Section 5.3 of the Pender County Zoning Ordinance, no proposed zoning amendment will receive favorable recommendation from the Planning Board unless:

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 will not adversely affect the health and safety of residents or workers in the area and will not be detrimental to the natural environment or to the use or development of adjacent property or general neighborhood.
3. There is convincing demonstration that all uses permitted under the proposed district classification would be appropriate in the area included in the proposed change.
4. There is convincing demonstration that the character of the neighborhood will not be materially and adversely affected by any use permitted in the proposed change.
5. The proposed change is in accord with any land use plan and sound planning principles.