

Internal Use Only

Date _____

Date Application Received _____

Applicant Information

Name _____ Phone _____

Mailing Address _____

Property Address *(if different from mailing address)* _____

Email Address _____

Property Owner Information (if different from applicant)

Name _____ Phone _____

Mailing Address _____

Email Address _____

Description of Property

Tax Map ID/PIN # _____

Lot # _____ Subdivision _____

Is the property within 100-year Floodplain? Yes No

Is the property within primary fire district as defined in City of Creedmoor Code of Ordinance §91.02? Yes No

Current Description of Zoning

Zoning District _____ City Limits Extraterritorial Jurisdiction (ETJ)

Conditional Zoning (Creedmoor Development Ordinance (CDO) §5.4)

Conditional zoning may be approved with conditions and a site specific development plan imposed on properties within the district. This process is designed to address unique development scenarios when a development proposal does not fit into a conventional zoning district, but with proper conditions and a controlling site plan may be desirable and compatible with the surrounding area. Except as otherwise provided in this section, the conditional district rezoning process shall follow the procedure outlined in the CDO §5.3, "Amendment Process".

Administrative Review

The Community Development Director will review the application for completeness and compliance and schedule the proposal for review by the Creedmoor Technical Review Committee (TRC).

Planning Board Meeting

The TRC shall review the application and make a recommendation to the Planning Board. The Planning Board may recommend approving the application or approving with conditions, or denial. Their recommendation is forwarded to the Board of Commissioners.

Board of Commissioners Meeting: Public Hearing

Community development staff will present the request to the Board of Commissioners with the Planning Board's recommendation, and a public hearing will be held. The Board of Commissioners will make a final decision regarding the conditional zoning.

Conditional Zoning Application Process and Checklist

Prior to filling for Conditional Zoning

Before filing a petition for a zoning text amendment or a zoning map amendment, an applicant shall meet with the Planning, Zoning and Subdivision Administrator to discuss the proposed amendment and to become more familiar with the applicable requirements and approval procedures.

Pre-Filling Meeting on: _____ Signature _____

Before filing a petition for a zoning map amendment other than single family residential zoning, an applicant shall meet with representatives of the neighborhood in which the property proposed to be rezoned is located, per G.S. 160D-602(e). This meeting shall be held at the pre-application stage to allow the applicant to explain the proposed map amendment (rezoning) to surrounding residents and property owners and to be informed of the concerns of the neighborhood. The meeting will help the applicant address major concerns of the neighborhood prior to the public notification process described in section 5.3-4(B). The Planning, Zoning and Subdivision Administrator should be notified of the time, date, and place of the neighborhood meeting at least five days prior to the meeting.

Neighborhood Meeting on: _____ Signature _____

***Property may be rezoned and placed in conditional district only in response to a petition submitted by all owners of the property to be included in the district.**

Please Complete the Following:

Completed City of Creedmoor Conditional Zoning Application

Application Fee \$700

Every amendment proposing to change the district boundary lines shall be accompanied by a metes and bounds description, a survey of the area involved, or reference to existing lots, sufficient in estimation of Planning, Zoning, and Subdivision Administrator to plot or otherwise identify the amendment on the Official Zoning Map of the City of Creedmoor.

Have you been designated by the owner(s) of the property included in the petition to serve as agent for the owner? **You must submit such authorization in writing with the Application or have owners signature.*

Site plan for all properties to be included in the conditional district.(CDO §7.7 Site Development Plan Review)

List of all conditions proposed by the applicant.

***The Planning, Zoning and Subdivision Administrator, Planning Board, or the Board of Commissioners may request additional information from the applicant. This information may include, but is not limited to, the following:**

1. Proposed number, size, shape, and general location of all structures.
2. Proposed screening, buffers and landscaping, as well as proposed treatment of any existing natural features.
3. Existing and approximate proposed topography, if available, at four-foot contour intervals or less.
4. Scale of proposed buildings relative to abutting property.
5. Height of proposed structures.
6. Elevation renderings of exterior features of proposed development.
7. Proposed number and location of signs.
8. Any other information needed to mitigate negative impacts and demonstrate compliance with this Ordinance.

*Please refer to Planning, Zoning and Subdivision Administrator to discuss condition(s) on approval (*CDO §5.4-3*) and effect of approval (*CDO §5.4-4*).

Please provide any additional information you feel will be necessary or helpful for the Board of Commissioners in rendering their decision.

Signature of Applicant _____ Date _____

Printed Name of Applicant _____

Signature of Property Owner (*if different*) _____ Date _____

Printed Name of Property Owner(s) _____

Internal Use Only

Decision _____

Signature of Zoning Official _____ Date _____