

Zoning Amendment Application Package



Davie County, North Carolina

Department of Development Services

298 E Depot Street

Mocksville, NC 27028

Phone: (336) 753-6050 - Fax: (336) 751-7689

Website: <http://www.daviecountync.gov>

Zoning Map Amendment Process

Steps for a Zoning Map Amendment (rezoning)

1. Applicant schedules a pre-application meeting with the staff of the Davie County Development Services no later than 10 days prior to their desired submission deadline (Not mandatory, but highly recommended).
2. Applicant submits their application along with all necessary documentation and fees by the first of the month they desire the Planning Board to hear their case.
3. Davie County Development Services staff reviews and considers application for a Zoning Map Amendment.
4. Application is submitted to the Planning Board for review and consideration. The Planning Board must submit a report on their findings within 30 days of submittal. The Davie County Planning Board generally meets the 4th Tuesday of every month. Please consult the Planning Board's calendar of events on the Davie County Development Services website or contact the staff for a schedule at 336-753-6050. Hearings take place on the Second Floor of the Davie County Administration Building at 123 South Main Street in the Commissioners Chambers. If the Planning Board does not submit a report, then the application gains automatic approval from the Planning Board.
5. The Davie County Board of Commissioners holds a public hearing for application. The Davie County Board of Commissioners generally meets the 1st Monday of every month. All public hearings are located Second Floor of the Davie County Administration Building in the Commissioners Chambers. If the application is denied, the property cannot apply for a new Zoning Map Amendment until 6 months has passed from the previous denial.

When is a Zoning Map Amendment needed?

A rezoning or Zoning Map Amendment change is a change in the zoning district classification. The property owner may wish to develop the property with a different use other than what the property is currently zoned for. Or they may wish to sell the property to another with the intention of the property to have a use other than the current use. If a prospective property owner submits the Zoning Map Amendment, the current owner must give their written consent in order for the amendment to be considered.

There are two types of Zoning Map Amendment Changes. A **General Use** Zoning Map Amendment Change is where a property is changed from one land use district to another. A **Special Conditions** Amendment Change is where the rezoning is contingent on several special conditions being met or fulfilled.

Fees required

Please refer to the [Zoning Fees Schedule](#) on the website for the current fee structure for Davie County. Most fees for Zoning Amendment Changes are under the subheading Zoning Reviews. All checks must be paid to the order of Davie County.

How long does the Zoning Map Amendment change remain?

Once a Zoning Map Amendment is approved, the property is rezoned until a new request is submitted at a later date. Property ownership changes have no effect on the zoning of the property.

How will the public be notified of the Zoning Map Amendment change?

The public will be notified in three ways. First, a sign will be posted on the property being rezoned. Second, a public notice will be submitted by the Davie County Development Services Department to the *Davie County Enterprise*. Third, by a notice being sent to all property owners located within 500 feet of the property lines of the property being rezoned.

Davie County Application for a Zoning Map Amendment



To: Board of County Commissioners of Davie County Date: ____/____/____

Applicant's Name: _____
Applicant's Address: _____

Address and brief description of the property Tax Map: _____
To be rezoned or amendment to be made: Parcel(s): _____

Applicant's interest in the property: Ownership Lease Agreement Other (explain below)

If Property is not owned by the applicant, lease agreement or other binding legal documentation stating Applicant's legal right(s) for use of the above listed property shall be required upon submittal of application.

Type of rezoning requested: From: _____ To: _____

(or brief description of request): _____

Reason(s) for the requested rezoning: _____

Applicant's Signature: _____ This the ____ day of _____, 20____
(Applicant)

By signing this form, applicant hereby states all information written herein is accurate and true. Applicant further states the Planning and Zoning Staff have fully explained the requirements of the ordinance and the information required for the Board of Commissioners to render a decision.

<u>Office Use Only</u>			
Planning Board Date:	Date: ____/____/____	Planning Board Action:	<input type="checkbox"/> Approval <input type="checkbox"/> Denial
Comments: _____ _____			
Fee Paid:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Amount Paid: \$	_____.
Public Hearing Date:	Date: ____/____/____	Commissioners Action:	<input type="checkbox"/> Approval <input type="checkbox"/> Denial



Zoning Map Amendment Application Checklist

Please submit this checklist along with all required items within the Zoning Amendment Application to:

Department of Development Services
298 E Depot Street
Mocksville, NC 27028
Phone: (336) 753-6050
Fax: (336) 751-7689

When a Zoning Amendment Application is submitted, several things are needed in addition to the application itself. Please review the list and make sure every item is accounted for in order to have your request handled expeditiously. If an item is unaccounted for, it may slow down the process or your request or cease it altogether.

Notes:

- All documents and maps submitted as required by the application process become property of Davie County Development Services.
- All application fees are non-refundable.
- Development Services Staff may waive required information if they certify in writing as unnecessary to determine compliance with applicable standards and requirements.
- The ZMA Number given should be referenced on all related correspondence subsequent to application acceptance.

For each item below, check (√) if provided, write "N/A" if the feature does not exist or is not proposed, and write "W" if a waiver from the requirement is justified because it is unnecessary in the particular case to determine compliance with applicable regulations or to address the required conclusions.				Staff use only
√, n/a, or w		Application Requirement	UDO	√, X, or W
1		Completed Zoning Amendment Application (2 copies) (attached)		
2		All necessary signatures are present on both copies of the applications		
3		Diagram of property proposed (existing conditions) (2 copies)	§155.253	

	a	All property lines with dimensions including North Arrow	§155.253	
	b	Adjoining street with right-of-way and paving widths	§155.253	
	c	The location of all structures; the use of all land	§155.253	
	d	The zoning classification of all abutting zoning districts	§155.253	
	e	Comprehensive site plan if the application is for commercial, industrial, or multi-family development.	§155.253	
	f	Topographic contours (at intervals of not more than 10 feet)		
	g	Surface Waters, FEMA 100-year floodway and floodway fringe boundaries, flood hazard soils, all streams and/or rivers		
	h	Inset Map showing site's location relative to County's cities and major roads		
	i	Title block showing name and address of site owner(s), name of plan designer, parcel identification numbers, date map prepared (and revised), bar scale, north arrow, and title "Existing Conditions Map".		
	j	All Adjacent Property Owners names are present in their appropriate parcel locations.		
	4	12 Sketch or Site Plan copies attached and folded		
	a	All property lines with dimensions including North Arrow	§155.253	
	b	Adjoining street with right-of-way and paving widths	§155.253	
	c	The location of all structures; the use of all land	§155.253	
	d	The zoning classification of all abutting zoning districts	§155.253	
	e	Comprehensive site plan if the application is for commercial, industrial, or multi-family development.	§155.253	
	f	Topographic contours (at intervals of not more than 10 feet)		
	g	Surface Waters, FEMA 100-year floodway and floodway fringe boundaries, flood hazard soils, all streams and/or rivers		
	h	Inset Map showing site's location relative to County's cities and major roads		
	I	Title block showing name and address of site owner(s), name of plan designer, parcel identification numbers, date map prepared (and revised), bar scale, north arrow, and title "Site Plan" or "Rezoning Request".		
	5	Copy of all Site Plans in Electronic Form (in Adobe – PDF form)		
	6	Copy of Deed for the Property		
	7	Offer to Purchase Agreement (<i>financials can be omitted or blacked out</i>)		
	8	Written Consent from current owner to have Zoning Amendment applied for by prospective owner		
	9	Attachment of any Special Conditions applicant wishes to propose as a part of the application process		
	10	Legal Survey of Property (<i>if Special Conditions are required</i>)		
	11	Current owner and Applicant's information are both present (<i>name, phone, address</i>)		
	12	Stamps (<i>signed and dated</i>) by Professional Engineers, Architects, Surveyors and/or Landscape Architects		
	13	Check paid to the order of Davie County (<i>Fee for processing</i>)		

