REZONING APPLICATION

Complete this application in compliance with Articles VIII and IX of the Unified Development Ordinance. In order to ensure that the proposed rezoning complies with City regulations, we recommend that the applicant review the City of Elizabeth City’s Unified Ordinance; the Ordinance may be accessed at http://www.ci.elizabeth-city.nc.us/.

The Rezoning application fee is $600.00. This fee does not include the cost of site plan review, parcel subdivision, or recombination. All fees are charged per application and are non-refundable and non-transferrable once the application has been processed. Applications will not be processed unless fees have been paid in full.

All application responses must be in blue or black ink. All responses must be legible and filled out completely. Illegible and/or incomplete applications will be returned to the applicant. Applications are not accepted via facsimile or email. Submit application and supporting documents with fees to the City of Elizabeth City Planning Department via delivery or U.S. Mail. A current survey prepared and sealed by a Registered Surveyor must be attached at the time of application. A copy of the Site Plan Checklist can be supplied upon request.

Application deadlines are 21 working days prior to the hearing date. Regular Planning Commission hearings are held the first Tuesday of each month. You will be notified of your scheduled hearing date and time.

The average rezoning petition timeline is usually 65 days from date of application to Council public hearing and decision. However, hearing schedules are not guaranteed and subject to change.

PLEASE COMPLETE ALL SECTIONS OF THE APPLICATION
INCOMPLETE APPLICATIONS WILL BE RETURNED TO APPLICANT
INDICATE ‘NOT APPLICABLE’ OR ‘N/A’ WHERE APPROPRIATE

To submit this application electronically please email to planneroftheday@cityofec.com.
The application will not be processed until payment is received.
Mailing Address: PO Box 347 Elizabeth City, NC 27907
SECTION A – APPLICANT INFORMATION

Landowner’s Name: __________________________________________________________________

Street Address: ______________________________________________________________________

City/State/Zip Code: ___________________________________________________________________

Phone Number: _____________________ Email Address_______________________________

Applicant (if different from owner): __________________________________________________________________

Street Address: ______________________________________________________________________

City/State/Zip Code: ___________________________________________________________________

Phone Number: _____________________ Email Address_______________________________

Signature: ______________________________________________________________________

SECTION B – PROPERTY INFORMATION

1. Property Address: __________________________________________________________________

2. Parcel ID No. (12-digits): __________________________________________________________________

3. Tax Map Number: ____________ Block: ____________ Lot: ____________

4. Deed Book ____________ Page ____________

5. Location: This property is located on the ______________ (direction) side of ________________ (street) SR# ____________

6. Zoning Classification: Existing ______________ Proposed ______________

7. Overlay District __________________________________________________________________

8. Township/Community __________________________________________________________________

9. Lot/Tract Size __________________ (acres)

10. Street Frontage/Width __________________ (feet) Depth __________________ (feet)

11. Flood Plain ____________ Panel ____________
SECTION C – NOTIFICATION

All property owners within 100 feet of the property being considered for rezoning must be mailed an Adjacent Property Owner Notification a minimum of 10 days prior to the Planning Commission and Council meetings. The applicant is responsible for supplying a list of the current names, mailing addresses and Tax Map information for these property owners, including the name and address for the president of the Property Owners/Homeowners Association. In addition, the applicant must supply two (2) sets of stamped, addressed #10 envelopes for each of the property owners within the 100 feet radius. The return address should read:

City of Elizabeth City
Planning Department
PO Box 347
Elizabeth City, NC 27909.

The most up-to-date property owner information may be obtained from the Pasquotank County Tax Department.

SECTION D – APPLICATION REQUIREMENTS

All written materials and photographs must be a minimum of 8½” x 11” paper; maps, surveys, and plans must be a minimum size of 11”x17”. For the first level of review with the Planning Commission, the applicant must supply one (1) original and ten (10) copies of the completed application, supporting documents, photographs and materials. For Clerk advertisement and Council consideration the Zoning Administrator will request additional documents as necessary. Please plan to attend all meetings to present evidence as to the congruity of your proposal; failure to attend will result in a delay or denial of your application.

1. Legal Description & Property Survey: Attach a complete legal description (metes and bounds) of the property. Provide an existing survey of the property, with a scale indicating dimensions.

2. Requested Zoning Change & Use: Indicate the current zoning classification and the proposed zoning classification being requested. Attach a written description of the proposed use for the subject properties along with any conditions requested for the proposed classification.

3. Adjacent Property Zoning & Land Use: Provide the current zoning and land use for parcels immediately adjacent to the subject property (include all directions – north, south, east and west). Do not include right-of-way when considering adjacent uses.

4. Land Use & Future Development: Describe how land use and future development conditions have changed that make the existing zoning designation unsuitable; include detail as to why a rezoning is required to meet the proposed use stated above.

5. Public Need: Indicate the perceived public need for additional land to be zoned to the requested classification stated above.
6. **Community Impact:** Describe the impact the proposed use would generate on the adjacent properties and the surrounding neighborhoods/communities. Include in your discussion: transportation, utilities, stormwater drainage, fire, public safety, open space, topography, density, property access, and economic development. Provide in detail why or why not (and if so, how) the proposed development will affect the surrounding properties.

7. **Infrastructure Demand:** Describe the impact the proposed use would have on public services, facilities and infrastructure (e.g. schools, parks, recreational services, roads, senior services, etc.). Provide in detail estimated demand for existing and/or new services based upon build-out and population projections.

8. **UDO and Land Use Plan Compliance:** Explain how the proposed use or development will be in compliance with the Unified Development Ordinance (UDO) and Land Use Plan.

9. **Project Scope & Additional Information:** Provide narrative describing the nature and scope of the project, as well as, additional comments and conditions that should be considered.

**********APPLICATION CONTINUES ON NEXT PAGE**********
# PROCEDURAL STEPS

**FOR REZONING PETITION REVIEW & PUBLIC HEARING**

1. Applicant files a complete Rezoning Application, following the instructions listed above, along with the requisite fee.

2. The Planning Director in conjunction with the Planning Commission Chairman schedules a review hearing for the petition.

3. Adjoining property owners will be notified and a sign will be posted on the property by the Planning Department.

4. The Planning Commission hears the proposed change taking into consideration the expressed opinions of the applicant, affected property owners, interested citizens, and the Zoning Administrator. The Planning Commission then makes recommendation to the Council concerning the proposed change.

5. The Clerk to Council will advertise and provide public notice of a Call for Public Hearing at a Regular Meeting of Council.

6. At the designated date and time, Council will hold a Public Hearing. Unless otherwise noted, immediately following the Public Hearing, Council will receive the Planning Commission and Zoning Administrator recommendations and render their decision concerning the proposed rezoning or amendment request.

7. The Zoning Administrator will provide the applicant and/or property owner with official notification of the decision and any conditions attached thereto.

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### SUBMITTAL

Applicant files petition request along with the application fee with the Zoning Administrator at least 21 working days prior to the Planning Commission Meeting.

### REVIEW

The Planning Commission is provided a Staff Analysis and receives comments from the applicant and the public; forwards recommendation to the Council.

### CALL FOR PUBLIC HEARING

**Meeting No.1**

Clerk advertises and Council calls for a public hearing.

### PUBLIC HEARING

**Meeting No.2**

Council holds a public hearing.

### REVIEW AND DECISION

**Meeting No.2**

Council deliberates merits of petition request, Ordinance regulations, Plan recommendations and Public response; renders decision on petition.

### FILING

Applicant files amendments to regulations, standards or procedures regarding public water supply watersheds with the NCDEM.

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SECTION E – AUTHORIZATION

NOTE: IF THE PERSON REQUESTING THE CITY OF ELIZABETH CITY, TO TAKE ACTION ON A PARTICULAR PIECE OF PROPERTY IS NOT THE OWNER OF THE PROPERTY, OR UNDER CONTRACT TO PURCHASE, THEN THE ACTUAL OWNER OF THE LAND MUST COMPLETE THIS FORM WITH HIS/HER SIGNATURE NOTARIZED. IF THE PROPERTY OWNER IS THE APPLICANT PLEASE COMPLETE THE SECTION BELOW AND SIGN AS INDICATED.

FAX, SCAN, OR COPY IMAGES OF THE ORIGINAL DOCUMENT WILL NOT BE ACCEPTED.

I, ________________________________________________________, (LANDOWNER’S NAME) am the owner of the property located in the Elizabeth City planning jurisdiction at:

Street Address and/or PIN: __________________________________________________________

I hereby authorize ________________________________________________, (OWNER OR APPLICANT’S NAME) to appear with my consent before the City of Elizabeth City Planning Commission and Council in order to request a rezoning for the above noted location. I authorize the City of Elizabeth City to advertise and the applicant to present this matter in my name as the owner of the property. I hereby authorize City Officials to enter my property to conduct relevant site inspections as deemed necessary to process the application. All information submitted and required as part of the approval process shall become public records. I, as the land owner, hereby CERTIFY THAT THE INFORMATION CONTAINED HERIN IS TRUE TO THE BEST OF MY KNOWLEDGE; AND BY ACCEPTING THIS rezoning, if approved, shall in every respect conform to the terms of this application and to the provisions of the Statutes and Ordinances regulating development in City of Elizabeth City. Any VIOLATION of the terms above stated and/or City Code regulations will result in civil penalties. If there are any questions, you may contact me at:

Street Address: __________________________________________________________

City/State/Zip Code: ________________________________________________________

Phone Number: ____________________________________________________________

Email Address: ____________________________________________________________

Owner’s Signature: _______________________________________________________

Sworn to and subscribed before me, this the _____ day of ____________, 20____.

________________________________________
Notary Public

My commission expires: ______________________