Complete this application in compliance with Articles VIII of the Unified Development Ordinance. In order to ensure that the proposed text amendment 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.cityofec.com.

The Text Amendment application fee is $500.00. All fees are non-refundable and non-transferrable once the application has been processed, and are charged per application. Applications will not be processed unless fees have been paid in full.

All application responses must be typed 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. If applicable, 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 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 text amendment 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
SECTION A – APPLICANT INFORMATION

Applicant (if different from owner): _____________________________________________________

Street Address: ________________________________________________________________

City/State/Zip Code: ____________________________________________________________

Phone Number: _____________________Email Address_______________________________

Signature:____________________________________________________________________

SECTION B – TEXT AMENDMENT DETAILS

Please indicate the following information:

1. The portion of the UDO text requested for change; specify Article, Section and Subsection. If creating new text, indicate proposed Article to be amended.
2. The proposed new text for this portion of the Ordinance.
3. Specify the reason(s) and objective(s) the above change to the Ordinance text is desired.
4. Attach a metes and bounds description and scaled map, a minimum of 11’x17” in size, indicating the real property and all surrounding properties. A copy of the applicable portion of the tax map as obtained from the Pasquotank County Tax Office.

SECTION C – NOTIFICATION

Adjacent property notification is not required for text change amendments. However, as per Ordinance §8-5(C), the Zoning Administrator may take any other action deemed useful or appropriate to give notice of the public hearing.

If deemed necessary, public notification 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 names and mailing address 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 envelopes, 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.
1. Applicant files a complete Text Amendment 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. Property owners will be notified and a sign will be posted on the property (if applicable) by the Planning Department.

4. The Planning Commission hears the proposed change taking into consideration the expressed opinions of the petitioner, 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.

8. As applicable, the applicant files water supply watershed amendments with the North Carolina Division of Emergency Management (NCDEM).