

TOWN OF
ELIZABETHTOWN

REZONING APPLICATION



TOWN OF ELIZABETHTOWN
805 W. BROAD STREET
ELIZABETHTOWN, NC 28337
910-862-2066



Town of Elizabethtown Rezoning Process

Rezoning amends a designated parcel or property from one zoning classification to another. A Rezoning Application is required when the existing zoning classification does not allow a proposed use. To get property rezoned, you must complete a Rezoning Application form. The Rezoning Fee is \$250.00 and is **non-refundable**. This fee must accompany the application to be considered complete. This charge covers cost incurred by the Planning Department to advertise and notify adjacent property owners about the rezoning request public hearing. State Statutes require that the public hearing must be advertised in the local newspaper. All property owners within 100 feet of the rezoning are mailed letters informing them of the public hearing. By State Statute, these property owners are given the opportunity to comment on the proposed rezoning.

REZONING PROCESS SEQUENCE

- The complete Rezoning Application package, along with the \$250.00 fee, must be received three (3) weeks prior to Planning Board meeting.
- A complete rezoning application package will consist of,
 - a rezoning application with all information completely filled in,
 - the printed name, original signature and contact information of all property owners,
 - a boundary survey of the subject site,
 - a tax map outlining the land area subject to the requested zoning action,
 - a written explanation of how the request is reasonable and in conformance with adopted development goals and policies of the Town of Elizabethtown.
- The Planning Board meets the first Monday of each month at Elizabethtown Municipal Building at 6:00 P.M. in Council Chambers.
- The Planning Board makes a recommendation; it is then forwarded to Town Council.
- The staff will post sign/s on your property after the Planning Board meeting that give a brief description of the request.
- Town Council will conduct a public hearing at the following month's regularly scheduled meeting.
- Town Council meets the first Monday of each month at Elizabethtown Municipal Building at 7:00 P.M. in Council Chambers unless otherwise posted.

Any application submitted found to be incomplete will be held by Planning and Development staff for a later schedule. It is the applicant's responsibility to verify that all required items have been submitted and accepted by Planning and Development staff. There is no guarantee your application will be approved by Town Council. It normally takes between 60-90 days for the rezoning process to be completed. However, the process can take longer, depending on the actions of the Planning Board and Town Council.

If you have any questions before, during, or after the process, please feel free to call our office at 862-2066.

SUBMIT FORM TO THE PLANNING DEPARTMENT FOR REVIEW VIA CURRIER/MAIL,
FAX 910-862-7117 OR EMAIL PLANNING@ELIZABETHTOWNNC.ORG

DATE:

APPROVED DENIED

AGENT:

LAND USE APPLICATION

REZONING APPLICATION

Please complete this application to the best of your ability in order to expedite accurate review.

Subject Property Owner's Name: _____
Company: _____
Address: _____
City: _____ State: _____ Zip: _____ Non-Profit Corp. Number: NO YES:
Phone: _____ Fax: _____ Other: _____

Applicant's Name: _____
Company: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____ Other: _____

SUBJECT PROPERTY LOCATION INFORMATION

Address or General Location: _____ Parcel ID Number: _____
Acreage: _____ acres Frontage: _____ feet Zoning: _____

TYPE OF REQUESTED ACTION

Construction Related	Use Related	Zoning Related	Miscellaneous
<input type="checkbox"/> Residential Addition	<input type="checkbox"/> Conditional Use App.	<input type="checkbox"/> Zoning Compliance Certificate	<input type="checkbox"/> Text Amendment Application
<input type="checkbox"/> New Construction Compliance	<input type="checkbox"/> Accessory Use Permits	<input checked="" type="checkbox"/> Rezoning Application	<input type="checkbox"/> Tank Removal
<input type="checkbox"/> Sign Permit	<input type="checkbox"/> Special Use Permit App	<input type="checkbox"/> Variance Request	<input type="checkbox"/> Other: _____

SUPPORTING INFORMATION

<p>For rezoning applications, please provide the following (please print):</p> <ul style="list-style-type: none"> ▪ Requested zoning classification: _____ ▪ One paper copy of a map indicating the property to be rezoned as well as the adjacent properties and one digital copy of same. ▪ List reason(s) why zoning should be changed (use separate sheet if necessary). <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>List additional supporting documents here and affix to backside of petition:</p> <ol style="list-style-type: none"> 1. _____ 2. _____ 3. _____ 4. _____ 5. _____
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AUTHORIZATION

I hereby affirm that I have full legal capacity to authorize the filling of this Application and that all information and exhibits herewith submitted are true and correct to the best of my knowledge. The Authorized Signature invites Town representatives to make all reasonable inspections and investigations of the subject property during the period of processing this Application. Any application submitted by the deadline date found to be incomplete will be held by Planning and Development staff for a later schedule. It is the applicant's responsibility to verify that all required items have been submitted and accepted by Planning and Development staff.

Authorized Signature: _____ Date: _____

Printed Signature/Title: _____



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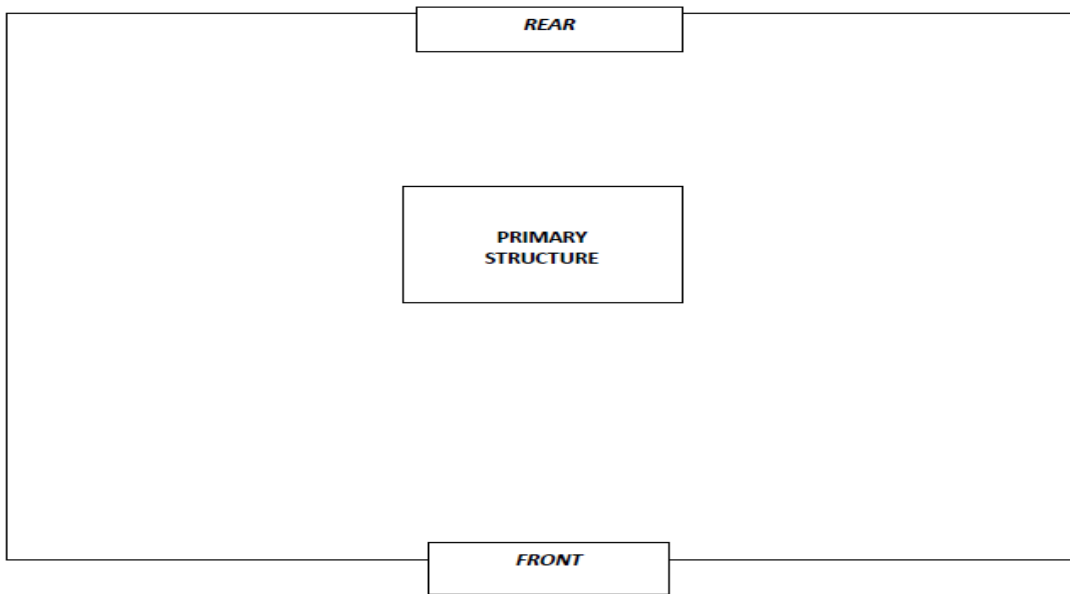
LAND USE APPLICATION

PROPOSED PLACEMENT

Applicant Name _____ **Parcel ID** _____

INSTRUCTIONS: Show a representative drawing of the intended placement location in relation to any driveways, existing buildings, fences, landscaping, street right-of-way and any neighboring drives or street intersections within 150 feet of the proposed placement location.

SCALE DRAWING OF PROPOSED PLACEMENT OF UNIT ON SUBJECT PROPERTY



Intended Use:

AUTHORIZATION

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Authorized Signature: _____ **Date:** _____

Printed Signature/Title: _____





TOWN OF ELIZABETHTOWN

Service Fee Listing – As of July 1, 2015

Applicant Name: _____

Permit #: _____

ABC Permit Application	\$40	Text Amendment Application	\$250
Above/Undergrd. Tank Removal	\$50	Tory Hole Park Reservations	\$20
Accessory Use Permits	\$25	Variance Request	\$250
Budget Ordinance Copy	\$15	Vehicle Tag	\$5
Cemetery Plot Fees:		Zoning Compliance Certificate	\$50
Town Residents	\$500	Zoning Ordinance Book	\$25
Non-Residents	\$650	New Construction Zoning Compliance	\$100
Grave Marking	\$50	Stormwater Permit Application	\$1,000-up to 3 ac.
Code of Ordinances Book	\$80		\$2,000- > to 3 ac.
Conditional Use Permit App.	\$275		\$2,500- > to 5 ac.
Finger Print Request	\$20		
Fire Flow Test	\$50		
General Plan Review *	\$50	Signs	
Hazard Mitigation Plan	\$25	Business Identification Sign	\$2/sq.ft.
Hazardous Chemicals-Business	\$50	# of sq. ft. _____ Sign #1	
Inspection (Fire)-Cert. of Comp.	\$35	# of sq. ft. _____ Sign #2	
Labels – <i>Per Sheet</i>	\$.75	Temporary Signs	\$25
Labels (<i>Furnished</i>) – <i>Per Sheet</i>	\$.25		
Land Use Plan	\$25		
Mapping Labor	\$25/hr.		
Opening Locked Vehicles	\$10		
Photocopies: Per Page	\$.12		
Certified Copy: First Page	\$6		
Additional Page for Cert. Copy	\$3		
Removal/Demolition Bond **	\$500	TOTAL (010.3310 PLANNING)	\$
Residential Addition	\$25		
Rezoning Application	\$250		
Special Use Permit Application	\$250	NOTES:	
Strategic Plan	\$8		
Subdivision Application-Major	\$300		
Subdivision Application-Minor	\$200		
Subdivision Ordinance	\$25		
Technical Services	\$25/hr.		
Tents/Air Support Structures	\$25		

Applicant Authorized Signature: _____

Date: _____

Applicant Printed: _____

Planning Dept. Signature: _____

Date: _____

* Commercial & Multi-Family ** Must be on separate check.

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