



Conditional Zoning Map Amendment Review Process

Contact Information

Currituck County
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Step 1 Pre-application Meeting

The applicant must schedule a pre-submittal meeting with county staff to discuss the plan, preliminary assessments regarding the appropriateness of proposed conditions, and process.

Step 2 Application Submittal

The applicant must submit a complete application packet on or before the application submittal date. A complete application packet consists of the following:

- Completed Currituck County Conditional Zoning Application.
- Application Fee (\$150 plus \$5 for each acre).
- A copy of the community meeting report, if held prior to submittal.
- A copy of the metes and bounds of the proposed area to be rezoned [if the request does not include entire parcel(s)].
- A conceptual site plan or sketch plan drawn to scale.
- A copy of a boundary survey of the property prepared by a NC licensed surveyor unless otherwise waived by the administrator. The survey shall include:
 - A vicinity map showing the property's general location in relation to streets, railroads, and waterways.
 - Total acreage.
 - Zoning classification.
 - All existing easements and rights-of-way.
 - Areas in which structures will be located.
 - Proposed use of all land and structures, including the number of residential units and the total square footage of any non-residential development.
 - All yards, buffers, screening, and landscaping required by ordinance or proposed by the applicant.
 - All existing and proposed points of access to public streets.
 - Delineation of areas within the regulatory floodplain as shown on the Official Flood Hazard Boundary Maps for Currituck County.
 - Proposed phasing of the project, if any.
 - The location of existing and proposed storm drainage patterns and facilities intended to serve the proposed development.
 - Generalized traffic, parking, and circulation plans.
- Number of Copies Submitted
 - 5 Copies of conceptual site plans
 - 5 Hard copies of ALL documents
 - 1 PDF digital copy (ex. Compact Disk – e-mail not acceptable) of all plans AND documents

Step 3 Community Meeting

Prior to the Planning Board meeting, the applicant must hold at least one community meeting. The purpose of the meeting is to allow neighbors to ask questions about the request as well as allow the applicant to gather feedback about the concerns of the community. Coordination of the community meeting is the responsibility of the applicant. The meeting shall be held in proximity of the proposed request. The applicant shall mail and invitation to the following property owners and organizations at least 14 days prior to the scheduled community meeting:

- The current tax owner of each property within 200 feet of the proposed rezoning request.
- Property owner or homeowner associations located within 2,000 feet of the proposed rezoning request.
- Currituck County Planning Department.

The invitation shall include the following:

- Property owner and applicant names and contact information. (if different)
- Date, time, and location of the meeting.
- Address/parcel identification number of the proposed rezoning.
- Statement describing the purpose of the meeting and zoning request.
- A copy of the proposed conceptual plan.

Prior to the Planning Board meeting, a report of the community meeting shall be prepared by the applicant and submitted to the planning staff. At a minimum, the report shall include the following information:

- The manner, date, time, and location of the meeting.
- A list of property owners and associations contacted about the meeting, a copy of the invitation, and method of notification.
- A roster of the persons in attendance at the meeting.
- A summary of issues discussed at the meeting.
- A description of any changes to the rezoning application made by the applicant as a result of the meeting.

Step 4 Administrative Review and/or Technical Review Committee Recommendation

If determined necessary, the planning staff will submit the site plan or sketch plan to the Technical Review Committee and prepare a written report that will include any outstanding concerns with the proposed rezoning request or layout of the plan.

Step 5 Adjoining Property Owner Notification

It is the planning staff's responsibility to mail a notice to all adjacent property owners within 200 feet of the subject property at least 10 days but not more than 25 days prior to the Planning Board meeting date.

Step 6 Planning Board Meeting

The Planning staff presents the conditional rezoning request to the Planning Board. The applicant must attend the Planning Board meeting to answer any questions the board or public may have about the project. The Planning Board may recommend approval, denial, or may defer their decision for two months. The Planning Board may recommend reasonable and appropriate conditions be attached to the approval of the application. Such conditions should relate to the relationship of the proposed use to surrounding property, proposed support facilities such as parking areas and driveways, pedestrian and vehicular circulation, screening and buffers, phasing of development, infrastructure improvements, and other matters that the board may find appropriate or the applicant may propose.

Step 7 Adjoining Property Owner Notification and Posting of Property

After the Planning Board recommendation, it is the planning staff's responsibility to notify the local paper and property owners within 200 feet of the subject property at least 10 days but not more than 25 days prior to the Board of Commissioners public hearing date. The planning staff will post a notice of public hearing sign in a conspicuous location on the property that outlines the date, time, place, and nature of the hearing.

Step 8 Board of Commissioners Meeting

The Board of Commissioners will hold a public hearing at the Historic Courthouse Board Meeting Room. Public hearings are held on the first or third Monday meeting of the month. The applicant must attend the public hearing to answer any questions the board or public may have about the project. The Board of Commissioners may request reasonable and appropriate conditions be attached to the approval of the application. Such conditions should relate to the relationship of the proposed use to surrounding property, proposed support facilities such as parking areas and driveways, pedestrian and vehicular circulation, screening and buffers, phasing of development, infrastructure improvements, and other matters that the board may find appropriate or the applicant may propose. The applicant shall have a reasonable opportunity to consider and respond to any such conditions prior to final action by the Board of Commissioners. Only those conditions mutually agreed upon by the Board and the applicant, with input from the public, may be incorporated into the conditional zoning district. If the Board of Commissioners approves the rezoning request, the conditions attached to the approval of the application shall be perpetually binding to the property.

Step 9 Alterations to Approval

Changes to an approved application or to the conditions attached to the approved application shall process as an amendment to the zoning map in accordance with the Currituck County Unified Development Ordinance.



Conditional Zoning Application

OFFICIAL USE ONLY:	
Case Number:	_____
Date Filed:	_____
Gate Keeper:	_____
Amount Paid:	_____

Contact Information

APPLICANT:

Name: _____

Address: _____

Telephone: _____

Fax Number: _____

E-Mail Address: _____

PROPERTY OWNER:

Name: _____

Address: _____

Telephone: _____

Fax Number: _____

E-Mail Address: _____

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: _____

Property Information

Physical Street Address: _____

Location: _____

Parcel Identification Number(s): _____

Total Parcel(s) Acreage: _____

Existing Land Use of Property: _____

Request

Current Zoning of Property: _____

Proposed Zoning District: _____

Total Acreage for Rezoning: _____

Are you rezoning the entire parcel(s): Yes/No

Metes and Bounds Description Provided: Yes/No

Community Meeting

Date Meeting Held/To Be Held: _____

Meeting Location: _____

Meeting Report Provided: Yes/No

Conditional Zoning Request

To Chairman, Currituck County Board of Commissioners:

The undersigned respectfully requests that, pursuant to the Unified Development Ordinance, a conditional zoning district be approved for the following use(s) and subject to the following condition(s):

Proposed Use(s):

Proposed Zoning Condition(s):

An application has been duly filed requesting that the property involved with this application be rezoned from: _____ to: _____

It is understood and acknowledged that if the property is rezoned as requested, the property involved in this request will be perpetually bound to the use(s) authorized and subject to such condition(s) as imposed, unless subsequently changed or amended as provided for in the Currituck County Unified Development Ordinance. It is further understood and acknowledged that final plans for any development be made pursuant to any such conditional zoning district so authorized and shall be submitted to the Technical Review Committee.

Property Owner (s)

Date

NOTE: Form must be signed by the owner(s) of record. If there are multiple property owners a signature is required for each owner of record.

Conditional Zoning

Hearing Dates and Procedure for Continued Requests

Request: _____

Application Submittal Date: _____

Technical Review Committee Meeting Date: _____

Planning Board Meeting Date: _____

Board of Commissioners' Meeting Date: _____

or _____

Procedure for Delayed Request

Please initial each statement.

___ If you wish to continue your request to a later date, you must appear before the appropriate committee/board on the scheduled meeting date, state the reason for continuance, and the meeting date you wish the request to be heard.

___ There is a \$100 processing fee for each delayed request. This must be paid prior the delayed meeting date.

___ If you wish to delay your request at a Board of Commissioners meeting, you are responsible for re-advertising your request in a newspaper of general circulation in Currituck County for the approved date. The notice shall include the date, time, place, and nature of the application and shall be advertised at least 10 days, but not more than 25 days, prior to the hearing. You must provide the Planning Department with a copy of the newspaper in which that advertisement occurred and an affidavit of publication provided by the newspaper listing the advertisement and advertisement date(s) prior to the Board of Commissioners meeting.

___ A request may only be continued by an applicant a total of two times during the entire review process. If the request is not acted upon by the appropriate committee/board at the second delayed meeting date because of the applicant's request for continuance, the application will be voided and returned to the applicant. A new submittal, including submittal fees, will be required to place the item on an agenda. The request will process as a new submittal as if it has not been reviewed by any committees/boards. *Note: In the event of an emergency, the administrator may process the continuance without it being counted toward the maximum number of two continuances allowed.*

I, _____, acknowledge the meeting dates listed above and that I or my authorized representative must be present at each meeting. If I wish to continue my request, I must follow the procedures listed above.

Property Owner/Authorized Agent

Staff will use the following checklist to determine the completeness of your application. Only complete applications will be accepted.

Conditional Zoning Submittal Checklist

Date Received: _____

TRC Date: _____

Project Name: _____

Applicant/Property Owner: _____

Applications

- ___ Complete Conditional Zoning application
- ___ Hearing Dates and Procedure for Continued Requests form

Statements/Forms

- ___ If the request does not include the entire parcel, please provide a metes and bound description of the proposed area to be rezoned.
- ___ Community Meeting Report

Fee

- ___ Application fee (\$150 plus \$5 for each acre)

Plans

- ___ Survey of the property
- ___ Conceptual site plan
- ___ Number of Copies Submitted
 - 5 Copies of plans
 - 5 Hard copies of ALL documents
 - 1 PDF digital copy (ex. Compact Disk – e-mail not acceptable) of all plans AND documents

File

- ___ Add new case number

Pre-application Meeting

- ___ Pre-application Meeting was held on _____ and the following people were present: _____

Comments
