

# TEXT AMENDMENT APPLICATION

PLANNING & DEVELOPMENT DEPARTMENT



## APPLICANT INFORMATION

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## DETAIL PROPOSED TEXT AMENDMENT

**Please provide the proposed text amendment. For example, the proposed text to be added, revised, and/or removed and cite the ordinance and section(s) of the ordinance pertaining to the decision.**

**You may attach additional sheets and/or information.**

\_\_\_\_\_  
**Zoning Officer's Signature/Date**

\_\_\_\_\_  
**Signature of Applicant/Date**

\_\_\_\_\_  
**Printed Name of Zoning Officer**

\_\_\_\_\_  
**Printed Name of Applicant**

# TEXT AMENDMENT SUBMITTAL POLICY

CALENDAR YEAR 2023

## Pre-application Meeting

The applicant must schedule a pre-submittal meeting with County staff to discuss the proposed text amendment and the legislative hearing process.

## Application Submittal

A complete application is to be submitted before 5pm on the submittal date. An application is considered complete only if it includes ALL of the following:

- A completed text amendment application form; and,
- Application Fee of \$350.

*\*Please make payment payable to Onslow County Planning & Development. All checks must include a physical address and a phone number. **Personal checks** must include driver's license or social security number. **Business checks** must have a North Carolina address.*

A complete application is to be submitted before 5pm on the submittal date as shown below:

<b>Submittal Date</b>	<b>TRC Meeting Date</b>	<b>Planning Board Date</b>	<b>*Board of Commissioners Public Hearing</b>
Monday, 11/28/22	Tuesday, 12/13/22	Thursday, Jan. 5	Monday, Feb. 6
Tuesday, Jan. 3	Tuesday, Jan. 17	Thursday, Feb. 2	Monday, March 6
Monday, Jan. 30	Tuesday, Feb. 14	Thursday, March 2	Monday, April 3
Monday, March 6	Tuesday, March 21	Thursday, April 6	Monday, May 1
Monday, April 3	Tuesday, April 18	Thursday, May 4	Monday, June 5
Monday, May 1	Tuesday, May 16	Thursday, June 1	Wednesday, July 5
Monday, June 5	Tuesday, June 20	Thursday, August 3	Wednesday, Sept 6
Friday, June 30	Tuesday, July 18	Thursday, August 3	Wednesday, Sept 6
Monday, July 31	Tuesday, Aug. 15	Thursday, Sept. 7	Monday, Oct. 2
Tuesday, Sept. 5	Tuesday, Sept. 19	Thursday, Oct. 5	Monday, Nov. 6
Monday, Oct. 2	Tuesday, Oct. 17	Thursday, Nov. 2	TBD
Monday, Oct. 30	Tuesday, Nov. 14	Thursday, Dec. 7	TBD
Monday, Nov. 27	Tuesday, Dec. 12	Thursday, 1/12/24	TBD

## Review Process

- The Planning Department shall submit the agenda to the Planning Board members by the Friday before the scheduled Board meeting. A copy of the agenda and staff report shall be forwarded to each applicant at the same time.
- The Planning Board shall make a recommendation for approval or denial of the application and transmit its recommendation and report to the Board of County Commissioners.
- Once the public hearing date is confirmed for the application to be heard by the Board of County Commissioners, a notice of the hearing shall be published in the local newspaper in accordance with Ordinance procedures.

## **Planning Board and Board of Commissioners Meetings**

Unless otherwise noted, the Planning Board meets the first Thursday of each month at 6:30pm in the Commissioners' Chambers at 234 Northwest Corridor Blvd., Jacksonville, NC.

Planning Board policy requires that either the property owner or a representative attend the meeting to present the request and answer questions.

The Board of Commissioners meet the first and third Mondays in the Commissioners' Chambers located at 234 Northwest Corridor Blvd., Jacksonville, NC.

## **Withdrawal of the Application**

Any application may be withdrawn at any time; however, any fees submitted as part of the application shall be forfeited.