

ONslow COUNTY PLANNING & DEVELOPMENT
TEXT AMENDMENT APPLICATION AND SUBMITTAL POLICY
CALENDAR YEAR 2021

Pre-Application Meeting

The applicant must schedule a pre-submittal meeting with county staff to discuss the proposed ordinance text amendment.

Application Submittal

A complete application is to be submitted before 5pm on the submittal date. A complete application includes all of the following:

- Completed Text Amendment Application;
- 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:

Submittal Date	TRC Meeting	Planning Board Date	*Board of Commissioners Public Hearing
Monday, 11/30/20	Tuesday, 12/15/20	Thursday, Jan. 7	Monday, Feb. 1
Monday, Jan. 4	Tuesday, Jan. 19	Thursday, Feb. 4	Monday, March 1
Monday, Feb. 1	Tuesday, Feb. 16	Thursday, March 4	Wednesday, April 5
Monday, March 1	Tuesday, March 16	Thursday, April 1	Monday, May 3
Monday, April 5	Tuesday, April 20	Thursday, May 6	Monday, June 1
Monday, May 3	Tuesday, May 18	Thursday, June 3	Monday, July 5
Tuesday, June 1	Tuesday, June 15	Thursday, July 1	Monday, August 2
Tuesday, July 6	Tuesday, July 20	Thursday, August 5	Wednesday, Sept 8
Monday, August 2	Tuesday, Aug. 17	Thursday, Sept. 2	Monday, Oct. 4
Tuesday, Sept. 7	Tuesday, Sept. 21	Thursday, Oct. 7	Monday, Nov. 1
Monday, Oct. 4	Tuesday, Oct. 19	Thursday, Nov. 4	TBD
Monday, Nov. 1	Tuesday, Nov. 16	Thursday, Dec. 2	TBD
Monday, Dec. 6	Tuesday, Dec. 21	Thursday, 1/6/22	TBD

*Tentative Dates – subject to approval

Process Overview

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 shall be forwarded to each applicant at the same time. The Planning Board shall make a recommendation for approval or denial on 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.

The Onslow County Planning Board will review the proposed request to determine if the proposed text amendment is in accord with the Onslow County Comprehensive Plan and any other officially adopted plan.

The Planning Board has a policy requiring that either the applicant or a representative of the applicant 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.

Withdrawal of the Application

Any application may be withdrawn at any time; however, any fees submitted as part of the application shall be forfeited.

ONslow COUNTY TEXT AMENDMENT APPLICATION

APPLICANT INFORMATION

Name _____

Address _____

Telephone _____ Fax Number _____

Email Address _____

Proposed Text Amendment (cite Section of Ordinance, if applicable).

(you may attach written amendment on separate sheet(s), if necessary.)

Zoning Official's Signature/Date

Printed Name of Applicant/Date

Signature of Applicant/Date

NOTE: Application must be completed in its entirety in order to be accepted and processed.