

# CONDITIONAL REZONING APPLICATION

PLANNING & DEVELOPMENT DEPARTMENT



## SUBJECT PROPERTY INFORMATION

Date Submitted: \_\_\_\_\_

Project Name (if applicable): \_\_\_\_\_

Property Address: \_\_\_\_\_

Township: \_\_\_\_\_ Tax Map Number(s): \_\_\_\_\_

Total Parcel Size: \_\_\_\_\_ Effective Flood Zone(s): \_\_\_\_\_

Current Zoning District: \_\_\_\_\_ Current Use of Property: \_\_\_\_\_

Future Land Use Class: \_\_\_\_\_

Infrastructure:

Water Supply:  Individual Well  Community System  ONWASA  Northwest Onslow

Sewer Type:  Individual Septic  Community System  ONWASA  Pluris

## APPLICANT INFORMATION

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

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

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

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

Legal relationship of Applicant to Property Owner: \_\_\_\_\_

*(If the application is not signed by the property owner, a written and signed statement by the property owner giving consent to the request must be submitted with the application.)*

## PROPERTY OWNER INFORMATION

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

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

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

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

## SURVEYOR/ENGINEER INFORMATION

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

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

Telephone: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

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

PROPOSED CONDITIONAL ZONING DISTRICT INFORMATION (may attach additional sheets)

**1. Uses to be allowed in the conditional zoning district:**

Please provide a project narrative and a list of the uses proposed to be allowed within the conditional zoning district.

**2. Conditions to apply to the conditional zoning district:**

*Within a Conditional Zoning District, additional conditions and requirements may be added which may assist in mitigating the impacts the development may have on the surrounding community and the environment. Staff, the Planning Board, and Board of Commissioners may propose additional conditions during the review process. Please list any conditions that you propose as the applicant below.*

**3. Minor amendments to apply to the conditional zoning district:**

*Within a Conditional Zoning District, minor amendments must be stated within the adoption of the Ordinance for the district. Refer to Section 4.17 of the Onslow County Zoning Ordinance for a list of amendments that can't be added. All other amendments will be considered a major amendment and require resubmittal. Please list any minor amendments that you propose as the applicant below.*

**The applicant must answer the following questions and provide adequate explanation and documentation for each. These questions are to be used as guidelines for the Planning Board in determining its recommendation.**

1. Will this proposal place all property similarly situated in the area in the same category, or in appropriate complementary categories? Explain.
  
2. Under this proposal, will all uses permitted under the proposed district classification be in the general public interest and not merely in the interest of an individual or small group? Explain.
  
3. Are all uses permitted under the proposed new district classification appropriate for the area included in the proposed change? Explain.
  
4. Will the character of the neighborhood be materially or adversely affected by any use permitted in the proposed change? Explain.
  
5. Is the proposed change in accord with the Onslow County Comprehensive Plan and any other officially adopted plan? Explain.

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

\_\_\_\_\_  
**Property Owner's Signature/Date**

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

\_\_\_\_\_  
**Printed Name of Property Owner**

\_\_\_\_\_  
**Printed Name of Applicant/Date**

**NOTE: Application must be completed in its entirety in order to be accepted and processed. Documents may be emailed to: [LandUse@OnslowCountyNC.gov](mailto:LandUse@OnslowCountyNC.gov)**

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**CONDITIONAL ZONING SUBMITTAL POLICY**  
**CALENDAR YEAR 2023**

**Pre-Application Meeting**

A pre-submittal meeting is required for Conditional Zoning Applications. During the meeting, the applicant should provide details on the proposed development so that staff can provide meaningful feedback on the required site plan, the process and how the plan pairs with the location and the Comprehensive Plan. Staff will discuss the neighborhood meeting requirement. The applicant will leave the meeting with the number of required stamped envelopes (two for all property owners within 300 feet of the parcel plus two) that will need to be provided with the application submittal.

**Required Neighborhood Meeting**

Prior to submitting a conditional zoning application, the applicant must hold a neighborhood meeting; the meeting purpose is to introduce the development proposal and receive feedback from the neighborhood.

- Notice of Meeting. Notice must be provided to all owners of property within 300 feet of the project property boundary. The notice must be by first class mail and shall specify the date, time, and location of the meeting, and the contact information of the applicant. The notice must be mailed between 10 and 25 days prior to the meeting.
- Conduct of Meeting. A sign-up sheet for all attendees needs to be provided. The applicant shall present an overview of their proposal and allow for at least one hour for attendees to ask questions pertaining to the proposal.
- Meeting Documentation. The applicant shall provide the sign-in sheet(s) of attendees, a summary of the comments and questions asked at the meeting, a summary of the applicant’s responses to those comments and questions, a copy of the required notice and list of recipients, the plans presented, and a summary of the presentation.

**Application Submittal Date**

A complete application must be submitted before 5pm on the submittal date for the respective TRC, Planning Board and Board of Commissioners Meeting Dates. Note that the date shown for the Board of Commissioners Public Hearing is subject to change as the agenda content for those meetings is determined by the Clerk to the Board of Commissioners and not the Planning & Development Department.

| <b>Submittal Date</b> | <b>TRC Meeting*</b> | <b>Corrected Plans Due*</b> | <b>Planning Board Date</b> | <b>*Board of Commissioners Public Hearing</b> |
|-----------------------|---------------------|-----------------------------|----------------------------|---|
| Monday, 11/28/22      | Tuesday, 12/13/22   | Friday, Feb. 3              | Thursday, Jan. 5           | Monday, Feb. 6                                |
| Tuesday, Jan. 3       | Tuesday, Jan. 17    | Friday, March 3             | Thursday, Feb. 2           | Monday, March 6                               |
| Monday, Jan. 30       | Tuesday, Feb. 14    | Friday, March 31            | Thursday, March 2          | Monday, April 3                               |
| Monday, March 6       | Tuesday, March 21   | Monday, May 8               | Thursday, April 6          | Monday, May 1                                 |
| Monday, April 3       | Tuesday, April 18   | Monday, June 5              | Thursday, May 4            | Monday, June 5                                |
| Monday, May 1         | Tuesday, May 16     | Thursday, July 6            | Thursday, June 1           | Wednesday, July 5                             |
| Monday, June 5        | Tuesday, June 20    | Tuesday, Aug. 8             | Thursday, August 3         | Wednesday, Sept 6                             |
| Friday, June 30       | Tuesday, July 18    | Friday, Sept. 1             | Thursday, August 3         | Wednesday, Sept 6                             |
| Monday, July 31       | Tuesday, Aug. 15    | Monday, Oct. 2              | Thursday, Sept. 7          | Monday, Oct. 2                                |
| Tuesday, Sept. 5      | Tuesday, Sept. 19   | Friday, Nov. 3              | Thursday, Oct. 5           | Monday, Nov. 6                                |
| Monday, Oct. 2        | Tuesday, Oct. 17    | Thursday, Dec. 7            | Thursday, Nov. 2           | TBD   |
| Monday, Oct. 30       | Tuesday, Nov. 14    | TBD                         | Thursday, Dec. 7           | TBD   |
| Monday, Nov. 27       | Tuesday, Dec. 12    | TBD                         | Thursday, 1/12/24          | TBD   |

**\*Staff reserves the right to require applicants to attend two TRC meetings depending on the project’s scope. The second meeting would be the next available TRC meeting after corrected plans are turned in.**

## Application Materials

An application is complete only if it includes **ALL** of the following:

- Completed Conditional Rezoning Application form:
  - o If not signed by the property owner, a written and signed authorization of the property owner must be provided;
- Application fee of \$600\*;
- Site plans (meeting major site plan content requirements):
  - o Twenty (20) folded copies of the site plan,
  - o Electronic copy emailed to [landuse@onslowcountync.gov](mailto:landuse@onslowcountync.gov), and
  - o When proposing to conditionally rezone part of a parcel(s), a survey plat showing the proposed zoning line;
- Envelopes – during the pre-application meeting, staff will provide the applicant with the number of stamped No. 10 envelopes required (number shown here \_\_\_\_\_);
- Neighborhood meeting documentation to include:
  - o A copy of the required notice and list of recipients,
  - o A copy of plans presented,
  - o A summary or copy of the presentation,
  - o A sign in sheet of attendees,
  - o Summary of comments and questions asked at the meeting, and
  - o Summary of applicant’s responses to those comments and questions.

*\* 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.*

## Review Process

- The Planning Department will submit the relevant application materials, including the site plan, to the Technical Review Committee (TRC) members for their review and will advise the applicant of the time of the TRC meeting once the agenda is published.
- Applicants are encouraged to attend the TRC meeting. Planning staff will provide the applicant with a summary of TRC comments as well as direction for resubmittal of the revised plan.
- Property owners within 300 feet will be sent notice of the Planning Board meeting date at which the conditional zoning request will be considered.
- The Planning Board agenda and staff report will be forwarded to the applicant at the same time it is distributed to the Planning Board members.
- Planning Board has a policy requiring that either the applicant or a representative attend the meeting to present the request and answer questions.
- Planning Board will vote to recommend approval or denial of the request\*\*. This recommendation and report will be forwarded to the Board of County Commissioners.
- After the Planning Board meeting, the Planning Department will work with the Clerk to the Board of Commissioners to establish a public hearing date for the conditional zoning request. Once a public hearing date is set, the applicant will be notified of the public hearing date.
- Notice of the hearing will be published in the local newspaper; will be mailed to property owners within 300 feet, and will be posted on the property according to Zoning Ordinance requirements.
- The Board of Commissioners will hold a formal public hearing and take action to approve or deny the request. Any changes made to the conditions during the meeting will need to be written and must be signed by the applicant and Board Chairman before the approval is official.

## **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. The Board of Commissioners Meeting is usually held the first and third Mondays in the Commissioners' Chambers at the Onslow County Government Center at 234 Northwest Corridor Blvd., Jacksonville.

\*\*In the evaluation of the proposed use, the Planning Board or Board of County Commissioners may request additional information from the applicant. A request for additional information will stay any further consideration of the application by the Planning Board or Board of County Commissioners until a date certain established by the Board. Requested information may include the following:

1. Storm water management and drainage plan.
2. Existing and proposed topography at contour intervals of five feet or less.
3. Locations of existing and proposed utility lines, wastewater treatment facilities, and fire hydrants intended to serve the proposed development.
4. Proposed sign types and locations.
5. Scale of buildings relative to abutting property.
6. Proposed maximum allowable height of structures.
7. Exterior features of proposed development to include architectural renderings or landscape plans
8. Description and copies of proposed deed restrictions to be placed on the property.
9. Any other information reasonably needed to consider the application in reference to these regulations.

## **Withdrawal of the Application**

A conditional zoning application may be withdrawn at any time prior to the adoption of a conditional zoning ordinance. Any fees submitted as part of a withdrawn application shall be forfeited. If an application is withdrawn prior to the Board of Commissioner's Meeting but after the Planning Board hearing the application will not be considered for six months after the date of the withdrawal.

## **Amendments**

Any change to a Conditional District Ordinance will be treated as an amendment. Minor amendments must be included in the Conditional District Ordinance establishing the district. Any amendment not included as a minor amendment shall be considered a major amendment. All major amendments shall require a new application.

# MAJOR SITE PLAN REVIEW CHECKLIST

## **Plat**

- Prepared by A Professional Engineer or Professional Land Surveyor
- Vicinity Map showing major roads
- Scale of no smaller than 1":100'
- Scale Bar
- North Arrow

## **Zoning**

- Contact Information for the owner(s) of the subject property
- Location of property lines
- Acreage of the subject property, and parcel identification number
- Current zoning classification
- Adjacent properties parcel identification number, zoning, and uses
- Proposed and required setbacks for all structures
- Fire district and ISO rating
- The location and nature of any known military training or operational impacts, as defined in the most recent Joint Land Use Study and Compatible Use Zone Studies for local military installations

## **Site Conditions**

- Hydrologic features (i.e. rivers, streams, lakes, and/or ponds)
- Stormwater management plan and facilities
- Special flood hazard areas and FIRM reference number
- Wetlands

## **Proposed/Existing Development**

- The number of proposed dwelling units and/or gross floor area of nonresidential structures, and any proposed phasing
- The location and dimensions of all buildings and other structures, proposed/existing
- Boundaries of proposed development areas, including the type of development proposed in each
- Utility infrastructure, including onsite septic systems and repair areas, proposed/existing
- Rights-of-way with widths delineated, proposed/existing
- Easements with widths delineated, proposed/existing
- Buffers and landscaped areas, including fences and/or walls, proposed/existing
- Access points to external roadways, proposed/existing
- Internal traffic circulation drives to include drive-through lanes
- Proposed onsite and offsite traffic management improvements, if known, such as road widenings, turn lanes, traffic signals, and similar features
- Parking lot and loading area layout to include all spaces, aisle widths and dimensions, proposed/existing
- Provision for solid waste disposal
- Lighting Plan
- Hours of Operation

This checklist is a summary; for more detailed information, see the Onslow County Zoning Ordinance.