



TOWN OF AYDEN REZONING (MAP AMENDMENT) APPLICATION

Planning Department
4061 East Ave., Ayden, NC 28513
Phone: (252) 481-5828 Fax: (252)558-0747

PROCESS INFORMATION

Review Process: A rezoning is a legislative process to amend the Town's Official Zoning Map. Per Article 8 of the Unified Development Ordinance (UDO), the Administrator will review the rezoning application and present the proposal to the Planning Board. The Planning Board shall make a recommendation of approval or denial to the Board of Commissioners. The Board of Commissioners will hold a public hearing and may approve or deny the request.

Submission Requirement: The applicant must submit a rezoning application for a general use district or a conditional zoning district to the Administrator. The application shall contain all the required information. The Administrator will determine that the application is complete, prior to taking any action.

Public Notification: As a legislative process, a rezoning requires public notification and a public hearing. A general notice must be published in a newspaper, and a notice must be mailed to adjacent property owners.

General Rezoning Requests: A general use district rezoning is a request to amend the Town's Official Zoning Map by changing a specific land area from one zoning district to another. A general use district rezoning does not have conditions attached. If approved, any permitted land use listed in UDO Article 4: Table of Permitted Uses can apply.

Conditional Zoning District Rezoning Requests: A conditional zoning (CZ) district has attached conditions volunteered by the applicant. NCGS 160A-382 lists and limits permitted types of conditions. A CZ district provides for orderly and flexible development under the general policies of the UDO, while alleviating of the standards of by-right development. Conditional zoning may be used in any district; however, it is not intended to relieve hardships which would otherwise require a variance.

FILING INSTRUCTIONS

- _____ **Pre-Application Process:** The applicant must complete a pre-application conference with the Administrator. The conference includes discussion of the review process and assistance in the preparation of the application.
- _____ **Completeness:** The applicant must complete forms in full. UDO Article 8 permits the Administrator to refuse incomplete submissions.
- _____ **Fees:** The applicant must remit fees upon application submittal. See the Town's current fee schedule for information.
- _____ **Materials:** Each application shall include an accurate survey of the property, an existing conditions map, a list of all adjoining property owners within one hundred (100) feet of the proposed request with current mailing addresses. Conditional Zoning (CZ) District requests should include the applicable information from UDO Article 8 of the UDO.
- _____ **Authentication:** The property owner or his or her authorized agent must sign the application.



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GENERAL INFORMATION

Project Address / Location _____

Zoning District _____ Property Acreage _____

County PIN No. _____ Building Sq. Footage _____

Jurisdiction Corporate Limits ETJ

Existing Land Use / Zoning on Adjoining Properties

North _____ South _____

East _____ West _____

CONTACT INFORMATION

Applicant _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Property Owner (if different from applicant) _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

REZONING REQUEST

Type: General Use District Conditional Zoning (attach addendum)

Existing Classification _____ Proposed Classification _____

SIGNATURE

The undersigned property owner, or duly authorized agent/representative thereof certifies that this application and the foregoing answers, statements, and other information herewith submitted are in all respects true and correct to the best of their knowledge and belief, with the understanding that any incorrect information submitted may result in the delay or rescheduling of the required public hearing and may result in the revocation of this application. I hereby authorize the Town of Ayden to review this request, visit the site, and contact any appropriate design professional in relation to questions generated as a result of the review.

Applicant Printed Name: _____

Applicant Signature: _____

Date: _____

ADDENDUM: CONDITIONAL ZONING DISTRICT REQUEST ONLY

If the request is to a Conditional Zoning (CZ) District, this application should be accompanied by a master plan that includes land use, existing conditions, buildings, lots, etc. per Article 8 of the Ayden UDO. In addition, please provide a narrative of the proposed use and list any proposed conditions:

Proposed Land Use: _____

Proposed Conditions Offered by Applicant: _____

An Existing Conditions Map is intended to identify existing developed conditions and natural features including, but not limited to, the following:

- Rights-of-way and existing structures
- Cemeteries
- Bridges or culverts
- Utilities
- Driveways and curb cuts
- Sidewalks and surface parking and loading areas
- Streets with pavement width
- Existing easements
- Natural features such as large stands of trees, water features, and special flood hazard area
- Soil types
- Existing topography

A master plan is intended to provide a detailed two-dimensional drawing that illustrates all of the required site features including:

- Buildings and parking areas
- Streets locations, street sections, and new and existing rights-of-way
- Lines and setbacks
- Required or proposed buffers
- Conceptual landscaping
- All related development calculations (e.g., density, proposed building areas, number of parking spaces, estimated impervious surface) in enough detail to show compliance with the UDO ordinance.
- Detailed engineering drawings such as subsurface utilities (e.g., water and sewer) and on-site stormwater facilities are not required for Master Plans, except that horizontal water and sewer locations shall be indicated as required by the utility provider.

In addition to those items listed above, a Conditional Zoning District Master Plan shall, at a minimum, illustrate the following:

- The underlying zoning districts and a full list of proposed uses consistent in character with those zoning districts. Such use classifications may be selected from any of the uses, whether permitted, by right or with supplemental standards, allowed in the general zoning district upon which the Conditional Zoning District is based. Uses not otherwise permitted within the general zoning district shall not be permitted within the Conditional Zoning District
- General traffic routes (external and internal) to and from the development with major access points identified
- Tabular data, including the range and scope of proposed land uses, proposed densities, floor area ratios and impervious surface ratios as applicable to development type; and land areas devoted to each type of general land use and phase of development
- A proposed development schedule if the project is to be phased.

FOR TOWN OF AYDEN OFFICIAL USE ONLY

Fee Paid \$ _____ Date _____

PLANNING BOARD

Date Presented to the Planning Board _____

Date and Decision of the Ayden Planning Board _____

In reference to the petition filed by

to change the zoning classification of the property located at

the Ayden Planning Board makes the following recommendations

Recommended for Approval _____ Recommended for Denial _____

The decision of the Planning Board was based on the following considerations:

Date _____ Chairperson, Ayden Planning Board _____

BOARD OF COMMISSIONERS

Date of Board of Commissioners Hearing _____

Dates of Publication of Notices of Public Hearing _____

Dates Notices to Owners of Adjacent Properties, per County Tax Listing _____

Certification of Mailing _____

Date Property Posted (> 10 days prior to hearing) _____

Decision of the Board of Commissioners, Town of Ayden

Petition Approved _____ Petition Denied _____

Comments _____

Date _____ Mayor, Town of Ayden _____