



TOWN OF AYDEN TEXT AMENDMENT APPLICATION

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

PROCESS INFORMATION

Review Process: A text amendment is a legislative process to amend the Town's Unified Development Ordinance (UDO). Per Article 8 of the UDO the Administrator will review text amendment applications 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 for consideration.

Submission Requirement: The applicant must submit an application 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: This is a legislative process that requires a public hearing.

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.



TOWN OF AYDEN TEXT AMENDMENT APPLICATION

CONTACT INFORMATION

Applicant: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

SIGNATURE

Applicant Printed Name: _____

Applicant Signature: _____

Date: _____

AMENDMENT REQUEST

UDO Article and Section (be specific): _____

Description and Reason of Requested Amendment (be specific): _____

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 adopt a text amendment regarding UDO:

Article: _____

Section: _____

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 _____

Decision of the Board of Commissioners, Town of Ayden

Amendment Approved _____ Amendment Denied _____

Comments _____

Date _____ Mayor, Town of Ayden _____