



# County of Moore Planning and Inspections

Inspections/Permitting: (910) 947-2221  
Planning: (910) 947-5010  
Fax: (910) 947-1303

## CONDITIONAL REZONING APPLICATION PACKET

### Step 1. Pre-Application Meeting with Planning Staff

The applicant must schedule a pre-submittal meeting with Planning Staff to discuss the preliminary assessment of the request, adopted plans, and process. The applicant should provide a sketch plan for the pre-application meeting.

### Step 2. Project Review Team Meeting with County Staff

The applicant needs to schedule a meeting with County Staff to discuss local and state approval processes and the projected infrastructure needs.

### Step 3. Application Submittal

The applicant must submit a complete application packet on or before the submittal deadline. This includes:

- Application Fee \$600 plus postage for adjacent properties.
- A detailed Rezoning Map / Site Specific Development Plan.

### Step 4. Administrative Review

Planning Staff will review the request and provide the following public notifications prior to both the Planning Board meeting and the Board of Commissioners meeting / public hearing:

- All adjacent property owners will be notified by certified mail return receipt.
- A notice will be placed in the newspaper containing information about the meeting.
- A sign will be posted on the property visible from the nearest public road.

### Step 5. Community Meeting

Community meetings are opportunities for informal communication between applicants and the owners and occupants of nearby lands, and other residents who may be affected by the application and to provide the applicant an opportunity to hear comments and concerns about the proposal as a means of resolving conflicts, where possible.

### Step 6. Planning Board Meeting

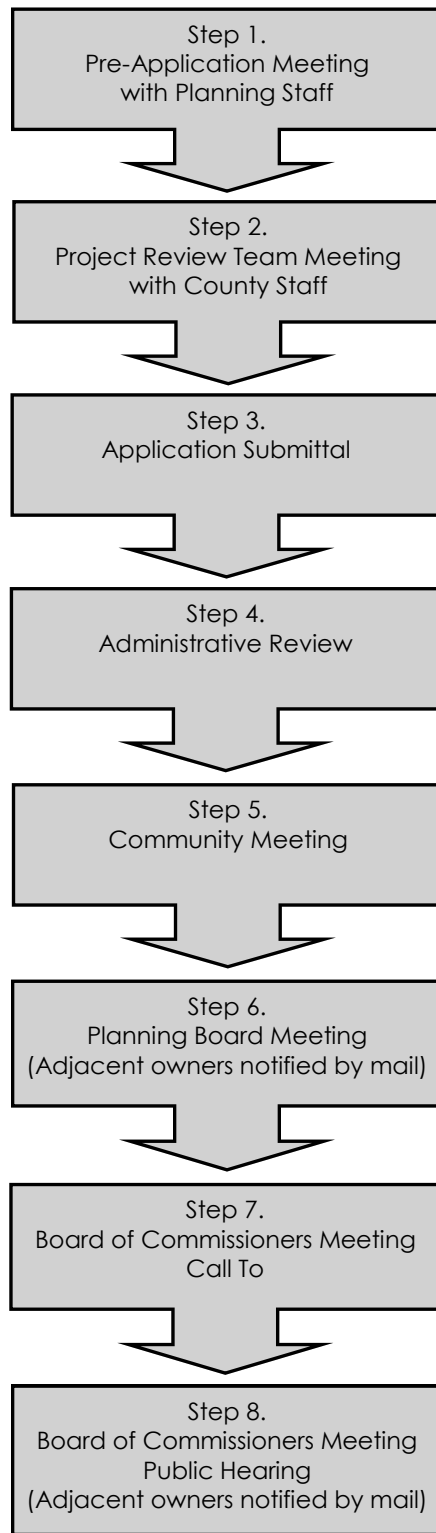
Planning Staff will present the request to the Planning Board. It is **highly recommended** that the applicant attend the meeting to answer any questions raised at the meeting. The Planning Board will make a recommendation to the Board of Commissioners.

### Step 7. Board of Commissioners Meeting—Call To

Planning Staff will present the request to the Board of Commissioners to schedule a Public Hearing. Applicants need not be present at this meeting.

### Step 8. Board of Commissioners Meeting—Public Hearing

Planning Staff will present the request to the Board of Commissioners. A public hearing will be held. It is **highly recommended** that the applicant attend the meeting to answer any questions raised at the meeting. The Board of Commissioners will make a final decision.



## Application Submittal Deadlines / Meetings

A date and location for a public hearing will be set (subject to change) once a complete application is submitted to the Planning Staff.

<b><u>Application Deadline</u></b>	<b><u>Planning Board Public Hearing</u></b>
August 21, 2023	October 5, 2023
September 18, 2023	November 2, 2023
October 23, 2023	December 7, 2023
November 20, 2023	January 4, 2024
December 18, 2023	February 1, 2024
January 22, 2024	March 7, 2024
February 19, 2024	April 4, 2024
March 18, 2024	May 2, 2024
April 22, 2024	June 6, 2024
May 28, 2024*	July 11, 2024*
June 17, 2024	August 1, 2024
July 22, 2024	September 5, 2024
August 19, 2024	October 3, 2024
September 23, 2024	November 7, 2024
October 21, 2024	December 5, 2024

Dates with “\*” beside them indicates adjustment from normal date due to holiday and/or other calendar changes.

## Site Specific Development Plan

Chapter 4, Section 4.2 of the Moore County Unified Development Ordinance.

A site specific development plan includes:

1. Dimension of property (front, side, and rear property lines)
2. Dimensions and locations of any existing or proposed buildings and signs
3. Existing and proposed uses of building(s) and/or land
4. Non-residential floor plans
5. Existing and proposed street right-of-ways and/or easements
6. Current and /or proposed setbacks from property lines, easements, and ROWs
7. Dimensions and locations of driveway, parking lots, and parking spaces
8. Dimensions and location of loading and unloading areas
9. Existing and proposed utilities
10. Non-residential screening plan
11. Significant natural features including floodplain, wetlands, lakes, streams, etc.
12. Existing and proposed impervious surface percentages
13. Location of any stormwater control devices, any stormwater control plans, and the name of the certifying engineer
14. Phasing plans
15. Any other information which the Administrator deems necessary as required per local, state, or federal law.



I (We), the undersigned, certify that all statements furnished in this application are true to the best of my (our) knowledge, and do hereby agree to follow all reasonable requests or information as designated by the County of Moore Zoning Administrator.

\_\_\_\_\_  
Applicant/Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant/Owner Signature

\_\_\_\_\_  
Date

Office Use Only:

PAR ID: \_\_\_\_\_

\_\_\_\_\_  
Received By

\_\_\_\_\_  
Date