

TOWN OF ROLESVILLE

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PETITION FOR ZONING AMENDMENT

FOR PUBLIC HEARING AND APPROVAL BY THE TOWN BOARD OF COMMISSIONERS

Section A. **SUBMITTAL CHECKLIST**

Prior to submittal, contact Planning and Development staff to review this completed application for completeness and to verify the parcel(s) information. Do not leave this completed application on the front desk without review. Incomplete application submittal packages will not be processed. Please schedule an appointment for application review to ensure prompt service upon arrival.

SUBMITTAL PACKAGE MUST INCLUDE ALL OF THE FOLLOWING: (CHECK OFF)

- APPLICATION FEE.** Upon request, planning staff will prepare an estimate for you based on the type of application. Payments may be made by cash or by check, but not by credit card. Checks made payable: Town of Rolesville.
 - THREE ORIGINALS OF THIS APPLICATION FORM** completed (Section B), signed by the property owner and notarized.
 - THREE FULL SIZE COPIES OF PROPOSED PLANS.** Maximum sheet size shall be 30" x 42". Plans must be to engineering scale (1" = 20', 1" = 100', etc.). Preliminary plans do not need an engineer's, surveyor's or landscape architect's seal. Information shown on the plan should relate to the findings that must be made by the Board of Commissioners. See Section 3.6.2 and Article 8 of the Rolesville UDO for specific findings the Board is to make for this special use.
 - TEN 11" X 17" COPIES OF PROPOSED PLANS.**
 - A DIGITAL COPY OF ONLY THE PLAN LAYOUT AND ELEVATIONS.** The purpose of this image is to illustrate the basic character of the preliminary plan. It should contain only such basic information as: building outline, landscaping, parking and drives, stormwater facilities, and lot boundaries. The digital image should be provided in pdf format on a CD. If the plan was not digitally created, provide an 8 1/2" x 11" reduction of the plan.
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PROCEDURE FOR HEARING AND APPROVAL OF A ZONING AMENDMENT BY BOARD OF COMMISSIONERS:

It is very important that this application is complete, accurate, and the signature of the property owner is notarized! A special use hearing is a quasi-judicial proceeding, and the special use permit may be invalidated if any information is inaccurate or incomplete.

If the initial application is complete, it will be reviewed by staff and then forwarded to the Planning Board. If the application contains a site plan, it will be reviewed by the Town's Technical Review Committee (TRC) in the interim. After receiving a recommendation from the Planning Board, the special use permit will most likely be heard by the Board of Commissioners approximately four (4) weeks later at a public hearing.

Applicant must be present at the hearing to present the case for zoning amendment. Town staff will provide a written draft set of findings for the Board to consider. Staff will contact the applicant with the time and place of the proceeding and will also provide a draft of the zoning amendment prior to the hearing.

Section B.
SUMMARY INFORMATION – (SHOW ON PLANS)

OWNER/DEVELOPER:

NAMES(S): _____

ADDRESS: _____

TELEPHONE: _____ FAX: _____

EMAIL: _____

STAFF CONTACT FOR COMMENTS OR QUESTIONS:

NAMES(S): _____

ADDRESS: _____

TELEPHONE: _____ FAX: _____

EMAIL: _____

OWNER'S SIGNATURE:

I hereby certify that the information contained herein is true and completed. I understand that if any item is found to be otherwise after evidentiary hearing before the Town Board of Commissioners, that the action of the Board may be invalidated.

Date: _____ Signed: _____

STATE OF NC _____
COUNTY OF _____

*I, a Notary Public, do hereby certify that
_____ personally appeared
before me this day and acknowledged the due execution of the
foregoing instrument. This the
_____ day of _____, 20____. My commission expires _____*

Signed: _____

SEAL

Section C.
APPLICANT STATEMENT

FOR MAP AMENDMENT----->

Location of Property: _____ Wake Co. PIN(S): _____

Current Zoning District(s): _____ Requested Zoning District: _____ Total Acreage: _____

Please include the following attachments:

- Attachment A** – a legal description of property (i.e. include on a sheet of paper the property survey, Wake County PIN #, metes and bounds description, and any other legal information available)
- Attachment B** – a list of adjacent property owners with envelopes addressed and postage paid
- Attachment C** – a write up of why the property should be rezoned. This explanation should include if the zoning coincides with the Comprehensive Land Use Plan and if the impact of the proposed rezoning affects adjacent or surrounding properties.

NOTE: SIGNED APPLICANT MUST BE OWNER OF PROPERTY FOR MAP AMENDMENT

FOR TEXT AMENDMENT----->

This petition is to hereby amend the text to allow _____

_____ as a (check one) permitted use conditional use special use

in the _____ zoning district.

Please include the following attachments:

- Attachment A** – a write up of the brief description of the proposed use
- Attachment B** – a write up of why the amendment is necessary