



Text Amendment Review Process

Contact Information

Currituck County
Planning Department
153 Courthouse Road, Suite 110
Currituck, NC 27929

Phone: 252.232.3055
Fax: 252.232.3026
Website: <http://www.co.currituck.nc.us/Planning.cfm>

Step 1 Pre-application Meeting

The applicant must schedule a pre-submittal meeting with county staff to discuss the proposed amendment, process, and applicability of adopted plans.

Step 2 Application Submittal

The applicant must submit a complete application packet on or before the application submittal date. A complete application packet consists of the following:

- Completed Currituck County Text Amendment Application.
- Application Fee (\$150).

Step 3 Administrative Review and Recommendation

The planning staff will review the proposed text and provide a recommendation to the applicant prior to the Planning Board meeting. The recommendation may include a second option that will include text to address conflicts with the existing ordinance or adopted plans.

Step 4 Planning Board Meeting

The Planning staff will present the text amendment request to the Planning Board. The applicant must attend the Planning Board meeting to answer any questions the board or public may have about the amendment. The Planning Board may recommend approval, denial, or may defer their decision for two months. The Planning Board can recommend a modification of the text amendment.

Step 5 Board of Commissioners Meeting

The Board of Commissioners will hold a public hearing at the Historic Courthouse Board Meeting Room. Public hearings are held on the first or third Monday meeting of the month. The applicant must attend the public hearing to answer any questions the board or public may have about the amendment. The Board of Commissioners may approve, deny, or defer their decision. If the Board of Commissioners approves the request, they may modify the proposed language.



UDO Text Amendment Application

OFFICIAL USE ONLY:	
Case Number:	_____
Date Filed:	_____
Gate Keeper:	_____
Amount Paid:	_____

Contact Information

APPLICANT:

Name: _____

Address: _____

Telephone: _____

Fax Number: _____

E-Mail Address: _____

PETITIONER:

Name: _____

Address: _____

Telephone: _____

Fax Number: _____

E-Mail Address: _____

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: _____

Request

I, the undersigned, do hereby make application to change the Currituck County UDO as herein requested.

Amend Chapter(s) _____ Section(s) _____ as follows:

Petitioner

Date

Text Amendment

Hearing Dates and Procedure for Continued Requests

Request: _____

Application Submittal Date: _____

Planning Board Meeting Date: _____

Board of Commissioners' Meeting Date: _____

or _____

Procedure for Delayed Request

Please initial each statement.

___ If you wish to continue your request to a later date, you must appear before the appropriate committee/board on the scheduled meeting date, state the reason for continuance, and the meeting date you wish the request to be heard.

___ There is a \$100 processing fee for each delayed request. This must be paid prior the delayed meeting date.

___ If you wish to delay your request at a Board of Commissioners meeting, you are responsible for re-advertising your request in a newspaper of general circulation in Currituck County for the approved date. The notice shall include the date, time, place, and nature of the application and shall be advertised at least 10 days, but not more than 25 days, prior to the hearing. You must provide the Planning Department with a copy of the newspaper in which that advertisement occurred and an affidavit of publication provided by the newspaper listing the advertisement and advertisement date(s) prior to the Board of Commissioners meeting.

___ A request may only be continued by an applicant a total of two times during the entire review process. If the request is not acted upon by the appropriate committee/board at the second delayed meeting date because of the applicant's request for continuance, the application will be voided and returned to the applicant. A new submittal, including submittal fees, will be required to place the item on an agenda. The request will process as a new submittal as if it has not been reviewed by any committees/boards. *Note: In the event of an emergency, the administrator may process the continuance without it being counted toward the maximum number of two continuances allowed.*

I, _____, acknowledge the meeting dates listed above and that I or my authorized representative must be present at each meeting. If I wish to continue my request, I must follow the procedures listed above.

Petitioner

Staff will use the following checklist to determine the completeness of your application. Only complete applications will be accepted.

Text Amendment Submittal Checklist

Date Received: _____

Project Name: _____

Applicant/Property Owner: _____

Applications

- ___ Complete Text Amendment application
- ___ Hearing Dates and Procedure for Continued Requests form
- ___ Number of Copies Submitted
 - 5 Hard copies of ALL documents
 - 1 PDF digital copy (ex. Compact Disk – e-mail not acceptable) of all documents

Fee

- ___ Application Fee (\$150)

File

- ___ Add new case number

Pre-application Meeting

- ___ Pre-application Meeting was held on _____ and the following people were present: _____

Comments
