



# Zoning Map 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 preliminary assessment of the request, adopted plans, and process.

## Step 2 Application Submittal

A zoning map amendment must be authorized and signed by the property owner(s) of record. 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 Zoning Map Application.
- Application Fee (\$150 plus \$5 for each acre).
- A site plan or map drawn to scale that includes the following, unless otherwise waived by the administrator:
  - Lot/parcel dimensions;
  - Zoning designation;
  - All existing physical features (structures, buildings, streets, roads, etc.); and,
  - Location and dimensions of any proposed construction.
- A copy of the metes and bounds of the proposed area to be rezoned [if the request does not include entire parcel(s)].
- Number of Copies Submitted
  - 5 Hard copies of ALL documents
  - 1 PDF digital copy (ex. Compact Disk – e-mail not acceptable) of all plans AND documents

## Step 3 Administrative Review

The planning staff will review the request and prepare a written report that will include any outstanding concerns with the proposed rezoning request.

## Step 4 Adjoining Property Owner Notification

It is the planning staff's responsibility to mail a notice to all adjacent property owners within 200 feet of the subject property at least 10 days but not more than 25 days prior to the Planning Board meeting date.

## Step 5 Planning Board Meeting

The Planning staff will present the rezoning 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 request. The Planning Board may recommend approval, denial, or may defer their decision for two months.

**Step 6 Adjoining Property Owner Notification and Posting of Property**

After the Planning Board recommendation, it is the planning staff's responsibility to notify the local paper and property owners within 200 feet of the subject property at least 10 days but not more than 25 days prior to the Board of Commissioners public hearing date. The planning staff will post a notice of public hearing sign in a conspicuous location on the property that outlines the date, time, place, and nature of the hearing.

**Step 7 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 request. The board may approve or deny the request.



# Zoning Map Amendment Application

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

## Contact Information

APPLICANT:	PROPERTY OWNER:
Name: _____	Name: _____
Address: _____	Address: _____
Telephone: _____	Telephone: _____
Fax Number: _____	Fax Number: _____
E-Mail Address: _____	E-Mail Address: _____

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: \_\_\_\_\_

## Property Information

Physical Street Address: \_\_\_\_\_

Location: \_\_\_\_\_

Parcel Identification Number(s): \_\_\_\_\_

Total Parcel(s) Acreage: \_\_\_\_\_

Existing Land Use of Property: \_\_\_\_\_

## Request

Current Zoning of Property: _____	Proposed Zoning District: _____
Total Acreage for Rezoning: _____	Are you rezoning the entire parcel(s): Yes/No
Metes and Bounds Description Provided: Yes/No	

I, the undersigned, do certify that all of the information presented in this application is accurate to the best of my knowledge, information, and belief.

Further, I hereby authorize county officials to enter my property for purposes of determining zoning compliance. All information submitted and required as part of this application process shall become public record.

\_\_\_\_\_  
Property Owner (s) \_\_\_\_\_  
Date

**NOTE: Form must be signed by the owner(s) of record. If there are multiple property owners a signature is required for each owner of record.**

# Zoning Map 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.

\_\_\_\_\_  
Property Owner

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

## Zoning Map Amendment Submittal Checklist

Date Received: \_\_\_\_\_

Project Name: \_\_\_\_\_

Applicant/Property Owner: \_\_\_\_\_

### Applications

- \_\_\_ Complete Zoning Map Amendment application
- \_\_\_ Hearing Dates and Procedure for Continued Requests form

### Statements/Forms

- \_\_\_ If the request does not include the entire parcel, please provide a metes and bound description of the proposed area to be rezoned.

### Fee

- \_\_\_ Application fee (\$150 plus \$5 for each acre)

### Plans

- \_\_\_ Site plan or map
- \_\_\_ Number of Copies Submitted
  - 5 Copies of plans
  - 5 Hard copies of ALL documents
  - 1 PDF digital copy (ex. Compact Disk – e-mail not acceptable) of all plans AND documents

### File

- \_\_\_ Add new case number

### Pre-application Meeting

- \_\_\_ Pre-application Meeting was held on \_\_\_\_\_ and the following people were present: \_\_\_\_\_

### Comments

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