

# OFFICIAL REZONING APPLICATION CITY OF CHARLOTTE

FY2012 Petition #: _____ Date Filed: _____ Received By: _____
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*Complete All Fields*

## OWNERSHIP INFORMATION:

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

Owner's Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Date Property Acquired: \_\_\_\_\_ Utilities Provided: (Water) \_\_\_\_\_ (Sewer) \_\_\_\_\_  
(CMUD, Private, Other) (CMUD, Private, Other)

**LOCATION OF PROPERTY** (Address or Description): \_\_\_\_\_

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

Current Land Use: \_\_\_\_\_

Size (Sq.Ft. or Acres): \_\_\_\_\_

## ZONING REQUEST:

Existing Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

Purpose of Zoning Change: *(Include the maximum # of residential units or non-residential square footages):*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Name of Agent**

\_\_\_\_\_  
Agent's Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Telephone Number Fax Number

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Signature of Property Owner if other than Petitioner

\_\_\_\_\_  
(Name Typed / Printed)

\_\_\_\_\_  
**Name of Petitioner(s)**

\_\_\_\_\_  
Address of Petitioner(s)

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Telephone Number Fax Number

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
(Name Typed / Printed)

Any Petitioner filing for rezoning is required to discuss the proposal with a Charlotte Mecklenburg Planning Department "CMPD" Land Development staff member at least one week prior to the filing of the petition. If you do not meet with staff prior to filing, the application may be deferred until such a meeting takes place. Upon submittal of the petition, all required items must be verified by a CMPD Land Development staff member before an application is considered completed and filed for processing. Incomplete applications can be returned to the petitioner (see Section 6.202). No applications will be accepted after the closing deadline for each month's cases. **There is a limit of 16 cases per month.**

\*Prior to the filing of a Conditional District Rezoning Petition, it is recommended that a preliminary site plan be submitted to the Planning Staff for review and recommendation. There is no fee for preliminary plan review. The preliminary plan must include items 6(a), 6(c), 6(d), and 6(e) listed below. (5 copies and a digital version on R-CD, PDF Format are required for interdepartmental review.)

**CONVENTIONAL REZONING APPLICATION FILING REQUIREMENTS:**

1. Two signed official applications;
2. If only a portion of a lot is being rezoned, and/or if the rezoning boundaries do not follow property lines, and/or if there is more than one requested zoning classification; submit 2 survey maps & 1 metes and bounds description delineating the property or area in question, otherwise only a current Tax Parcel Number(s) is required;
3. Filing Fee (See Fee Schedule below);
4. **Within 30 days of the application filing deadline, a "determination" as to the presence of jurisdictional Wetlands on the site. If not provided the Public Hearing will be automatically deferred.**
5. If the rezoning request includes any non-residential uses, a tree survey is required per Section 21-91 of the Charlotte Tree Ordinance

**CONDITIONAL DISTRICT REZONING APPLICATION FILING REQUIREMENTS:**

Items 1 - 5 listed above are also required:

6. **Ten (10) copies, folded 8½" x 11", and a digital version on R-CD (PDF format)** of a schematic site plan, drawn to scale and at a maximum of 24" x 36", if you are not able to provide this information, please contact the CMPD at 704-336-2205. The site plan will include following items:
  - (a) A boundary survey showing the total acreage, present Zoning classification(s), date, north arrow, and vicinity map;
  - (b) If only a portion of a parcel(s) is proposed for rezoning, or if the proposed zoning boundary line does not align with the existing zoning boundary line, then a metes and bounds description is needed.
  - (c) Signature of ALL subject property owners is required.
  - (d) All existing easements, reservations, and rights-of-way, and all yards required for the Zoning district requested (show setback, side and rear yard requirements for proposed Zoning district);
  - (e) Proposed use of land and structures: for residential uses, this shall include the number of units and an outline for the area within which the structures will be located; for non-residential uses, this shall include the total square footage of structures and an outline of the area within which the structure will be located;
  - (f) Traffic, parking and circulation plan, showing proposed locations and arrangements of parking spaces and entrance and exit to adjacent streets (show existing drives opposite proposed project);
  - (g) Proposed screening, including walls, fences, or planting areas, as well as treatment of any existing natural features and any proposed buffers or landscaped yards at the project boundary.
  - (h) Generalized information as to the number, height, size, location of structures and any proposed phasing.
  - (i) Clearly delineate the rezoning boundary area. Clearly differentiate between two or more proposed zoning classifications.
  - (j) Delineation of areas within the regulatory floodplain as shown on the official Charlotte flood areas map and delineation of SWIM buffers.
  - (k) Topography at four-foot contour intervals or less (existing and proposed);
  - (l) Schematic site plan must be titled with project plan and proposed use;
  - (m) List of additional conditions proposed to regulate the development of the site.
  - (n) **When a Community Meeting is required, the City Council requests that a notice of that meeting be sent to them.**
  - (o) **[A report on the community meeting with appropriate parties is required to be filed in the Charlotte City Clerks Office at least ten days prior to the public hearing. Failure to meet the deadline will result in an automatic deferral of the public hearing.](#)**

- Notes:**
- 1) **Revised site plans (10 folded, 8 ½ X 11 copies and a PDF formatted version on a R-CD) are due by 12:00 p.m., four weeks prior to the scheduled public hearing. Failure to meet the deadline will result in a request for a one month deferral of the public hearing.**
  - 2) **Revised site plans (10 folded, 8 ½ X 11 copies and a PDF formatted version on a R-CD) submitted after the public hearing are due by 12:00 pm on the Friday following the public hearing.**

**CITY OF CHARLOTTE REZONING FILING FEES:**

Effective July 1, 2008

Zoning District Required	Conventional Application Fee*	Conditional District Application Fee*
Single Family Residential	\$3,325	\$3,575
Multi-Family or Institutional	\$3,725	\$4,100
All Other Districts	\$4,525	\$5,175

\*Fee due upon submittal of application, payable by check or money order to the City of Charlotte

To check the status of a Rezoning Petition, Please Visit our Web Site: [www.rezoning.org](http://www.rezoning.org)