



Rezoning Application Instruction Packet

Introduction & Table of Contents

This guide will help you use the [Accela website](#) to apply for a rezoning with the City of Charlotte.

It will show you how to fill out your rezoning application online. A rezoning means you are asking to change how land can be used – like building something new or using the land in a different way. These changes must be approved by City Council before they can happen.

Requirements for Rezonings are found in [Article 37 of the Unified Development Ordinance \(UDO\)](#).

The rezoning website can be found [here](#).

The City of Charlotte is committed to making our services and programs accessible to all. Upon request, auxiliary aids, written materials in alternative formats, language access and other reasonable accommodations or modifications will be provided. To make a request, please email julia.stoll@charlottenc.gov or call 704-432-0742.

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Rezoning Process Overview

The time frame for rezoning is dependent upon the complexity of the rezoning petition, but generally the process takes four to six months at a minimum. After an application has been accepted there are four meetings during the rezoning process. The petitioner and/or their representative should attend each of these meetings. The meetings are as follows:

- **Community meeting held by the petitioner** (required for all rezoning petition types)
- **City Council Zoning Meeting, Public Hearing**
- **Zoning Committee Work Session**
- **City Council Zoning Meeting, Decision**

Workflow:



IMPORTANT: Planning staff accepts up to 16 rezoning applications each month. The deadline for petition submittal is the **15th of each month**. Petitions which are incomplete, have not paid fees, or do not meet ordinance requirements **will not be included in that month's filing batch**. It will be determined during the info received Accela task if the petition meets the criteria to proceed. An invoice will be generated through Accela noting the **rezoning fee** that is due based on the type of petition submitted. You will receive an auto generated email noting that the petition is moving forward. If there are more than 16 petitions or if any petitions are deemed incomplete, then they will be held in the process and considered for the next application deadline.

Rezoning Process Overview Continued

Overview:

1. **Application Deadline:** Planning staff accepts up to sixteen rezoning applications each month. The deadline for petition submittal is the 15th of each month. Petitions which are not complete, have not paid the rezoning fee, or do not meet ordinance requirements will not be accepted for that month's filing batch. If more than 16 petitions are submitted then any over 16 will automatically be considered for the next application deadline.
2. **Initial Review – plan distribution, department reviews, and plan collection:** City and County staff will perform a review of each case. Staff comments will be provided per the [rezoning schedule](#).
3. **Meeting with Staff to Review Comments:** After the initial review, a meeting may be scheduled with staff and the petitioner to discuss comments as needed. The meeting will focus on questions the petitioner has about comments and ways to resolve staff's outstanding issues.
4. **Petitioner's Community Meeting:** The required community meeting for all cases must be held prior to the public hearing. It is recommended that the petitioner hold the community meeting early in the rezoning process so that the petitioner and the community have adequate time to work together. Petitioners are required to email community meeting notices to their assigned rezoning planner and the petition area's Council District Representative immediately upon scheduling the community meeting. Failure to provide the notice at least 10 days prior to the community meeting date will result in the petitioner's community meeting not counting as fulfilling the meeting requirement. The community meeting report must be included with the revised site plan submittal for the public hearing. The petitioner may elect to hold additional community meetings prior to submitting a rezoning or during the rezoning process, a report is not required for additional community meetings. There is not a required community meeting for text amendments. Significant changes to a petition such as added acreage, revised proposed uses, or other substantive modifications to the site plan and conditional notes will require the petitioner to hold a second community meeting. Please note that the required community meeting must not have been held more than six months prior to the public hearing or an additional community meeting will need to take place.
5. **Additional Full Reviews – plan distribution, department reviews, and plan collection repeated as needed:**
 - a. After the initial submittal, the petitioner should **submit a revised site plan** according to the rezoning schedule (**at least 4 weeks prior to the potential public hearing**).
 - b. **Staff will review the revised site plan to determine whether it meets the following:**
 - i. Submittal is compliant with the Unified Development Ordinance.
 - ii. Transportation analysis (if required) is recommended to be submitted three months prior to the requested hearing date, and the analysis must be approved by CDOT four weeks prior to the petition going to Public Hearing.
 - iii. Small number of outstanding issues and no foundational outstanding issues that will require a site redesign. If staff and the petitioner have reached an impasse on an issue and cannot reach resolution, this issue will not be considered in the determination about whether a case is to be scheduled for hearing.
 - c. Staff will inform the petitioner about whether the case meets the criteria to be scheduled for public hearing. If a case does not meet the criteria, it will be scheduled for another full review.
 - d. It is not uncommon for cases to require more than one full review due to the complexity of the case or number of substantive issues. Additional revised site plan submittals should be provided according to the rezoning schedule.
 - e. Even if a case meets the criteria to be scheduled for a public hearing, the petitioner may request a deferral of the case.

Rezoning Process Overview Continued

- 6. Public Hearing:** The City Council and Planning Commission's Zoning Committee attend the scheduled public hearing for each case. As part of the hearing, staff presents an overview of the case and staff's recommendation. Supporters and opponents of each case are given time to speak on the petition. If a petition has no opposition either from staff or citizens signed up to speak, then the petitioner team or other supporters of the petition will have three minutes to speak following staff's presentation. If a petition has opposition either from staff or citizens signed up to speak, then the petitioner team and other supporters will have 10 minutes to speak following staff's presentation, the citizens signed up to speak in opposition will have 10 minutes to speak following the petitioner and other supporters. After the opposition's 10 minutes, the petitioner team and other supporters will have a two-minute rebuttal. After all speakers have presented, the Mayor and City Council may ask questions directed to staff, the petitioner team, or citizens. Responses to questions may only be given by those who are directly addressed by City Council or the Mayor.
- 7. Submittal for Zoning Committee Review Accela Tasks – May include plan distribution and department reviews:** The Planning Commission's Zoning Committee reviews each case and makes a recommendation to Council. An updated submittal for Zoning Committee review must be submitted by the Thursday after the public hearing.
- 8. Zoning Committee Meeting Accela Tasks – Zoning Committee Meeting:** The Zoning Committee meeting is open to the public, but it is not a continuation of the public hearing.
 - a.** It's a good idea for the petitioner team to attend, in case the Zoning Committee has questions.
 - b.** At this meeting, the Zoning Committee will make a recommendation on the rezoning request, or defer action on the petition to a later meeting.
- 9. City Council Decision Accela Tasks - City Council Decision:** The City Council makes the final decision on each rezoning case. If a conditional rezoning is approved the stamped approved site plan and/or conditional notes will be uploaded to Accela.

Prerequisite Information for Rezoning

STOP

Please read the instructions carefully before you file.

1. Before you can officially apply to rezone a property in Charlotte, **you must meet with the city's planning staff**. This is called a **presubmittal meeting**. You can request a meeting by visiting the presubmittal website [here](#).
2. **Take notes at your rezoning pre-submittal meeting**. The application will require that you have the following information:
 - a. City Council District (Districts 1-7), if located within city limits
 - b. Date of the presubmittal meeting
 - c. Type of rezoning petition requests
 - i. **Conventional** (no site plan or conditional notes)
 - ii. **Tier 1** – conditional (site specific conditional notes, no site plan)
 - iii. **Tier 2** – conditional (site specific conditional notes and site plan, under 10 acres)
 - iv. **Tier 3** – conditional (site specific conditional notes and site plan, 10 acres or greater)
 - v. **Site Plan Amendments** – conditional amendments to previously approved rezoning plans, these follow the same process as all other petitions
 - vi. **Exception** – Conditional rezonings requesting flexibility to quantitative and some qualitative ordinance standards while providing public benefits.
3. **The Accela link, fee schedule payment instruction, and community meeting guidelines** are all included within this guide. Please see the pages below for details.
4. **The rezoning application deadline is the 15th of each month, and petitions are filed on a “first come, first serve” basis**. It is recommended that you have all the applicable documents prepared for submittal prior to beginning the rezoning application on Accela. The following materials are required for an application to be deemed complete:
 - a. **Rezoning Application**, filed on [Accela](#).
 - b. **Rezoning fee** (due within 10 calendar days of the application deadline)
 - c. **Signatures sheets** signed by the petitioner and all property owners (see page 6).
 - d. **Site specific conditions** (Tier 1) and/or site plan (Tiers 2 and 3), if applicable.
 - e. **Metes and bounds or boundary survey** (if petition does not follow existing parcel lines or existing zoning lines).
5. Please note that per the Unified Development Ordinance (UDO) **all rezonings require a community meeting and report to be completed during the rezoning process, prior to public hearing**. Below are further instructions and templates. Refer to the rezoning schedule at www.rezoning.org for the applicable timing for submitting the report.

Fee Schedule

Rezoning and Zoning Text Amendment Application Fees

FY 2026 Rezoning and Text Amendment Fees (effective July 1, 2025)								
Type	PD&D (Entitlement Services)	PD&D (Land Dev)	CATS	Storm Water Services	CDOT	Fire	Clerk*	Total Fee
Conventional	\$ 1,605	\$ 340	\$ 670	\$ 130	\$ 2,690	\$ 290	\$ 370	\$ 6,095
Conditional - Tier 1	\$ 6,800	\$ 340	\$ 670	\$ 130	\$ 2,690	\$ 290	\$ 370	\$ 11,290
Conditional - Tier 2	\$ 7,965	\$ 340	\$ 670	\$ 130	\$ 7,020	\$ 290	\$ 370	\$ 16,785
Conditional - Tier 3	\$ 12,500	\$ 340	\$ 670	\$ 130	\$ 7,020	\$ 290	\$ 370	\$21,320
Text Amendment	\$2,610	-	-	-	-	-	\$ 370	\$2,980

Which fee should I pay?

Conventional: Proposal to change a property's zoning to a conventional zoning district. Conventional districts allow a variety of uses permitted under the development standards of the zone (often referred to as by-right zoning). There is no associated site plan.

Conditional - Tier 1: Rezoning that does not include a site plan but includes only limited site-specific conditions and/or commitments.

Conditional - Tier 2: Conditional rezoning that includes a site plan (required) and site-specific conditions and/or commitments for sites less than 10 acres in size.

Conditional- Tier 3: Conditional rezoning that includes a site plan (required) and site specific conditions and/or commitments for sites 10 acres or more in size.

Staff will discuss the appropriate type of rezoning to submit with the petitioner during the required rezoning pre-submittal meeting. If the type of rezoning changes during the review process, fees will be adjusted accordingly.

When is the fee required?

- Payment of rezoning fee is required **no later than ten calendar days after the application submittal deadline**. The rezoning schedule can be found here: [2026-rezoningschedule-public.pdf \(charlottenc.gov\)](https://www.charlottenc.gov/2026-rezoningschedule-public.pdf)
- If payment is not received within ten calendar days of the application submittal deadline, the application will not move forward in the review process and will be placed on hold until the next submittal deadline.
- Applicants will receive an email from Accela notifying them that fees have been assessed. The email will include the amount due and include payment options and instructions.

Please be aware of email scamming attempts that request rezoning fees.

All fee communications will be communicated directly to you by email at noreply@charlottenc.gov. If you are contacted from a different email, please do not respond and contact your assigned rezoning planner.

How do I pay my application fees?

Payment by Credit Card or E-Check

- The invoice email will provide instructions for digital payments via credit card or e-check or you may log into Accela to pay fees due.
- Please note service charges apply to digital payments. Service fees for credit card payments are greater than e-check.

Alternative Payment Delivery Options

- To arrange an alternative fee payment option, such as check by mail or to arrange a time to drop off a check payment at our office, please contact a Rezoning staff member directly.
- Find planning staff contact information at www.rezoning.org under “Ask the Planning Staff.”
- Include the assigned RZP # on the check memo line.
- If delivering payment to our offices, include the following on the check envelope:
City of Charlotte Planning Design & Development, 8th Floor,
Attn: Rezoning Petition Fees 2026-XXX
- Note: Checks must be given directly to a rezoning team member.

Refund Policy

- In the event a rezoning petition is withdrawn after gateway review and prior to legal advertisement for the public hearing, the payee is eligible for up to 50% refund of the total application fee.
- In the event a rezoning petition is withdrawn after the legal advertisement for a public hearing the application fee is non-refundable.

Questions?

- Contact Rezoning Staff via email: **Racquelle Jones** – Racquelle.Jones@charlottenc.gov

Helpful Tips & Links

Helpful Tips

- **Plan to attend the Public Hearing and Decision in person.**
- **Sign up to speak at the Public Hearing** through the City Clerk's website: [City Clerk > Speak at a City Council Meeting](#).
- Optional: **Provide a PowerPoint Presentation to rezoning staff** via email **by 9 a.m.** on the day of the scheduled Public Hearing
- **Refer to the City Clerk's website for a copy of the agenda** on the Thursday prior to the public hearing.
- Refer to www.rezoning.org for a copy of the **Zoning Committee Work Session agenda** on the Monday prior to the meeting.
- **The Zoning Committee Work Session** may be attended either **in person or virtually**.
- **A petitioner may request a deferral at any point in the rezoning process.** If the petitioner defers their Rezoning Petition **more than once** after the initial Public Hearing has been advertised by the City Clerk's Office, there will be a **deferral fee of \$370** for each additional advertisement.

Quick Links

Schedule a Pre-Submittal Meeting

Use [this link](#) to request a pre-submittal meeting. A rezoning pre-submittal meeting is required prior to filing a rezoning application.

Create an Accela Account

Create a username and password via [Accela Citizen Access](#), the platform used for filing a rezoning application.

Rezoning Signature Sheets

Complete the required [rezoning signature sheet](#) and submit with your rezoning application.

Site Plan Table Templates

Utilize these [site plan table templates](#) on Tier 2 and Tier 3 site plans to summarize development data, site plan amendment information, and requested EX provisions.

Pay Your Rezoning Fee

A rezoning fee is required in order for an application to move forward in the rezoning process. For information on how to pay your rezoning fee, follow these [Rezoning Fee Payment Instructions](#).

Community Meeting Guidelines

Follow the [instructions for hosting a community meeting](#).

Rezoning Petition Change Request Form

If you need to make a change to the rezoning petition (i.e. requested zoning district, petitioner/ agent names, adding parcels, updating acreage etc.) upload a [rezoning petition change form](#) to Accela.

Conditional Plans

Conditional Rezoning Breakdown

Tier 1

Requires site specific conditional notes, and does not require a site plan.

Tier 2

Requires site specific conditional notes, a site plan, and is under 10 acres.

Tier 3

Requires site specific conditional notes, a site plan, and is 10 acres or greater.

Site Plan Amendment

Required to go through the same process as all other rezonings as a request to amend a previously approved rezoning.

Exception

Conditional rezonings requesting flexibility to quantitative and some qualitative ordinance standards while providing public benefits.

In addition to the requirements listed below, on the next two pages are special requirements needed for **Tier 1 petitions** and for **Tier 2 & 3 petitions**. *Please review the special requirements for your petition type carefully.*

Requirements for ALL Conditional Plans

When uploading the site plan to the plan room, make sure that **each site plan sheet has the same name as the initial submittal**.

A “**change log comments response**” document should be provided with **each revision to the site plan**. This may include redlines of the development standards or a response to the comments in a separate document.

A tree survey is required in accordance with Article 20.18 of the UDO. Tree surveys may be completed by a landscape architect, surveyor, or other land development professional. **The tree survey must be received prior to the posting of the 2nd legal advertisement in order for the petition to move forward to Public Hearing.**

Site plan amendments (SPA) should clearly highlight the notes being changed from the previous approval.

A “**determination**” letter as to the presence of jurisdictional wetlands on the site may be needed. If one is required, it will be listed in the site plan comments so the petitioner is notified. **If this is not provided by the date of the Public Hearing, the Public Hearing will be automatically deferred to the next City Council Zoning Meeting.**

Tier 1 Additional Site Plan Requirements

Tier 1 conditional rezonings require a **PDF of conditional notes**.

Conditional notes on tier 1 conditional plans are required to be organized as shown below; starting with an overall heading as well as headings for each item following it (If the item is not applicable, it should be noted as such).

For example: The following items should be included in the site plan notes. There may be other items that are not listed but are appropriate for inclusion.

- 1. Development Data Table** (items may need to be supplemented with additional notes or site plan annotation):
 - a. Site acreage
 - b. Tax parcels included in the rezoning
 - c. Existing zoning (including overlays and vesting)
 - d. Proposed zoning (including overlays and vesting)
 - e. Number of residential units by housing type
 - f. Square footage of non-residential uses by type (retail, office, industrial, etc.)
 - g. Maximum building height
 - h. Maximum number of buildings
 - i. Number and/or ratio of parking spaces
 - j. Amount of open space
 - k. Front setback
 - l. Side setbacks
 - m. Rear setback

- 2. General Provisions**
 - a. Note addressing applicability of ordinances
 - b. Note that alterations to the conditional plan are subject to Article 37.4.
- 3. Permitted uses**
 - a. Allowed uses or prohibited uses
 - b. Other use restrictions
- 4. Additional Provisions as Applicable**
 - a. Transportation
 - b. Architectural Standards
 - c. Streetscape and Landscaping
 - d. Environmental Features
 - e. Parks, Greenways, and Open Space
 - f. Fire Protection

Tier 2 & 3 Additional Site Plan Requirements

Tier 2 and Tier 3 conditional rezonings require a PDF site plan. The site plans must be drawn to scale at a maximum size of 24" x 36".

Site plan notes on tier 2 and tier 3 conditional plans are required to be organized as indicated below.

Site plan notes should contain a heading and each item following it. If the item is not applicable, it should be noted as such. See [this linked document](#) for site plan table templates.

For example: The following items should be included in the site plan notes (and shown on the drawing when applicable). There may be other items that are not listed but are appropriate for inclusion.

Development Data Table (items may need to be supplemented with additional notes or site plan annotation):

1. Site acreage
2. Tax parcels included in the rezoning
3. Existing zoning (including overlays and vesting)
4. Proposed zoning (including overlays and vesting)
5. Number of residential units by housing type
6. Square footage of non-residential uses by type (retail, office, industrial, etc.)
7. Maximum building height
8. Maximum number of buildings
9. Number and/or ratio of parking spaces
10. Amount of open space
11. Front setback
12. Side setbacks
13. Rear setback

The following items should be shown on the site plan drawing. There may be other items that are not listed but are appropriate for inclusion.

1. General

- a. Date of site plan
- b. Rezoning petition number (added to revised site plan)
- c. Vicinity map
- d. North arrow
- e. Proposed zoning boundary should be clearly identified and labeled
- f. Topography at four-foot contour intervals or fewer (existing and in some cases proposed).
- g. All existing easements, reservations, and rights-of-way
- h. Surface Water Improvement and Management ("SWIM") buffers and delineation of areas within the regulatory floodplain as shown on the Official Flood Hazard Boundary Maps for Mecklenburg County

2. Specific to the proposed development

- a. All landscape yards, screening, and planting standards that are required or proposed
- b. Areas designated for structures and/or parking (surface or structured parking to be noted)
- c. The location of existing and proposed storm drainage patterns and facilities intended to

serve the proposed development

- d. Proposed treatment of any existing natural features
- e. Building elevations (if provided)
- f. Labeling of public or private streets
- g. Transit facilities
- h. Location of proposed bike and pedestrian improvements
- i. Location of existing and proposed thoroughfares

3. Phasing

- a. Development phasing by use, area and/or square footage and trigger for each phase

4. Other

- a. Indicate if a request for right-of-way abandonment or a variance has been submitted for the subject property. Such request may need approval prior to a City Council vote on the rezoning
- b. Property corner tie-in points for mapping
- c. Public facilities or sites to be provided
- d. Proposed dumpster locations
- e. Provision of public art
- f. Underground utilities
- g. Other conditions not previously listed

Community Meeting

Instructions

The petitioner is required to plan, coordinate, invite attendees, and host a community meeting. A written report is required to be submitted to the City following the meeting. Please reference page 14 for community meeting report format.

Timing

- Notices for the community meeting should be mailed **no fewer than 10 and more than 25 days prior to the community meeting**. Petitioners are required to email community meeting notices to their assigned rezoning planner and the petition area's Council District Representative immediately upon scheduling the community meeting. **Failure to provide the notice at least 10 days prior to the community meeting date will result in the petitioner's community meeting not counting as fulfilling the meeting requirement.** It is recommended that the petitioner hold the community meeting early in the process so that the petitioner and the community have adequate time to provide input and work together.
- If the community meeting was held **more than 6 months prior to the public hearing**, then another community meeting is required.
- The community meeting report must be submitted **at least 4 weeks prior to the public hearing**.

Scheduling

- Hold the meeting at **6:00 pm or later** to allow citizens time to arrive after work or at a time that is suitable for the target audience.
- Meetings can be conducted **in-person or virtually** (virtual meeting guidelines on next page).
- If in-person, **hold the meeting in the community** where the rezoning is located, or in a location that is as close as possible to the area to be rezoned.
- **Do not hold meetings on holidays.**
- If **no citizens** attend your meeting, consider having a second meeting.

Invitees

- **The City will provide in Accela a list of property owners within 300' of the site as well as neighborhood and business organization leaders within 1 mile of the site.** Petitioners must send the community meeting notice to the City Council district representative. If the petition is located outside of city limits, notice should be sent to the nearest City Council district representative and the Board of County Commissioners District Representative.

Community Meeting Instructions Continued

Additional Meetings

- **A second or third meeting may be requested by elected officials, City staff, or the community.** The petitioner may use discretion in determining whether to host an additional meeting.

Information Shared

- The community meeting for **conditional** petitions should include **a detailed presentation of what is proposed.** The community meeting for **conventional** petitions should include **an overview of all possible development outcomes, permitted uses, and applicable development standards like landscape yards, setbacks, building height, etc., in the requested zoning district.** With conventional petitions, site-specific details or intended uses are not included in the rezoning request. Providing any project specific details or proposed uses is at the sole discretion of the petitioner and it should be clearly communicated that any project specifics are non-binding under a conventional petition. Regardless of petition type, the petitioner should be prepared to answer questions from the community regarding the petition.

Additional Guidelines for Virtual Community Meetings

- Community meetings should be **as interactive as possible.** Several conferencing platforms including WebEx and Zoom have features that allow for easy participation for attendees.
- Petitioners **must have chat features open** throughout the meeting so that community members can effectively dialogue.
- Community meeting notices should include instructions for interested parties to respond to the notice with their email address so that petitioners may **send out a link to the virtual meeting** to all potential attendees.
- Community meeting notices should include an option for individuals to **request a hard copy of the presentation** in the event that internet access is not possible.
- If an interactive meeting and presentation is not possible, a static presentation made accessible at a specified time and date with options for community feedback is acceptable but not preferred.
- Following a virtual community meeting or posting of a static presentation, a comment period of **10 days** should be open for individuals to provide input.
 - Links to community meeting presentations can be put on petition webpages at the petitioner's request.
- If community members indicate a **preference for an in-person meeting**, we strongly urge petitioners to consider hybrid formats or hosting an in-person meeting in addition to a virtual meeting.
- If planning staff feels that communities are **unable to adequately engage** during a community meeting due to function or format, we will recommend **a second community meeting be held** and the public hearing will potentially be delayed until that occurs.

Community Meeting Report

Instructions

A report on the community meeting with appropriate parties is **required** to be filed with the Charlotte City Clerk's Office. A copy of the community meeting report should also be uploaded to Accela. ***Failure to meet the deadline will result in an automatic deferral of the public hearing.***

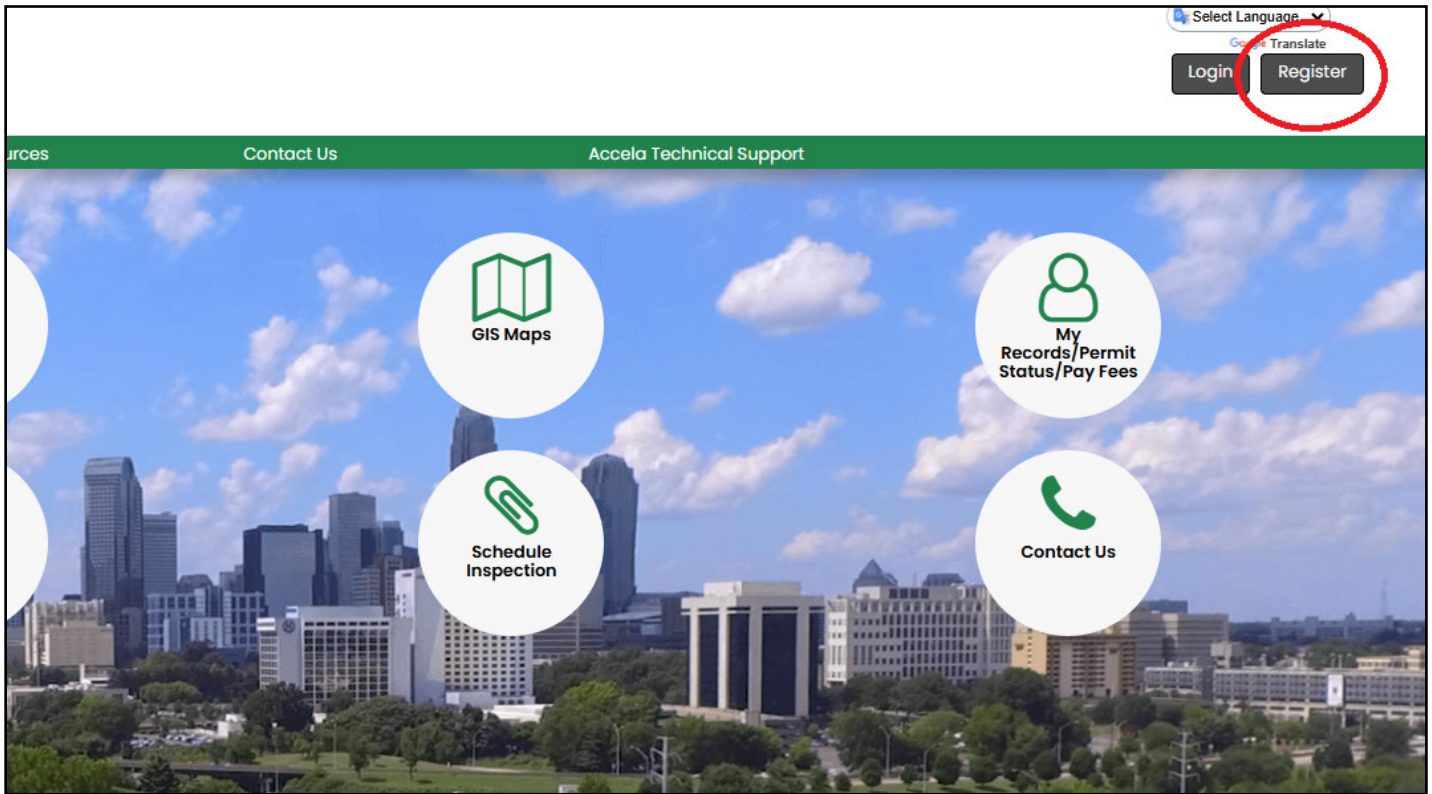
- **Please use the attendance sheet provided** in the link below as it helps the attendees know why they are being asked to sign.
- **The community meeting report must include the following attachments:**
 - Report
 - Mailing lists to whom invitations were sent
 - Community meeting notice letter or invitation
 - Attendance sheet – please do not include members of the petitioner team on the attendance sheet.
- **Use the following document naming convention for your applicable document uploads in Accela.**
File naming convention:
 - Petition Number-Community Meeting Notice
 - Petition Number-Community Meeting Report

[Select here for Community Meeting Report Examples and Attendance Sheet Template](#)

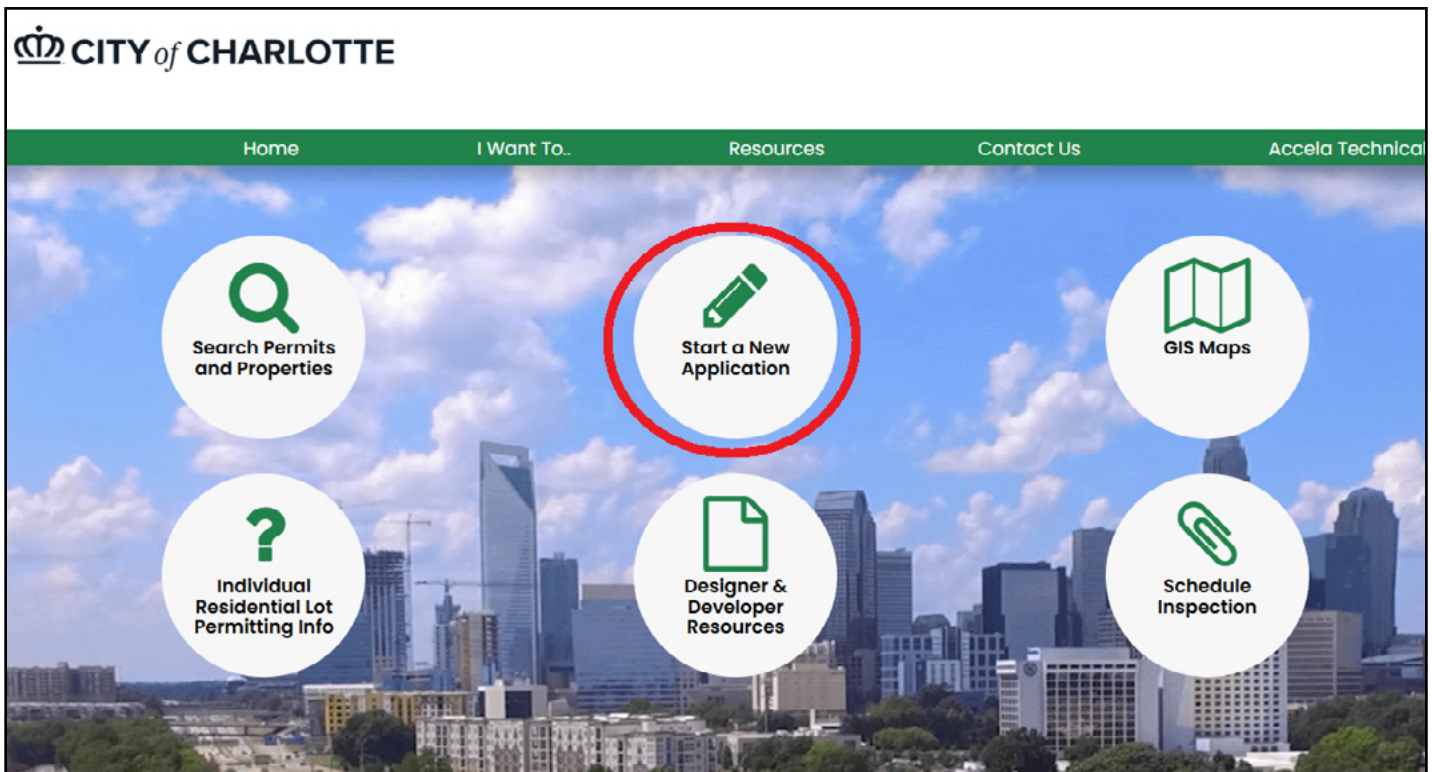
Filing a Rezoning Application

How to File a Rezoning Application

1. Go to the **Accela Home Page** linked [here](#).
2. Select **“Register”** in the top right corner to create a free Accela account.

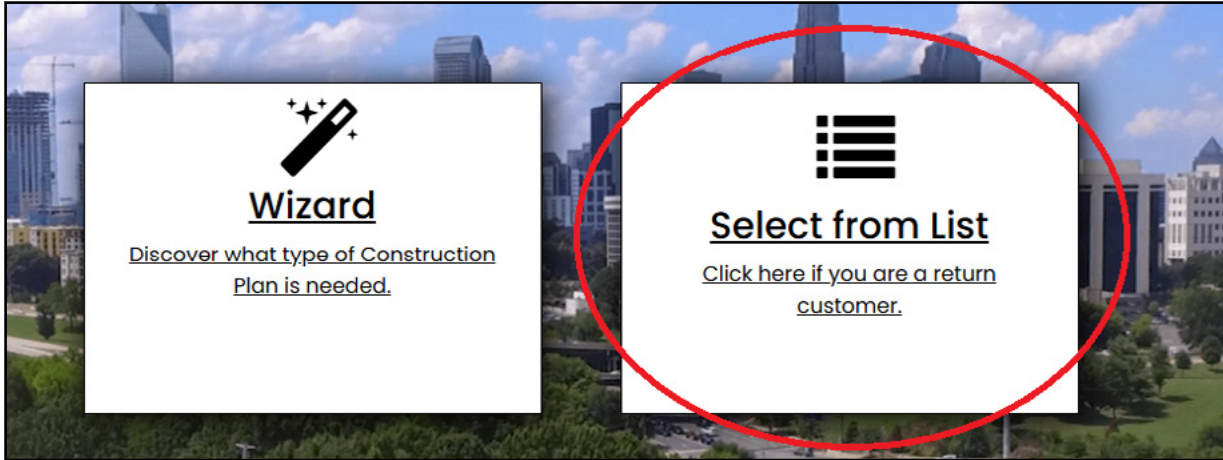


3. Sign in to **Accela**.
4. Select **“Start a New Application”** on the home page.

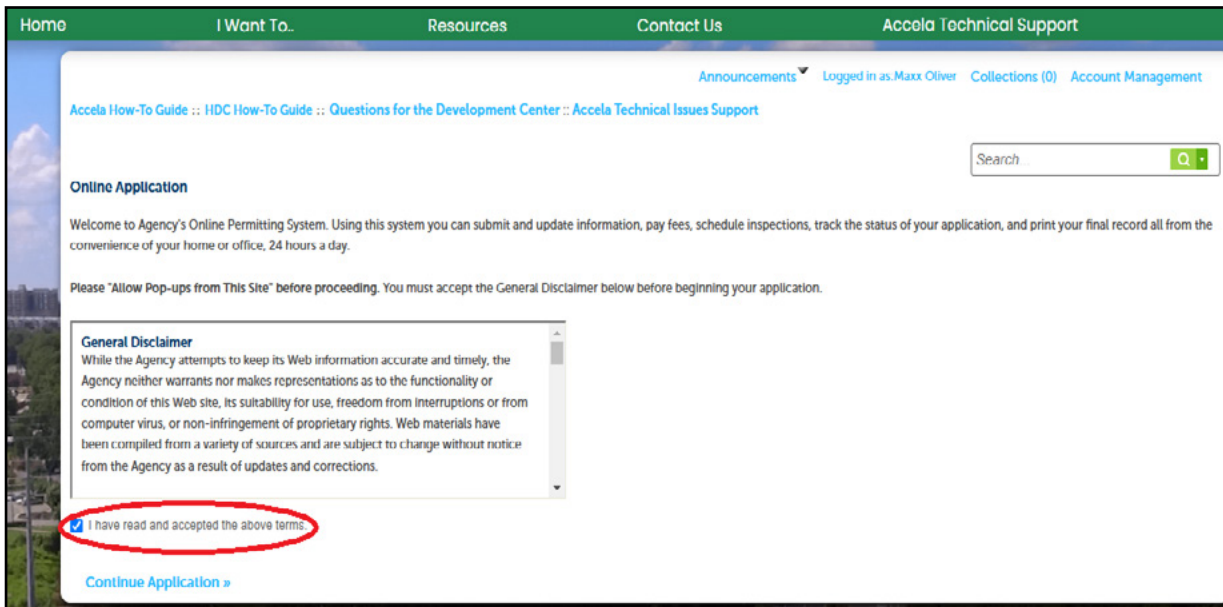


How to File a Rezoning Application Continued

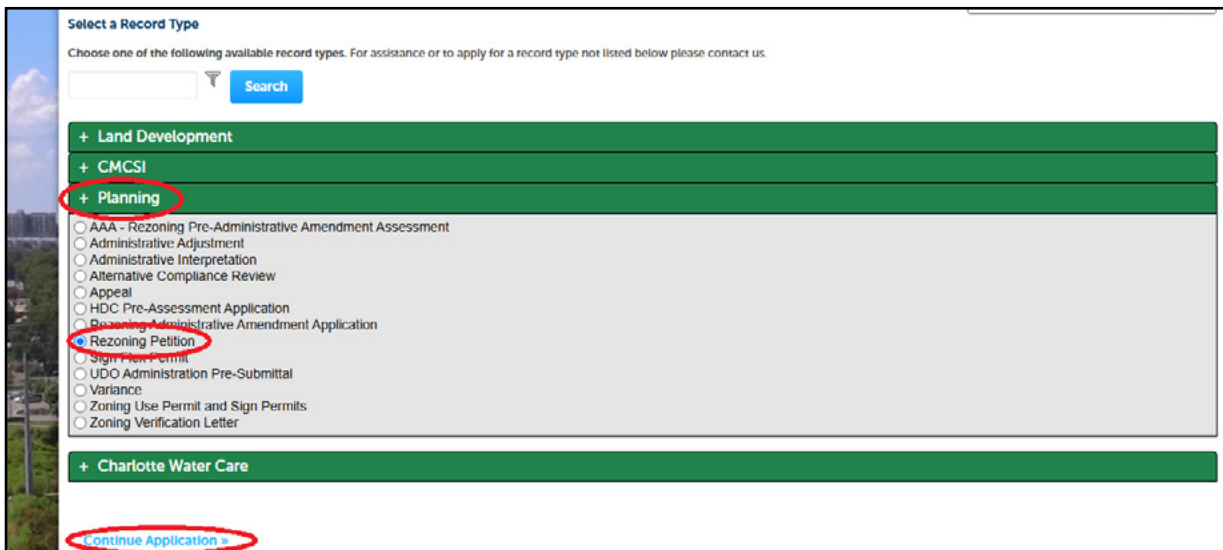
5. Click on the box labeled “**Select from List.**”



6. Acknowledge the disclaimer.



7. Choose “**Planning**” from the drop down.
8. Choose the “**Rezoning Petition**” radial button from the list at the bottom of the page then click “**continue application.**”



How to File a Rezoning Application Continued

9. Enter **application name** - (site location, petitioner name, or development project name).
10. Enter project description:
 - a. **Conventional rezoning:** enter the proposed rezoning, ex. “rezone the site to N2-B.”
 - b. **Conditional rezoning:** enter a brief description of the proposed development and goal of the rezoning, ex. “rezone the site to CAC-1(CD) to allow a multi-family development.”
11. Enter **primary parcel** included in the rezoning (use the search to then auto-fill the address and owner).

1 Work Location 2 Application Information 3 Contacts 4 Document Upload 5 Review 6

Step 1: Work Location > Work Location

Show Map

* Indicates a required field.

Detail Information

Please enter one of the following:

- Site Address
- Petitioner Name
- Project Name

* Application Name

* Project Description

spell check

Parcel

If you have multiple parcel numbers, please enter the largest parcel near a public street below. Any additional parcel numbers should be entered on the next page in the "General Information" section. If proposing to rezone portions of parcels, you will need to provide a survey and metes bounds of the rezoning area in Step 4.

* Parcel Number (Do not add hyphen between numbers. Ex. 01501010):

Search Clear

12. Enter a **site address and owner of the parcel** if not auto-filled.
13. Click “**Continue Application.**”

Address

Street No.: Direction: Street Name: Street Type:

City: State: Zip:

Search Clear

Owner

Owner Name:

Address Line 1:

City: State: Zip:

Search Clear

Save and resume later

Continue Application >

How to File a Rezoning Application Continued

14. Enter any additional parcels and portions of parcels included in the rezoning, separate with semicolons.
15. Enter total site acreage for the rezoning.
16. Select the planning customer service team you met with and the date of the meeting.
17. Enter the name of the petitioner.

Rezoning Petition

1 Work Location 2 Application Information 3 Contacts 4 Document Upload 5 Review 6

Step 2: Application Information > Application Information * indicates a required field.

General Information

GENERAL INFORMATION

Additional Parcel Numbers:

Site Area: Acres

* Have you had a rezoning presubmittal meeting?: [?](#)

Yes No

Rezoning Presubmittal Date:

MM/DD/YYYY

* Council District/Representative: [?](#)

--Select--

Petition Information

PETITION INFORMATION

* Applicant/Petitioner Name:

18. Enter the name(s) of all property owners included in the rezoning separated by a semicolon.
19. Enter the address(s) of all property owners included in the rezoning separated by semicolon (when listing use the same order you enter their names).
20. Enter the City Council District and Representative (if outside city limits state "outside city limits").
21. Provide the existing zoning and proposed zoning district(s) separated by a semicolon.
22. Provide the current land use(s).
23. Select the rezoning type (conventional, tier 1 conditional, tier 2 conditional, or tier 3 conditional).
24. Enter any applicable zoning overlays, separated by semicolons. If there are none, type "N/A."

How to File a Rezoning Application Continued

25. Select any additional vesting requested. All rezonings get 2 years by default and conventional rezonings are not eligible for additional vesting (if conventional, select “No” in drop down). For conditional petitions you may choose no or yes. If more vesting is being requested, specify the number of years, up to a maximum of 5, including the default 2, is allowed. Additional vesting is not required and is usually only considered for larger, phased development projects.
26. Use Charlotte Explorer’s Planning layers to find existing zoning and applicable overlays linked [here](#).
27. Click “**Continue Application.**”

Ownership Information

OWNERSHIP INFORMATION

* Owner(s) Name:

* Owner(s) Address:

Rezoning Information

ZONING REQ

* Existing Zoning:

* Primary Proposed Zoning:

* Current Use:

Purpose of Zoning Change:

spell check

* Overlays:

Additional Vesting years (up to 3 allowed):

Committing to affordable/ workforce housing units or seeking Housing Trust Funding (HTF):

* Is the proposed development aligned with the 2040 Policy Map recommendation?:

* Proposed Zoning:

Additional Proposed Zoning:

* Request Type:

Proposed Use:

* Additional Vesting Requested (get 2 by default):

Is site historically designated or in a Historic District?: Yes No

* What Place Type does the 2040 Policy Map show for the site?:

28. Enter the applicant information – this is the “Petitioner”.
29. If the petitioner is a business entity such as an LLC you may put that in the first and last name space (i.e. First name: Example Business, Last Name: LLC).
30. **Please note auto-generated emails created during the rezoning process will be directed to the email address provided for the applicant. If you want the agent to receive these emails you can put their email address as the email for the applicant.**
31. Enter the rezoning agent (if applicable) – a rezoning agent could be a consultant, attorney, or representative assisting the applicant/petitioner with the rezoning. This is not a required field.

How to File a Rezoning Application Continued

32. Enter Licensed Professional (if applicable) – this typically would be an architect, engineer or surveyor assisting with the rezoning. This is not a required field.

33. Click “**Continue Application**”.

Rezoning Petition

1 Work Location 2 Application Information 3 **Contacts** 4 Document Upload 5 Review 6

Step 3: Contacts > Contacts * indicates a required field.

Applicant

See instructions on www.rezoning.org

Select from Account Add New Look Up

Rezoning Agent

You may use **Select from Account** to auto-fill contact information. Please update information as needed.

Select from Account Add New Look Up

Licensed Professional

Please click on **Look Up** button to find the Licensed Professional in the database. If the Licensed professional is not in the database, you may click on the **Add New** button to add a new Licensed Professional to the database.

Add New Look Up

Save and resume later **Continue Application »**

34. View plan requirements and accept **Plan Room Acknowledgment** disclaimer.

a. You must accept the acknowledgment even if you are proposing a conventional rezoning or text amendment without plans. Rezoning signature sheets are considered supporting documentation.

35. Click “**Continue Application**.”

- Any annotations in the PDF will be removed during the submission process.
- Supporting documents:
 - Do not combine any supporting documentation in the same PDF file with any plans; Submit supporting documentation as separate PDF files.
 - Supporting documents shall be submitted as individual documents or as a single combined multipage file.
 - Document files may be oriented either landscape or portrait view so that the top of the page is always at the top of the monitor.

Visit [EPLAN Required Documents](#) for a copy of all required documents to include the signature page and/or a complete list of required documents.

Please DO NOT include an apostrophe (') or any special characters in your document file name.

Plans and supporting documentation must be submitted as a PDF and the maximum individual file size allowed is 100MB.

* indicates a required field.

Plans Submission Acknowledgement

PLAN ROOM ACKNOWLEDGEMENT

I acknowledge that I will upload plans, supporting documentation, and attachments following the submission of my application.

Save and resume later **Continue Application »**

How to File a Rezoning Application Continued

36. Drag and drop documents such as signature sheets, surveys, metes and bounds, site plans, other supporting documents utilizing file naming conventions found under “**Prerequisite Information for Rezoning.**”

37. Click “**Continue.**”

Record: RZP-2025-007
Address: 600 E 4TH ST 1100, CHARLOTTE NC 28202
Status: INTAKE

Record Details | Summary | Uploads | Issues | Conditions | Notes | Approved

Review Version #1

1 Upload | 2 Sheets | 3 Review

Browse or drag and drop the desired files to upload. Once all files are added, the Upload and Validate button is displayed. Click on it to review package. When all of the desired files are uploaded and validated, click the Continue button to prepare your files for review.

Note: Please do not combine plans and documents of various types into a single PDF document.

Requirements

- 1 • Required
Rezoning Signature Sheet
This document is required.
- 1 • Recommended

Drag and drop files here
or
Browse

Files

Name	Description	Type	Status	Uploaded By	Date	Signature
------	-------------	------	--------	-------------	------	-----------

Continue

38. Select “**document type**” from drop down menu.

39. Click “**Upload and Validate**”.

Note: Please do not combine plans and documents of various types into a single PDF document.

Drag and drop files here
or
Browse

2024-11-15 Signed Stokes + Petitioner Joinder Agreements.pdf

Select a document type...

Description...

Upload and Validate

Files

Name	Description	Type	Status	Uploaded By	Date	Signature
2024-11-15 Signed Stokes + Petitioner Joinder		Rezoning Signature Sheet	VALIDATED	Maxx Oliver	1/17/2025	

How to File a Rezoning Application Continued

40. Add additional documents as needed following same steps as above.
41. Click “**Continue**” when finished.
42. **Review all information to ensure everything is correct prior to proceeding.**
43. The application confirmation will provide the **rezoning petition number**.
 - a. This is also known as the “Record Number” in Accela.
 - b. Make note of your Rezoning Petition number / Accela record number (**RZP-XXXX-XXX**).
44. Click “**Upload Plans and Documents**” to upload required signature sheets, site plan, etc. Watch [this video](#) for a guide to the document upload process.

NOTES:

- **Rezoning applications are not complete until the appropriate documents are uploaded.**
 - See “**Digital Plan Room Instructions**” in next section.
- Be sure to **pay the appropriate rezoning fee** by following the fee instructions on page 6 of this packet.
- You will receive **email status updates** as the petition proceeds in the rezoning process. You can also track the status of the petition by logging into ACA. Instructions will be sent to you if there are revisions to the rezoning required during the rezoning process.

Digital Plan Room Instructions: Uploading Documents

1. Go to **Accela** by following [this link](#).
2. Click “**Login**” button in top right corner of home page.
 - a. Enter Accela username and password that you setup when initially registering for an Accela account.

Login **Register**

Please Login
Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

New Users
If you are a new user you may register for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications checking on the status of pending activities, and more.

Register Now

Sign In

USERNAME OR EMAIL*

PASSWORD*

Forgot Password?

SIGN IN

Remember me on this device

Not Registered?
[CREATE AN ACCOUNT](#)

3. Once logged in, click on “**All My Records**” to view rezoning petition.

Hello, Maxx Oliver

My Collection (0) [View Collections](#)

You do not have any collections right now.

Temporary Saved Records [All My Records](#)

Record Name	Record ID	Module	Creation Date	Action
No records found				

4. Click on “**Planning**” to show drop-down menu.
5. Select rezoning petition number to access documents.

Planning

Showing 1-1 of 1 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	OpenDate	Record Number	Applicant Name	Status	Record Type	Action	Created By	Short Notes
<input type="checkbox"/>	01/17/2025	RZP-2025-007	Test	In Progress	Rezoning Petition	Upload Plans	maxxoliver	

Digital Plan Room Instructions: Uploading Documents Continued

- Click “**Plan Room**” to reveal drop-down menu and select “**Uploads**” to add additional and revised documents to rezoning petition.

Record RZP-2025-007: [Add to collection](#)

Rezoning Petition

Record Status: In Progress

Record Info **Plan Room** Payments

Summary

Work Location **Uploads**

600 E 4TH ST
CHARLOTTE NC 28202

Issues

Conditions

Notes

Approved

Project Details

Applicant:
Maxx Oliver
City of Charlotte
123 E Oak St
Charlotte, NC, 28200
Home Phone: 7045091259
Mobile Phone: 7045891259
maxx.oliver2011@gmail.com

Licensed Professional:
Maxx Oliver
Iest Iest
123 E Oak St
Charlotte, NC, 28200
LS Architect 123123123

Project Description:
Text
Example for updated instructions

Owner:
CITY OF CHARLOTTE *
600 E 4TH ST
CHARLOTTE NC 28202 281

More Details

[Print/View Summary](#)

- Locate latest review version. If a new review version is not present, contact rezoning staff.

Record: RZP-2025-007
Address: 600 E 4TH ST 1100, CHARLOTTE NC 28202
Status: **INITIAL**

Record Details Summary Uploads Issues Conditions Notes Approved

Digital files required for application and plan review are submitted within a review package. Below is a list containing submitted and in progress packages for this application. Plan files may only be submitted at the start of a review cycle. For review cycles that are in progress, click the Resume action to upload files and/or submit responses.

Review Packages

Date	Name	Description	Status	Last Updated By	Comments	Resume
1/29/2025	Review Version #2		New	Maxx Oliver		Resume
1/17/2025	Review Version #1		New	Digital Plan Room		Resume

- Drag and drop new documents or revised plan into the Plan Room or select “**Browse**” to upload them from your computer.
- Choose document type from drop-down menu, such as “Revised Site Plan.”
- Click “**Upload and Validate**” box to upload documents.

Drag and drop files here
or
[Browse](#)

Site_Plan_Update_2.3.25.pdf

Revised Site Plan

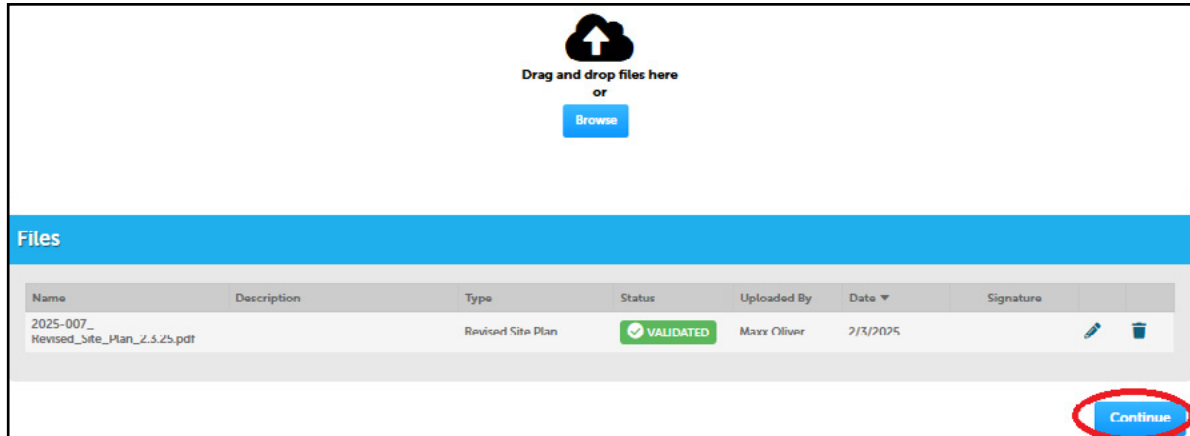
Description...

[Upload and Validate](#)

Files

Digital Plan Room Instructions: Uploading Documents Continued

- Once green “Validated” box appears under “Status” click “Continue” box at bottom right of page.
- You may also delete or edit documents before continuing.



- For revised rezoning site plans, ensure that the sheet numbers of the revised plans match previous versions of the plan. This is to ensure consistency in the plan review.
- Add description of the uploaded document, such as “revised plans to address outstanding issues related to CDOT memo.”
- Click “Finish” box at bottom right of page.
 - After selecting “Finish” you should receive a message that documents were uploaded successfully.
- For more information about the Digital Plan Room and how to use it to address comments and provide revisions, refer to [this link](#).

