



REZONING APPLICATION

Submit required documentation to:
Wake County Planning Department/Current Planning Section
PO Box 550 Wake County Office Building
Raleigh, NC 27602-0550 336 Fayetteville Street Mall, Downtown Raleigh
Contact Current Planning at (919) 856-6335 for additional information.

File #
Fee
Amt Paid
Check #
Rec'd Date
Rec'd By

Complete with required information (write "n/a" if information is not applicable to proposal).

Proposed Rezoning (include area for each current and proposed district)

From _____
(current zoning district(s))

To _____
(proposed zoning district(s))

Property

Parcel Identification Number (PIN): _____

Address: _____

Location: _____ side of _____, at/between
(north, east, south, west) (street)
_____ and _____
(street) (street)

Total site area in square feet and acres: _____ square feet _____ acres

Zoning District(s) and Overlay Districts (if any) and land area within each: _____

Present land use(s): _____

How is this proposed use a public necessity?

What is impact on surrounding neighborhood and adjacent properties?"

Property Owner

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Fax: _____

E-mail Address: _____

Applicant (person to whom all correspondence will be sent)

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Fax: _____

E-mail Address: _____ Relationship to Owner: _____

Site Information

Vehicular Access:

Name of adjacent street	Right-of-way width (ft)	Pavement width (ft)	No. of lanes	Paved? (Y or N)	Roadway design capacity ¹	Traffic volume (ADT) ²

¹ See NCDOT Highway Capacity Manual or Wake County Thoroughfare Plan Appendix
² See CAMPO web site (www.raleigh-nc.org/campo/trafcnt/98trfcnt.html) or contact NCDOT Traffic Survey Unit
³ Base on Institute of Transportation Engineers ratios - ratio used for estimate (e.g., x trips per y sf) _____

Utilities and Services:

Water supply provided by: () municipal system (_____)
() community system (_____) () individual well(s)
Wastewater collection/treatment provided by: () municipal system (_____)
() community system - specify type _____ () individual on-site system
Solid waste collection provided by: _____
Electrical service provided by: _____
Natural gas service provided by: _____
Telephone service provided by: _____
Cable television service provided by: _____
Fire protection provided by: _____

Miscellaneous:

Generalized slope of site _____
Valuable natural features (rare plant community, wildlife habitat, lake, stream, geology, etc.) on or adjoining site: _____

Valuable historic resources (homestead, mill, archeological site) on or adjoining site: _____

Land Use Plan Classifications

General Classification (note associated municipality and/or watershed):
() Short-Range Urban Services Area/Water Supply Watershed _____
() Short-Range Urban Services Area _____
() Long-Range Urban Services Area/Water Supply Watershed _____
() Long-Range Urban Services Area _____
() Non-Urban Area/Water Supply Watershed _____
() Non-Urban Area

DIRECTIONS FOR FILING A REZONING PETITION

SPECIAL NOTES:

1. **Concurrent Appeal:** A petition for rezoning should not be filed when an appeal concerning the same property is pending before the Board of Adjustment.
2. **Existing Violation:** The filing of a rezoning petition will not delay any legal actions arising from an existing violation on the subject property. Existing violations should be eliminated before a rezoning is requested.
3. **Filing a Petition:** A petition must be clearly and accurately written or typed. Petitions may be filed at the Planning Department in person or by mail (Planning Department, P.O. Box 550, Raleigh, NC 27602).
4. **Public Hearing notice must be published:** It is the petitioner's responsibility to see that notice of the public hearing is published in a newspaper of general circulation. Contact the Planning staff for assistance in preparing a notice (see form to place ad).
5. **Fees:** A fee schedule is attached. Fees are due at the time of petition submittal. Petition fees are non-refundable.
6. **Land Use Permits Required for Development:** Should the Board of Commissioners approve a rezoning, the applicant must still apply for, and obtain, appropriate approvals to develop and/or establish the land use.

TYPES OF PETITIONS

There are two types of zoning districts, General Use Districts (GUD) and Conditional Use Districts (CUD). The petitioner must decide which type of district to petition for. The differences between the two are as follows:

1. **General Use District:** In a GUD any use permitted in that zoning district may occur on the property-subject to County development standards. Conditions cannot be attached to further restrict development standards than in the County Code.
2. **Conditional Use District:** Rezoning request allows the petitioner to attach conditions to the petition, offering to meet stricter requirements than set out in the County Code. The petitioner may voluntarily restrict the property to a specific use or range of uses; specify development standards for the property stricter than the County's; and specify any other legal condition upon the development or use of the property as long as it exceeds Code requirements for the corresponding General Use District. (CUD Petition, complete Attachment B.) The proposed use(s) of the property must be identified by condition and a statement must be provided to indicate how the proposed use would benefit the adjacent surrounding property.

NOTE: A CUD petition must be signed by all owners, as listed in the Tax Assessor's Master File, or by their authorized agent. Petitions signed by an authorized agent must include documentation of the agent's authorization to sign on behalf of the owner. Any change of conditions on a petition is treated as an original petition: It must be signed by all owners or an agent with documented authorization. Conditions must be voluntary.

REVISIONS TO PETITION

A petitioner may have the opportunity to revise a petition by request 1) after its initial submission prior to being forwarded for Board review. 2) After the Planning Board has heard presentations and completed its review of the petition, but before making a recommendation; and 3) After the Board of Commissioners has heard presentations and completed its review, but before taking final action. Revised petitions will be accepted and reviewed in the same manner as an original petition.

INFORMATION WHICH MUST BE SUBMITTED

A. **Conformance with the Land Use Plan:**

1. **Statement of how rezoning complies with the Land Use Plan.** Attach written statement of how your request conforms with the County's Land Use Plan (LUP). The LUP is intended to direct quality growth within the County. It classifies land within the County (land use classifications are described in the Land Use Plan which is available at the

Planning Department). **Note:** When a proposed rezoning is in the Urban Services Area (USA) of a municipality the County will require comments from the municipality prior to considering rezonings within that municipality's USA (You may wish to check with municipality to determine its position on a rezoning prior to filing a petition). We will request that municipalities respond in a timely manner. However, if that municipality has assigned this responsibility to its Planning Board or elected officials, comments may not be received in time to maintain the normal published schedule.

2. Compliance with Transitional Urban Development Policies: The proposal must comply with the Land Use Plan's Transitional Urban Development policies (TUDs), which call for new development to be served by centralized or municipal water and sewer service (within Short Range USAs) or provide the necessary easements for future installation of utility lines (within Long Range USAs). The proposal must comply with the TUDs policies that call for new development to provide for the types and levels of transportation facilities that accommodate vehicular, bicycle, pedestrian, and transit access needs and that they be designed and constructed to the standards of the municipality associated with the Urban Service Area and the Wake County Thoroughfare Plan.

B. Statement of How Rezoning Otherwise Advances Public Health, Safety, and General Welfare:

The statement may address the following: Traffic: The additional traffic that could be generated under the proposed zoning and its relationship to the current and projected capacity of area roads. Development Compatibility: types and intensities of development allowed under the rezoning, focusing on compatibility with adjacent areas. (This may cover compatibility with adjacent zoning and land uses, with existing or proposed infrastructure or services, and with the environment, including surface and ground water, soils, and air, if applicable.

C. Traffic Impact Analysis Requirement: Your application may require that a traffic impact analysis, if your proposal is expected to increase traffic more than 100 trips per peak hour, or more than 1000 trips per day, or as may be determined by the Land Development Supervisor. Calculations are based on trip generation estimates made in accord with the most recent editions of Trip Generation and Trip Generation Handbook, published by the Institute of Transportation Engineers (ITE). Specific information can be found in the **Guidelines for Traffic Impact Analysis**.

D. Mapping Requirements: If requesting (1) part of a parcel to be rezoned, or (2) more than one zoning district on a parcel, then submit a map certified by a registered land surveyor or engineer with a metes and bounds description to show boundaries of proposed zoning.

E. Mailing List of Owners within 1000 feet of Property: Attach complete list of all property owners within one thousand feet of the subject property with parcel identification number of each parcel and the full name and address of each owner. The list must be taken from current tax records and must include all persons, firms, corporations, entities, or governments owning property. The list must be clearly written or typed. Submit duplicate copies of stamped envelopes (2 sets of envelopes are required in order to notify owners of two Board meetings. Business size (10) envelopes must be used with the following return address: Wake County Planning Department, P.O. Box 550, Raleigh, NC 27602.

Note: Due to short time frame between submittal and mailing notices we suggest postage stamps be used rather than a postage meter. The Post Office may take longer to send predated meter mail.

REZONING FEE SCHEDULE

<u>Proposed Zoning Change</u>	<u>Base Fee</u>	<u>Per Acre Fee</u>
Non-residential District to a		
Residential District:	\$300	n/a
(This includes removal of the "W" classification - from R40W or R80W to R40 or R80)		
Residential District to a lower		
Density Residential District:	\$300	n/a
(This includes removal of the "W" classification - from R40W or R80W to R40 or R80)		
Any District to a		
Non-residential District:	\$1,000	\$50
Residential District to Higher		
Density Residential District:	\$500	\$25
Any District to a Planned		
Development District:	\$1,000	\$25
Traffic Impact Analysis	\$1,000	n/a

In calculating charge for an additional acre, which is less than a full acre, the per-additional acre fee shall be multiplied by that fraction of an acre. This amount shall be added to the base fee and any fees for additional full acres. The Planning Director may waive any of the above fees if the zoning change is for the purpose of a recognized organization's building of low or moderate income housing.

LEGAL ADVERTISEMENT

A legal notice is required to be published for Planning Board meetings and Board of Commissioners public hearings (State Law requires that the Board of Commissioners hold a public hearing before rezoning property. It also requires that notice of the hearing be published once a week for two successive weeks).

The petitioner is responsible for submitting notice to the newspaper publisher and for payment of an ad. Soon after submitting the notice to the newspaper publisher, the petitioner must verify to the Planning Department that this has been done. A receipt from the publisher or written certification from the petitioner may be submitted. **Note: No petition will be placed on any Board's agenda until it is properly advertised in the newspaper and written verification has been received by the Planning Department.** It is important that you follow instructions in order to keep your petition on schedule.

INSTRUCTIONS: (1) **Place Ad:** Submit the completed public notice form appearing below to the News and Observer and local paper for both Planning Board meetings and Board of Commissioners public hearings.

(Contact the County Planning staff for this information if necessary) Have the newspaper publish the notice twice. **It should be published the first time no sooner than 25 days before the Commissioners meeting and not less than 10 days. The second publication should be the week after.**

(a) **FAX:** 856-6229. (b) **Mail:** Planning Department, P.O. Box 550 , Raleigh, NC 27602. (c) **Hand Delivery:**
Planning Department, Mall, Suite 101, Wake County Waverly F. Akins Building, 336 Fayetteville Street Mall, Raleigh.

Please complete the following form and submit to newspaper publisher for Planning Board meeting:

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Notice of Public Meeting: The Wake Co. Planning Board will hold a public meeting beginning at Time: 1:30 pm, Date: _____ in Room 700, Wake Co. Courthouse, 315 Fayetteville St. Mall, Raleigh, NC, to consider amending the Zoning Map to rezone _____ acre(s) from: _____ To: _____ Location: _____ Identified as ZP# _____ Parcel Identification Number(s): _____

Comments may be given at the meeting. Information: Wake Co. Planning. Department, Mall, Suite 101, Wake Co. Waverly F. Akins Bldg., 336 Fayetteville St. Mall, Raleigh, (919) 856-6321.

Please complete the following form and submit to newspaper publisher for Board of Commissioners meeting:

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NOTICE OF PUBLIC HEARING

The Wake Co. Board of Commissioners will hold a public hearing beginning at, Time: 2:00pm, Date: _____ in Room 700, Wake Co. Courthouse, 315 Fayetteville St. Mall, Raleigh, NC, to consider amending the Zoning Map to rezone _____ acre(s) from _____ to _____ Location: _____ Identified as ZP# _____, Parcel Identification number(s) _____

The Commissioners may rezone the entire area, or part of the area, to the classification requested or a more restrictive classification. Interested persons are invited to submit written or oral comments at the hearing. Information on this item is available at the Wake Co. Planning. Department, Mall, Suite 101, Wake Co. Waverly F. Akins Bldg., 336 Fayetteville St. Mall, Raleigh, (919) 856-6321.