



## APPLICATION FOR ZONING MAP AMENDMENT

**The following steps are required in order for your application to be considered complete. Incomplete applications will be returned to the applicant and will not be processed.**

1. Schedule a pre-application meeting with staff.
2. Submit a completed application for an amendment to the official zoning map. All applications must include:
  - a. A list of all adjacent property owners (include owner name, address, and Parcel Identification Number)
  - b. A recent survey or legal description of the property or area to be rezoned.
  - c. A copy of the letter, minutes, and the sign-up sheet from the Neighborhood Meeting.
  - d. Copies of the Traffic Impact Analysis (TIA), proposed site plan, landscape plan, and proposed building elevations (applicability determined at pre-application meeting with staff).
3. Submit cash, check or money order made payable to the Town of Harrisburg

### Overview of the Rezoning Process:

1. Hold a pre-application meeting with staff to discuss your rezoning request and the map amendment process.
2. Hold a **neighborhood meeting** with the adjacent property owners. All adjacent property owners must be contacted and given an opportunity to meet with the applicant at a meeting established at a reasonable time. No member of the Town decision-making entity may participate in this meeting.
3. Submit a Zoning Map Amendment application to the Town of Harrisburg Planning Department. All applications must be submitted by the third Tuesday of the Month to go before the Planning and Zoning Board on the following month. NOTE: If the request is a Conditional Zoning request, complete and submit, with this application, a Conditional Rezoning Application.
4. Planning staff will review your application and subsequent information, prepare a staff report for the Board and take your request to the Planning and Zoning Board for a recommendation to the Town Council. Planning Board meetings are held on the third Tuesday of every month at 7:00 PM.
5. Once the Planning and Zoning Board has made a recommendation, staff will notify the adjacent property owners of the public hearing, post a sign on the property, and place announcements of the hearing in the local newspaper.
6. Town Council meetings are held on the second Monday of every month at 7:00 PM. At this meeting the Council will hold a public hearing and may vote on your request. Meetings are held at the Harrisburg Town Hall located at 4100 Main Street, Suite 101.

Questions: Contact the Town of Harrisburg Planning Department with any questions regarding rezonings in the Town of Harrisburg. Staff can be reached at 704-455-0709.



# HarrisburgNC

*The right side of opportunity*

## Subject Property Information

1. Street Address \_\_\_\_\_
2. PIN(s) (10 digit#) \_\_\_\_\_--\_\_\_\_\_-\_\_-\_\_\_\_\_-; \_\_\_\_\_--\_\_\_\_\_-\_\_-\_\_\_\_\_-
3. Deed Reference Book \_\_\_\_\_ Page \_\_\_\_\_
4. Township # \_\_\_\_\_

## Description of Subject Property

5. Size (square feet or acreage) \_\_\_\_\_
6. Street Frontage (feet) \_\_\_\_\_
7. Current Land Use \_\_\_\_\_

### 8. Surrounding Land Use and Zoning Classification

North: Zoning \_\_\_\_\_ Land Use \_\_\_\_\_

South: Zoning \_\_\_\_\_ Land Use \_\_\_\_\_

East: Zoning \_\_\_\_\_ Land Use \_\_\_\_\_

West: Zoning \_\_\_\_\_ Land Use \_\_\_\_\_

9. Request to Change Zoning From \_\_\_\_\_ to \_\_\_\_\_

10. Is this a request for a Conditional Rezoning? YES NO

(If YES, you must also submit an application for a Conditional Rezoning)

11. Purpose for Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Owner/Agent/Applicant Information

It is understood by all parties hereto that while this application will be carefully considered and reviewed, the burden of providing its need and providing all required evidence rests with the below named petitioner.

I do hereby certify that all information which I have provided for this application is, to the best of my/our knowledge, correct.

12. Property Owner
Address
Phone
Fax
Email:
Signature

13. Agent (if any)
Address
Phone
Fax
Email
Signature

14. Applicant (if any)
Address
Phone
Fax
Email
Signature

NOTE: If multiple parcels are involved in a request, property owners must sign an application identifying the individual parcel(s) represented. Each parcel included in the request must be accounted for in the application process for the application to be considered complete.