

# Town of Harrisburg Application for a Zoning Map Amendment



## OFFICIAL USE ONLY:

Petition Number: \_\_\_\_\_  
Date Filed: \_\_\_\_\_  
Received By: \_\_\_\_\_  
Amount Paid: \_\_\_\_\_

**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 list of all adjacent property owners (include owner name, address, and Parcel Identification Number).
  - A recent survey or legal description of the property or area to be rezoned.
  - A copy of the letter, minutes and the sign-up sheet from the Neighborhood Meeting.
  - 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.
  - Fees: Residential rezoning request less than 5 acres = \$400
  - Residential rezoning request greater than 5 acres = \$400 + \$5/acre
  - Non-residential/Mixed Use rezoning request = \$550 + \$5/acre
  - Conditional Rezoning =\$600 +\$5.00 per acre

## Overview of the Rezoning Process:

- Step 1:** Hold a pre-application meeting with staff to discuss your rezoning request and the map amendment process.
- Step 2:** Hold **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.
- Step 3:** Submit a Zoning Map Amendment application to the Town of Harrisburg Planning Department. **All applications must be submitted by the third Monday of the month to have a public hearing set for the following month.** NOTE: If the request is a Conditional Rezoning request, complete and submit, with this application, a Conditional Rezoning Application.
- Step 4:** The planning staff person will review your application and subsequent information, prepare a staff report for the board, 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(s).
- Step 5:** After your application is submitted and reviewed by staff and determined to be complete, your request will be forwarded to the Harrisburg Planning and Zoning Board.
- Step 6:** Board meetings are held on the third Tuesday of every month at 7:00 p.m. At this meeting the Board will hold a public hearing and may vote on your request. Meetings are held at the Harrisburg Town Hall located in the Harrisburg Town Center at 4100 Main Street.

A vote of  $\frac{3}{4}$  of the board will constitute a final decision unless the decision of Planning and Zoning Board is appealed to the Harrisburg Town Council within 15 days. If appealed, the case will be scheduled for the next available Town Council meeting.

Questions: Contact the Town of Harrisburg Planning Department, with any questions regarding rezonings in the Town of Harrisburg. The Planning Department can be contacted at 704-455-5614.

Town Offices are open from 8am to 5pm Monday through Friday.



**Town of Harrisburg**  
**Application for a Zoning**  
**Map Amendment**



OFFICIAL USE ONLY:  
Petition Number: \_\_\_\_\_  
Date Filed: \_\_\_\_\_  
Received By: \_\_\_\_\_  
Amount Paid: \_\_\_\_\_

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 acres) \_\_\_\_\_
6. Street Frontage (feet) \_\_\_\_\_
7. Current Land Use of Property \_\_\_\_\_
8. Surrounding Land Use and Zoning Classification  
North \_\_\_\_\_  
South \_\_\_\_\_  
East \_\_\_\_\_  
West \_\_\_\_\_

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

10. Is this a request for a Conditional District Rezoning? YES NO  
(If YES, you must also submit an application for a Conditional Rezoning)

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



**Town of Harrisburg  
Application for a Zoning  
Map Amendment**



OFFICIAL USE ONLY:  
Petition Number: \_\_\_\_\_  
Date Filed: \_\_\_\_\_  
Received By: \_\_\_\_\_  
Amount Paid: \_\_\_\_\_

Owner/Agent/Applicant Information

**It is understood by all parties hereto including owner, petitioner, and/or agents that while this application will be carefully considered and reviewed, the burden of providing its need 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 knowledge, correct.

12. Property Owner \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_  
Signature \_\_\_\_\_

13. Agent (if any) \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_  
Signature \_\_\_\_\_

14. Applicant (if any) \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_  
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.**

