



## APPLICATION ACCEPTANCE POLICY

## GENERAL USE REZONING MAP AMENDMENTS

Chatham County  
Planning Department

PO Box 54, Pittsboro, NC, 27312  
Telephone 919-542-8204 | Fax 919-542-2698  
[www.chathamnc.org/planning](http://www.chathamnc.org/planning)

Chatham County understands that clear expectations make the application and development review processes easier for both applicants and staff. The policies outlined below will enable Planning Department staff to move the process along in a way that ensures that each application receives the attention it deserves. Staff desires to complete review of projects in an accurate and timely manner. Due to the preparation, reviews, and public hearing schedules, working with incomplete materials detracts from the timely review of applications.

1. Applications are to be reviewed for completeness by staff prior to being officially accepted for review. Applications that are dropped off or mailed in cannot be accepted without prior approval from the Zoning Administrator.
2. Checklists for each type of request are provided with each application package. If the application does not contain all required items on the checklist, it will be considered incomplete and shall not be accepted. **PLEASE REVIEW SECTION 19 FOR GENERAL USE REZONINGS IN THEIR ENTIRETY TO MAKE SURE ALL AREAS FOR SUBMISSION ARE COVERED.**
3. Upon determination by staff that an application is complete, it will be officially accepted by the Planning Department by accepting payment and issuing receipt. Staff will not hold materials for incomplete applications or any monies associated with the submittal of an application. Application fees must be paid at the time an application is submitted for acceptance.
4. In order to allow time to process fees, applications will not be accepted after 4:00 pm each day.
5. For your convenience, applicants may schedule an appointment with staff to review the application package before the official submission.

The Planning Department staff looks forward to working with you during the application process. If you have questions or need further assistance, please call 919-542-8285.



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 PO Box 54/80-A East Street  
 Pittsboro, NC 27312  
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**CHATHAM COUNTY APPLICATION  
 FOR CHANGE IN GENERAL USE  
ZONING DISTRICTS**

Applicant Information:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_

CONTACT PH: ( ) \_\_\_\_\_

EMAIL: \_\_\_\_\_

Landowner Information:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_

CONTACT PH: ( ) \_\_\_\_\_

EMAIL: \_\_\_\_\_

**PROPERTY IDENTIFICATION**

Physical (911) Address: \_\_\_\_\_

PARCEL (AKPAR) No.: \_\_\_\_\_

Township: \_\_\_\_\_

Total Acreage: \_\_\_\_\_

Acreage to be Rezoned: \_\_\_\_\_

**CURRENT ZONING DISTRICT/CLASSIFICATION:** \_\_\_\_\_

**PROPOSED ZONING DISTRICT/CLASSIFICATION:**

- R-1 Residential       R-2 Residential       R-5 Residential       O & I Office & Institutional  
 NB Neighborhood Business       CB Community Business       Regional Business       IL Light Industrial  
 IH Heavy Industrial

**FEMA Flood Map Information:**

Flood Map No. : \_\_\_\_\_

Map Date: 02/02/2007

Flood Zone: \_\_\_\_\_

**WATERSHED Information:**

Current Watershed Classification: \_\_\_\_\_

Within Jordan Lake Buffer Area:  Yes  No  Unknown

**APPLICATION SUBMITTAL REQUIREMENTS**

*Attach the following as required in Section 19.4.C of the zoning ordinance:*

- Map of the property showing the parcel or portions thereof that are affected by this rezoning request.
- Written legal description of such land
- Any alleged error in the Ordinance, if any, which would be remedied by the proposed amendment
- The changed or changing conditions, if any, which make the proposed rezoning reasonably necessary
- The manner in which the proposed rezoning will carry out the intent and purpose of the adopted Land Use Plan or part thereof
- List all other circumstances, factors, and reason which the applicant offers in support of the proposed amendment
- All other information required on this application or as offered by the applicant in support of the request

**Please provide 16 sets of this application submittal with all supporting documentation, maps, summaries, etc.**

**No application packets will be taken after 4pm. All fees must be paid at the time of application submittal. For the purposes of calculating this application fee, use the following:**

**Application Fee:      \$500.00 plus \$25/per acre (ex: \$25 x 1.42ac = \$35.50 plus \$500 = \$535.50 total fee)**



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**PLEASE SIGN THE MOST ACCURATE SIGNATURE OPTION BELOW (1, 2, OR 3)**

**(1)** I hereby certify that **I am the owner or authorized agent of said property** and that the information provided is complete and the statements given are true to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**The owner must sign the following if someone other than the owner is making the application.**

**(2)** I hereby certify that (please print) \_\_\_\_\_ is an authorized agent for said property and is permitted by me to file this application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**(3)** I acknowledge that **I am not the landowner OR authorized agent** of the property for which this application is being made, but I do live within the zoned area of the county.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

**FOR OFFICE USE ONLY**

Application No.: PL20

Date Received: \_\_\_\_\_ 20\_\_

Payment Received: \$ \_\_\_\_\_

Check No. \_\_\_\_\_

Cash

Credit Card

Money Order

\_\_\_\_\_  
Planning Department