

# Pender County Planning and Community Development

805 S. Walker Street  
PO Box 1519  
Burgaw, NC 28425



Phone: 910-259-1202  
Fax: 910-259-1295  
[www.pendercountync.gov](http://www.pendercountync.gov)

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## Zoning Map Amendment Submission (Rezoning)

Applications will be considered for review by Staff only when deemed complete. The application will be regarded as incomplete until the following items are received by the Planning and Community Development Staff.

1. \_\_\_\_\_ **Signed Application**
2. \_\_\_\_\_ **Payment**  
Invoice will be generated after receipt of application for online payment. ***Do not include check with application.*** \$500 for the first 5 acres; \$10/ acre thereafter up to 1,000 acres; \$5 per acre thereafter (*rounded to the nearest whole acre*)
3. \_\_\_\_\_ **Requested Revision Boundary Map**  
Rezoning must correspond with the boundary lines of existing platted lots or tracts. Where the boundaries of a rezoning request do not follow a boundary line or a split zoned property line, it must be possible to subdivide and develop that portion of the property outside the proposed rezoning boundary in accordance with the existing zoning and other requirements of this Ordinance. An illustration containing a metes and bounds description is required.
4. \_\_\_\_\_ **Narrative**  
A description and/or statement of the present and proposed land use classification and stating why the request is being made and any information that is pertinent to the case.
5. \_\_\_\_\_ **Digital Submission**  
For all documents submitted in paper copy, provide a digital version. These may be emailed or uploaded to a share folder. *Physical media such as CD or USB drives will not be accepted.*
6. \_\_\_\_\_ **List of Properties Within 500'**  
A list of names and addresses, of the owners of all properties located within 500-feet of the perimeter of the project bounds, including the applicant, and subject property owner, as obtained from the county tax listings and tax abstract, of the property under consideration for project parcel. Instructions to obtain list is available on Pender County's website on the Planning and Community Development page.
7. \_\_\_\_\_ **Adjacent Property Envelopes**  
The applicant shall provide a set of business envelopes addressed to the applicant, the owner, and each of the owners of all properties located within 500-feet of the perimeter of the project bounds and accompanied with first class postage adhered. Do not include return address or company branding on envelopes.

I certify that all information presented in this application is accurate to the best of my knowledge.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Zoning Map Amendment



**Submit Completed Application  
and Materials**



**Planning Staff Review**



**Planning Staff comments  
addressed**



**Planning Board Public Hearing**



**Board of County Commissioners Public  
Hearing**



**Decision Rendered by Board**

## **Zoning Map Amendment Specific Requirements**

### **1. Application Submittal**

- Application
- Rezoning must correspond with the boundary lines of existing platted lots or tracts. Where the boundaries of a rezoning request do not follow a boundary line or a split zoned property line, it must be possible to subdivide and develop that portion of the property outside the proposed rezoning boundary in accordance with the existing zoning and other requirements of this Ordinance. An illustration containing a metes and bounds description is required.
- All zoning requirements shall be met within the boundaries of the area being rezoned. If all of the requirements cannot be met on the site being rezoned, the rezoning shall be expanded to include all property necessary to meet zoning requirements.
- Must show substantial compliance with the goals and policies of the Comprehensive Land Use Plan.
- The rezoning application must contain a description and/or statement of the present and proposed zoning regulation or district boundary, and the name(s) and address(es) of the owner(s) of the property involved as required by General Statute.
- The applicant shall provide an accurate legal description or a map drawn to scale showing the property boundaries that are to be rezoned, in sufficient detail for the rezoning to be located on the Official Zoning Map.

### **2. Planning Board and Board of Commissioners Review Criteria (per Section 3.3.8)**

- A. Whether the range of uses permitted by the proposed change would be appropriate to the area concerned (including not being detrimental to the natural environment, not adversely affecting the health or safety of residents or workers in the area, not being detrimental to the use or development of adjacent property, and not materially or adversely affecting the character of the general neighborhood);
- B. Whether adequate public facilities/services (i.e., water, wastewater, roads) exist, are planned, or can be reasonably provided to serve the needs of any permitted uses likely to be constructed as a result of such change;
- C. Whether the proposed change is consistent with the County's Comprehensive Land Use Plan and CAMA Land Use Plan or any other adopted land use document.
- D. Whether the proposed amendment is reasonable as it relates to the public interest.

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## Planning Division

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## **GENERAL USE REZONING**

### **GENERAL**

1. An applicant shall be required to schedule a pre-submittal meeting with the Administrator at least thirty (30) days prior to submission of an application.
2. Amendments to the Zoning Map, also called a Rezoning, shall be made in accordance with the provisions of the Pender County UDO and shall follow the review process as shown in Figure 1 at the end of Section 3.4.
3. The County Commissioners shall approve or deny amendments to the Zoning Map of Pender County, as may be required from time to time.
4. Rezoning must correspond with the boundary lines of existing platted lots or tracts. Where the boundaries of a rezoning request do not follow a boundary line or a split zoned property line, it must be possible to subdivide and develop that portion of the property outside the proposed rezoning boundary in accordance with the existing zoning and other requirements of the UDO. An illustration containing a metes and bounds description is required.
5. All zoning requirements shall be met within the boundaries of the area being rezoned. If all of the requirements cannot be met on the site being rezoned, the rezoning shall be expanded to include all property necessary to meet zoning requirements.
6. Must show substantial compliance with the goals and policies of the Comprehensive Land Use Plan and other adopted plans.

### **APPROVAL STANDARDS**

1. Whether the range of uses permitted by the proposed change would be appropriate to the area concerned (including not being detrimental to the natural environment, not adversely affecting the health or safety of residents or workers in the area, not being detrimental to the use or development of adjacent property, and not materially or adversely affecting the character of the general neighborhood).
2. Whether adequate public facilities/services (i.e., water, wastewater, roads) exist, are planned, or can be reasonably provided to serve the needs of any permitted uses likely to be constructed as a result of such change.
3. Whether the proposed change is consistent with the County's Comprehensive Land Use Plan and CAMA Land Use Plan or any other adopted land use document.
4. Whether the proposed amendment is reasonable as it relates to the public interest.

## **APPLICATION FOR REZONING (Zoning Map Amendment)**

<b>SECTION 1: APPLICANT INFORMATION</b>			
<b>Applicant's Name:</b>		<b>Owner's Name:</b>	
<b>Applicant's Address:</b>		<b>Owner's Address:</b>	
<b>City, State, &amp; Zip</b>		<b>City, State, &amp; Zip</b>	
<b>Phone Number:</b>		<b>Phone Number:</b>	
<b>Email Address:</b>		<b>Email Address:</b>	
<b>Legal relationship of applicant to landowner:</b>			
<b>SECTION 2: PROJECT INFORMATION</b>			
<b>Property Identification Number (PIN):</b>		<b>Total property acreage:</b> <i>(rounded to the nearest whole acre)</i>	
		<b>Total Acreage to be Rezoned:</b>	
<b>Current Zoning District:</b>		<b>Water Provider:</b>	
		<b>Waste Water Provider:</b>	
<b>Project Address:</b>		<b>Proposed Zoning District:</b>	
		<b>Future Land Use Category:</b>	
<b>Description of Project Location:</b>		<b>Township:</b>	
		<b>Road Type:</b>	<b>Public/Private/Both</b>
<b>SECTION 3: SIGNATURES</b>			
<b>Applicant's Signature</b>		<b>Date:</b>	
<b>Applicant's Name Printed</b>		<b>Date:</b>	
<b>Owner's Signature</b>		<b>Date:</b>	
<b>Owner's Name Printed</b>		<b>Date:</b>	