

General Use Rezoning Submittal Process

The General Use Rezoning Map Amendment process applies to review of any proposal to review the Official Zoning Map to change the zoning district classification application to a particular parcel or group of parcels, except in conjunction with a Conditional Rezoning or Planned Development request.

Step 1: Scoping Meeting

A preliminary meeting with Planning Department staff may take place (*not required but is recommended*) before the Pre-Submittal Meeting. To set up a meeting, please submit the Scoping Meeting application to Kelly Hughes, Customer Service Specialist. Scoping Meetings are held on Thursday afternoons.

Step 2: Sketch Plan Submittal / Pre-Submittal Meeting

A Pre-Submittal Meeting is required before Application submittal. This meeting provides applicants with high level guidance intended to reduce future review cycles and avoid misunderstandings or interpretations with all applicable Town staff and other agencies. To set up a meeting, please submit the application to Kelly Hughes, Customer Service Specialist. Pre-Submittal Meetings are held on Tuesday afternoons.

Step 3: Community Information Meeting

The purpose of this meeting is to inform owners and occupants of nearby lands about the development proposal, receive comments, address concerns, and resolve conflicts and outstanding issues, where possible. The meeting must be held at a place that is accessible to neighbors or at Town Hall and must be held after 5:00pm on a weekday. The applicant must provide the letter, mailing labels, and stamps (first class) to Planning Staff for the required mailed notices. The mailed notices shall include the applicant, owners of subject property if different from the applicant, and the owners of all abutting properties including those separated by a street, railroad, or other transportation corridor, as shown on the more current Chatham County tax records. The applicant shall submit the mailing labels and stamps a minimum of 13 calendar days in advance of the Community Information Meeting, and staff shall mail the notices a minimum of 10 days in advance of the meeting.

Step 4: General Use Rezoning Application Submittal

The application must be submitted according to the Board Meeting Schedule & Submittal Deadlines.

Step 5: Staff Review

Staff reviews the application and sends comments back to the applicant on a 2 week cycle. The review cycle can vary depending on the number of resubmittals required. Staff determines the completeness of the resubmittal, and then the case is added to the meeting agenda.

Step 6: Set Public Hearing

The application is included on the Consent Agenda and the Town Board of Commissioners may Set the Public Hearing date.

Step 7: Legislative Public Hearing

The Board of Commissioners holds a Public Hearing for the requested case. The Board of Commissioners can vote to continue the Public Hearing or vote to the forward the case to the Planning Board. Before the Public Hearing, Town staff mails notification letters to adjacent property owners, posts public hearing signs on the property, and advertises the hearing in the newspaper, in accordance with NC General Statute requirements.

Step 8: Planning Board Recommendation

The Planning Board hears the case and makes a recommendation to the Board of Commissioners.

Step 9: Board of Commissioners Decision

The Board of Commissioners can take final action on the rezoning request.