

# CONDITIONAL ZONING APPLICATION



**PLANNING AND NEIGHBORHOOD SERVICES**  
**PO Box 2430**  
**Indian Trail, NC 28079**  
**Telephone (704) 821-5401**  
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**ONLY COMPLETE APPLICATIONS ACCEPTED**

Processing Fee: \$1600.00

Date Received \_\_\_\_\_

# CONDITIONAL ZONING APPLICATION

## Submittal Requirements

- Completed Application
- Notarized signatures of applicant and property owner
- Letter of Intent
- Articles of Incorporation, Certificate of Incorporation, Articles of Organization, Corporate Charter, or similar (unless applicant is an individual)
- 1 digital copy of Concept Plan (must be drawn to scale by architect, landscape architect, professional surveyor, or engineer licensed in North Carolina)
- Boundary Survey (acreage, current zoning, location of existing buildings, setbacks)
- List, address labels, and digital copy of all adjoining property owners within 500 feet of subject parcel
- Traffic Impact Analysis, if necessary
- Statement of Appraisal, if necessary
- Fees associated with review

## General Information

Project Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Tax Parcel ID \_\_\_\_\_ Zoning Designation \_\_\_\_\_  
Total Acres \_\_\_\_\_ Impervious Area \_\_\_\_\_  
Project Description \_\_\_\_\_

## Contact Information – Applicant

Contact Name \_\_\_\_\_  
Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_

## Contact Information – Property Owner

Contact Name \_\_\_\_\_  
Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_

CONDITIONAL ZONING APPLICATION

**Applicant's Certification**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name/Title \_\_\_\_\_

Signature of Notary Public \_\_\_\_\_ Date \_\_\_\_\_

Notary Seal

**Property Owner's Certification**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name/Title \_\_\_\_\_

Signature of Notary Public \_\_\_\_\_ Date \_\_\_\_\_

Notary Seal

**TOWN OF INDIAN TRAIL OFFICE USE ONLY**

CASE NUMBER: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_

AMOUNT OF FEE: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_

RECEIPT #: \_\_\_\_\_

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## SCHEDULE

1. Technical Review Committee
  - Project is reviewed by staff.
  - Comments, questions, and concerns are sent to applicant to ensure project complies with ordinance.
  - Once all comments are addressed and the plans are resubmitted, the community meeting may be scheduled.
2. Community Meeting
  - To provide a framework for a shared vision with community involvement.
  - Applicant, with assistance from planning staff, shall conduct two public meetings of at least two hours each. Two hours shall be scheduled during normal business hours and two hours shall be devoted to an evening period.
3. Planning Director
  - The Planning Director shall provide suggestions following the community meeting.
  - The comments will follow 30 days after a revised application is submitted or 60 days following the community meeting if there are no revisions.
4. Planning Board
  - Reviews application to ensure it is consistent with UDO and all adopted town plans.
  - Meets the 3<sup>rd</sup> Tuesday of every month.
5. Town Council
  - Legislative action to approve, approve with modifications, deny approval, or submit to the Planning Board for further study.
  - Meets 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of every month.