

# ZONING MAP AMENDMENT APPLICATION



**PLANNING DEPARTMENT  
PO Box 2430  
Indian Trail, NC 28079  
Telephone (704) 821-5401**

**ONLY COMPLETE APPLICATIONS ACCEPTED**

Conventional Processing Fee:  
Residential \$500  
Commercial \$900

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# ZONING MAP AMENDMENT 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)

## Schedule

1. Submit Application
  - The deadline for this application is the first of the month each month.
  - Once an application is submitted it will be placed on the Planning and Zoning Board Agenda for the following month.
2. Hold Community Meeting for major map amendments.
3. Planning and Zoning Board
  - Meets the 3<sup>rd</sup> Tuesday of every month.
  - Reviews application to ensure it is consistent with the Comprehensive Plan and UDO as well as all other adopted town plans. Transmits recommendation of approval or disapproval to Town Council.
4. Town Council
  - Meets 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of every month.
  - Legislative action is to approve, approve with modifications, deny, or send back to the Planning Board for further study.

## General Information

Project Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Tax Parcel ID \_\_\_\_\_ Zoning Designation \_\_\_\_\_

Total Acres \_\_\_\_\_ Impervious Area \_\_\_\_\_

Project Description \_\_\_\_\_

# ZONING MAP AMENDMENT APPLICATION

## 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 \_\_\_\_\_

## 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