

CONDITIONAL ZONING APPLICATION



PLANNING AND NEIGHBORHOOD SERVICES
PO Box 2430
Indian Trail, NC 28079
Telephone (704) 821-5401
Fax (704) 821-9045

ONLY COMPLETE APPLICATIONS ACCEPTED

Processing Fee: <2 acres \$400, 2-10 acres \$800, >10 acres \$1,500, Minor Modification \$250

Engineering Fees: <2 acres \$100, 2-10 acres \$175, >10 acres \$250

Notification Fee \$100.00 <2 acres, \$200.00 2-10 acres, \$300.00 >10 acres.

****A TECHNOLOGY FEE, 10% OF ALL ASSOCIATED FEES, WILL BE APPLIED TO THE TOTAL FEE.****

CONDITIONAL ZONING APPLICATION

Date Received _____

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)
- 5 copies 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
- ****A TECHNOLOGY FEE, 10% OF ALL ASSOCIATED FEES, WILL BE APPLIED TO THE TOTAL FEE.**

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 3rd 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 2nd and 4th Tuesday of every month.