



TOWN OF MOREHEAD CITY

*Policy Statement
September, 1995*

Process for Zoning Ordinance Text and Map Amendment

1. Submit application and fees: \$400.00 application, plus site plan review fee, plus \$75.00 advertising deposit] to the Planning Department at least 28 calendar days prior to the Planning Board meeting. (Planning Board meets third Tuesday of each month.)
2. Once a completed application has been received, the Planning Staff shall forward the application to the City Manager. The City Manager shall schedule a public hearing during the first Council meeting the Planning Board meeting.
3. The Planning Staff will then advertise the public hearing which shall include the date of the public hearing as well as the date of the Planning Board meeting.
4. The Planning Board will review the request and make a recommendation to the Town Council in accordance with the Morehead City Zoning Ordinance.
5. The Planning Board's recommendation shall be forwarded to the Planning Committee of the Council for review and recommendation.
6. The Council shall hold the public hearing. Following the public hearing, the Council will determine whether to grant the rezoning request. If granted, the property is rezoned. If the request is not granted, then the property is not rezoned.
7. The applicant will be billed for any and all costs incurred for mailings and advertising exceeding the \$75.00 deposit amount.



TOWN OF MOREHEAD CITY REZONING APPLICATION

STREET ADDRESS:

PROPERTY OWNER INFORMATION:

Name:

Phone Number:

Address:

Email Address:

APPLICANT INFORMATION (if different from property owner):

Name:

Phone Number:

Address:

Email Address:

PROPERTY INFORMATION:

Tax PIN #(s):

Total Acreage:

Property Dimensions:

Flood Zone(s):

Current Zoning Designation(s):

Proposed Zoning Designation(s):

Land Use Plan Classification(s):

Land Use Plan Neighborhood(s):

Corporate Limits:

NOTE: Applications are due 28 days prior to the Planning Board meeting. Incomplete applications will not be accepted and will be returned. A complete basic rezoning application includes this application form, filing fee, and statement on what impacts the rezoning will have on City services as it relates to public health, safety and welfare and a statement on how the rezoning fits with the development policies outlined in the Land Use Plan.

I understand that if the application is not complete that I will have to resubmit and this item will not be scheduled as a Planning Board agenda item until the application is complete.

Applicant Signature & Date

To be completed by Staff:

Date Application Received: _____ Application Status: ___ Complete ___ Incomplete
Application Review Completed by: _____ Date: _____

Amount of Filing Fee Paid: _____



TOWN OF MOREHEAD CITY CONDITIONAL USE REZONING SUPPLEMENT

Conditional use zoning allows the City to approve a rezoning proposal for a specific use with reasonable conditions to assure the compatibility of the use with surrounding properties. Any use permitted under this process must also conform to the development regulations for the corresponding general zoning district. This is a voluntary procedure which is intended for firm development proposals. The public hearing for conditional use rezonings shall be conducted in a quasi-judicial manner.

Required Submittal Information:

- Basic Rezoning Application
- Schematic Plan drawn to scale, include at a minimum:
 - Boundary survey, including total acreage, present zoning, date and north arrow
 - Existing easements, reservations, rights of way and zoning setbacks for proposed zoning district
 - Proposed use of land and location/size of structures, if residential include # of units
 - Traffic, parking and circulation plans, include arrangement of parking spaces and access points to adjacent streets

Other items you may be asked to include on schematic plan are:

- Proposed buffering
 - Landscape plan
 - Location of FEMA Flood Zones
 - Existing and proposed topography at 2 foot contour intervals
 - Detailed structure data (i.e. height, etc.)
 - Proposed number and location of signs
 - Project phasing, if applicable and anticipated completion date
 - Any other additional information deemed necessary to evaluate the request.
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- List of conditions are being proposed by the applicant
 - Subdivision Application if conditional use request includes a potential subdivision of land