



## TOWN OF MOREHEAD CITY

*Policy Statement  
September, 1995*

*Process for Zoning Ordinance Text and Map Amendment*

1. Submit application and fees: \$400.00, 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  
PLANNED DEVELOPMENT REZONING SUPPLEMENT**

It is strongly recommended that applicants consult with Staff prior to submitting a Planned Development application.

Required Submittal Information:

- Basic Rezoning Application
- Sketch Development Plan representing the applicant's general impression of the anticipated pattern of development, including:
  - Anticipated pattern of development, including street system;
  - Property lines;
  - Proposed building sites;
  - Utility easements;
  - Proposed density;
  - Adjoining property owners;
  - Existing zoning of tract and adjoining parcels; and,
  - Any other information required by the Planning Board.
- Property Owner Report
  - Identify all Property Owners within Area Proposed to be Rezoned
  - Include evidence of agreement between all property owners to proceed with proposed development upon approval of a PD District
- Subdivision Application
- Proposed Floor Area Ratio
- Proposed Number of Units
- Proposed Open Space Calculations

Site Development Master Plan

Following approval of a Planned Development District, a site development master plan must be submitted to the Planning Board and Council for approval. This requires an additional public hearing.

Required information to be included on a Site Development Master Plan can be found in Article 12-1.6 of the Unified Development Ordinance.