



IREDELL COUNTY PLANNING & DEVELOPMENT

PO BOX 788 / 349 N. Center Street
STATESVILLE NC 28687-0788
(704) 878-3118 / FAX (704) 928-2025

CONDITIONAL REZONING REVIEW PROCESS

Step 1 Pre-application Conference

Applicants must schedule a pre-submittal conference with Planning staff to discuss site plan issues and submittal process.

Step 2 Pre-application Submittal

The applicant must submit a pre-application for staff review.

Step 3 Pre-submittal Conference

Applicants must schedule another conference with Planning staff to discuss the results of the staff review, possible changes to the request, and public input meeting requirements.

Step 4 Public Input Meeting

Before a public meeting may be held on a petition for a conditional zoning district, the applicant must hold at least one (1) community meeting. The community meeting shall be held prior to any recommendation by the Planning staff and prior to the Planning Board's consideration of the request. The following procedures must be met:

1. Based on the perceived impact of the proposal, the affected property owners will be notified by the applicant by letter. The applicant will work with County staff to develop a list of property owners that should be contacted. Such notice shall be mailed to said property owners not less than ten (10) days prior to the date of the public input meeting and a certification of this mailing shall be submitted as part of the required report. The notice shall contain information regarding the time and location of the meeting as well as a description of the proposal.
2. A report of the meeting must be prepared by the applicant and should include, among other things, a listing of the following:
 - a. those persons and organizations contacted about the meeting,
 - b. the manner and date, time and location of the meeting,
 - c. a roster of persons in attendance at the meeting,

- d. a summary of issues discussed at the meeting, and
- e. a description of any changes to the rezoning petition as a result of the meeting.

Step 5 Formal Submittal Requirements

Application packets must be complete in order to be processed and must be submitted 31 days prior to the Planning Board meeting date. A complete submittal package consists of the following:

- COMPLETED IREDELL COUNTY RE-ZONING APPLICATION**
- APPLICATION FEE (\$500)**
- CONCEPTUAL SITE PLAN DRAWN TO SCALE (IF APPLICABLE)**
- PUBLIC INPUT MEETING REPORT**
- RECEIPT OF MAILING FOR PUBLIC INPUT MEETING**

CONCEPTUAL SITE PLANS MAY INCLUDE THE FOLLOWING INFORMATION:

- A vicinity map showing the property's general location in relation to major streets, railroads, and waterways.
- A drawing of the parcel, including the parcel identification number. If only rezoning a portion of a parcel, a plat must be provided, **drawn to scale**, showing the bearings and distances of the portion requested.
- All existing easements, reservations, and rights-of-way on the property in question.
- Delineation of areas within the regulatory floodplain as shown on the FEMA Flood Hazard Boundary Maps for Iredell County and delineation of watershed boundaries labeled with their respective classifications and impervious calculations.
- For residential uses, the number of units and a general outline of the area where the structures will be located. For nonresidential uses, the approximate square footage of all structures and an outline of the area where the structure will be located.
- Traffic, parking, and circulation plans, showing the proposed locations and arrangement of parking spaces and access points to adjacent streets including typical parking space dimensions and locations along with typical street cross sections. This shall include all existing and proposed points of access to public streets.
- All proposed setbacks, buffers, screening and landscaping required by this Article and proposed by the petitioner.
- Generalized information on the number, height, size, and location of structures.
- The proposed phasing of the project.
- The proposed number, location, type and size of all signs.

- The location and description of any outdoor lighting.

PUBLIC INPUT MEETING REPORTS SHALL INCLUDE THE INFORMATION REQUIRED IN STEP 4 NUMBER 2 OF THIS PROCESS:

Step 6 Set Request on Planning Board Agenda

The staff will place the request on the Planning Board agenda and the applicant should attend this meeting.

Step 7 Adjoining Property Notification and Posting of Property

It is Planning staff's responsibility to notify the adjoining property owners of the public meeting held by the Planning Board. Owners of the property are generated through the most current Iredell County tax records. Planning staff will also post a rezoning sign on the property where rezoning is being requested.

Step 8 Planning Board Meeting

Planning staff presents the conditional rezoning request to the Planning Board for their recommendation. The applicant should attend the Planning Board meeting to answer any questions the Planning Board or public may have about the project. The Planning Board may recommend approval, denial, or may defer their decision for 30 days.

In approving a petition for the reclassification of a piece of property to a conditional zoning district, the Planning Board may recommend that reasonable and appropriate conditions be attached to approval of the petition. Any such conditions shall be limited to those that address conformance of the development plan and use of the site to county ordinances and adopted land development plans. Conditions should address the impacts reasonably expected to be generated by the development or use of the site.

Step 9 Adjoining Property Notification and Posting of Property

After a recommendation has been given by the Planning Board, it is Planning staff's responsibility to notify the local paper and the adjoining property owners of the public hearing held by the Board of Commissioners. Again, owners of the property are generated through the most current Iredell County tax records.

Step 10 Board of Commissioners Meeting

Once the Planning Board has made a recommendation, the conditional rezoning request is submitted to the Board of Commissioners for the public hearing. Public hearings are heard by the Board on the first Tuesday of the month. In approving a petition for the reclassification of a piece of property to a conditional zoning district, the Board of Commissioners may of its own accord require that reasonable and appropriate conditions be attached to approval of the petition. Any such conditions shall be limited to those that address the conformance of the development plan and

use of the site to county ordinances and adopted land development plans. Conditions should address the impacts reasonably expected to be generated by the development or use of the site. The petitioner shall have a reasonable opportunity to consider and respond to any proposed conditions prior to final action by the Board of Commissioners. Only those conditions mutually agreed upon by Board of Commissioners and the applicant, with input from the public, may be incorporated into the conditional zoning district. A final determination will be rendered by the Board of Commissioners.

Additional Conditional Zoning District Information

Review

In evaluating an application for the establishment of a conditional zoning district, it is appropriate for the planning board and board of commissioners to consider the following:

1. Adherence to the general policies and objectives of the adopted land use plan, particularly in relation to the proposed site and surrounding area;
2. The potential impacts on the surrounding area, including but not limited to the absolute certainty the specific use(s), traffic, erosion, land values and the compatibility of land use activities.
3. Spot zoning
 - a. Size of tract;
 - b. Compatibility with adopted plan;
 - c. Public benefits and detriments of proposed rezoning; and
 - d. The relationship between proposed use and current use of adjacent properties.

Effect of Approval

If a petition for conditional zoning district is approved the development and use of the property shall be governed by:

1. The standards and regulations applicable to the district's zoning classification;
2. The approved site plan for the district (**IF APPLICABLE**)
3. Any additional approved rules, regulations, and conditions, all of which shall constitute the zoning regulations for the approved district; and
4. All general and additional rules, regulations and conditions adopted as part of the conditional zoning district shall be an amendment to these regulations and the Zoning Map.

Zoning Map Designation

Following approval of the petition for a conditional zoning district, the subject property shall be identified on the Zoning Map by the appropriate district designation followed by the letters "CD" and the case number.

Review of Approval of a Conditional Zoning District

It is intended that property shall be reclassified to a conditional zoning district only in the event of firm plans to develop the property. Therefore, no sooner than eighteen (18) months after the date of approval of the petition, the Planning Director shall examine the progress made toward developing the property in accordance with the approval petition and any conditions attached to the approval. If the planning director determines that progress has not been made in accordance with the approved petition and conditions, the planning director shall forward to the board of commissioners a report which may recommend that the property revert back to the previous zoning classification in accordance with the procedure set out in Section 11.6 of the Iredell County Land Development Code, as the same may from time to time be amended.

Useful Contacts

Agency	Phone Number	Website
Iredell County Planning & Development	704-878-3118	http://www.co.iredell.nc.us/236/Planning-Development
Iredell County Inspections	704-928-2021	http://www.co.iredell.nc.us/234/Building-Standards-Division
Iredell County Register of Deeds	704-872-7468	http://www.co.iredell.nc.us/533/Register-of-Deeds
Iredell County Mapping	704-878-3137	http://www.co.iredell.nc.us/554/GIS-Mapping
NC Department of Environmental Quality	State:919-733-4984 Local:704-663-1699	https://deq.nc.gov
NC Department of Transportation	704-380-6040	http://www.ncdot.gov/divisions/highways/Pages/default.aspx
FEMA	800-628-6620	https://msc.fema.gov/portal
Flood Risk Information System		http://fris.nc.gov/fris/Home.aspx?ST=NC