



Town of Huntersville Non-conditional Rezoning Petition Checklist

Revised 7/12/06

Project Name: _____ Case Number & Date: _____

Initiation: This checklist is to serve as a basic guide for information that needs to be provided for a General Rezoning request. The petitioner should review *Article 11.4.3 Amendment Process* prior to submitting a rezoning request.

Overview: Any amendment to the zoning map, except for the classification of property to a conditional zoning district or MH Overlay, may be initiated:

- 1) By the Town Board or the Planning Board on its own resolution;
- 2) By the property owner(s):
 - Filing of an official petition by completing a Town of Huntersville Application
 - Submission of the established review fee by the initiating party
 - Provide a list of adjoining properties including tax parcel numbers and the name and address of each owner, provided in digital format (Microsoft Word) if possible.
- 3) By someone other than the property owner (s):
 - Filing of an official petition by completing a Town of Huntersville Application including all the names, addresses, and signatures of the fee simple property owners.
 - Submission of the established review fee by the initiating party.
 - Provide a list of adjoining properties including tax parcel numbers and the name and address of each owner, provided in digital format (Microsoft Word) if possible.
 - Planning Staff Item needed for the General Rezoning Process:** Posting a rezoning notification sign on the rezoning site concurrent with the mail out of Adjacent Property Owner Letters.

Approval Process: Preliminary evaluation by the Planning Board to evaluate consistency of the proposal with the objectives and policies of plans adopted by the Town of Huntersville; and determination by the Town Board whether the petition should be granted a public hearing or rejected.