

.3 Initiation

- a) Any amendment to the zoning text or 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), upon filing an official petition, submitting the fee established by the Town Board, and providing a list of adjoining properties including tax parcel numbers and the name and address of each owner, provided in digital form if possible;
 - 3) by someone other than the property owner following:
 - (a) filing of an official petition and submission of the established fee by the initiating party; and in addition, for a map amendment, providing a list of adjoining properties including tax parcel numbers and the name and address of each owner, or, for a text amendment, submitting the prepared text and rationale for seeking the amendment;
 - (b) 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
 - (c) determination by the Town Board whether the petition should be granted a public hearing or rejected.
- b) An amendment for the reclassification of property to a conditional zoning district or a MH Overlay district, may be initiated only by the owners of all of the property to be included in the district and shall be accompanied by an official petition, the established fee, and documentation as required by paragraph 1) below and as may be required by paragraph 2), below.
 - 1) A petition requesting the reclassification of property to a conditional zoning district or overlay district must be accompanied by a site plan, drawn to scale, and any necessary supporting text, which shall include all data specified in paragraphs (a) through (n) below that are applicable to the project. Where the type of use or scale of proposal makes providing any of the following items unnecessary or impractical, the Planning Director may waive individual items.
 - (a) A boundary survey and vicinity map showing the property's total acreage, zoning classification(s), general location in relation to major streets, railroads, and/or waterways, date, and north arrow;
 - (b) Existing topography on the site and within 300 feet of the boundary of the site; and the general nature of the proposed topography at four foot contour intervals or less;
 - (c) All existing easements, reservations, rights-of-way, and any other restrictions on the use of the land;
 - (d) Number and general location of proposed structures;
 - (e) Proposed use of all land and structures, including the number of residential units or the total square footage of any nonresidential development;
 - (f) All yards, buffers, screening, and landscaping required by these regulations;
 - (g) Any screening, buffers, and landscaping proposed over and above that required by these regulations, as well as proposed treatment of any existing natural features;
 - (h) All existing and proposed points of access to public streets; the location of proposed new streets;
 - (i) Delineation of areas within the regulatory floodplain as shown on the Official Floodway Maps for Mecklenburg County;
 - (j) Proposed number and location of signs;
 - (k) Proposed phasing, if any, and approximate completion time for the project;

- (l) The location of existing and proposed storm drainage patterns and facilities intended to serve the development;
 - (m) Traffic, parking, and circulation plans, showing the proposed location and arrangement of parking spaces and ingress and egress to adjacent streets, existing and proposed;
 - (n) A listing of adjoining properties including tax parcel numbers and the name and address of each owner, provided in digital form if possible.
- 2) In the course of evaluating the proposed use, the Planning Director, Planning Board or Town Board of Commissioners may request additional information from the petitioner. Information requested may include the following:
- (a) The location of significant trees on the petitioned property;
 - (b) Scale of buildings relative to adjoining properties, including sight lines;
 - (c) Height of structures;
 - (d) Exterior features of proposed development;
 - (e) Any other information needed to demonstrate compliance with these regulations.
- 3) The site plan, building elevations, perspectives, sections, and any supporting text shall constitute part of the petition for all purposes under these regulations.
- c) The Planning Department shall determine the number of copies of each petition and other required documentation to be submitted by the petitioner so that copies may be circulated to all appropriate agencies for review and comment. A statement analyzing the reasonableness of the proposed rezoning shall be prepared for each petition for a rezoning to a special or conditional use district, or a conditional district, or other small-scale rezoning.