



Conditional District (CD) Rezoning Review Checklist

Project

Project Name: _____

Case # _____ EPM #: _____ Cycle # _____ Date: _____

Is the property within the corporate limits? Yes _____ No _____ If No, does the applicant intend to annex? _____

Overview

This checklist is to serve as a basic guide for information that needs to be shown on the Conditional District (CD) Rezoning plans. The petitioner should review Article 11.4.3 *Amendment Process* prior to submitting a CD rezoning request.

- An amendment for the reclassification of property to a conditional zoning district, or a Mobile Home Overlay (MH-O) 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 in this checklist.
- A petition requesting the reclassification of property to a conditional zoning district or overlay district must be accompanied by a site plan and any necessary supporting text, which shall include all data specified in this checklist that are applicable to the project. Where the type of use or scale of proposal makes providing any of the checklist items unnecessary or impractical, the Planning Director may waive individual items.
- The site plan, building elevations, perspectives, sections and any supporting text shall constitute part of the petition for all purposes under these regulations.
- **If the Conditional District (CD) Rezoning request involves a Multiple Building Site or constitutes a Major Subdivision as defined in Section 2.1 of the Town of Huntersville Subdivision Ordinance, the petitioner may request Subdivision Sketch Plan approval concurrent with the Conditional District Rezoning request. If requesting concurrent approval, the petitioner must provide all of the required items listed in the Huntersville Subdivision Sketch Plan Checklist.**

Rezoning Submission

Application packets must be complete in order to be processed. For a list of submittal requirements see *Conditional Rezoning Review Process*. Multiple reviews may be required.

Items Required on the Conditional District (CD) Rezoning Plan

- Determination of Adequacy (if required)
- TIA submitted (if required)
- Property owner information (for all parcels), including name, address and contact information.
- Location of the proposed site, including address and parcel identification number(s).
- A vicinity map and boundary survey showing general location in relation to major streets, railroads and/or waterways (including creeks).
- Date, north arrow and surveyor and/or site planner information.
- A site data table showing the property's total acreage, zoning classification(s), watershed classification (including maximum impervious allowed and proposed), proposed use(s), etc.
- An Existing Features (Site Analysis) Plan, Development Impact Statement (for developments of 50 or more residential units or equivalent traffic generation) and provide information pertaining to how LID Requirements will be satisfied. An Existing Features (Site Analysis) Plan shall include:



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- The location and area calculations of constraining features including wetlands, slopes over 25%, watercourses, intermittent streams and floodways, S.W.I.M. buffers (outside of floodways), watershed buffers, and all rights-of-way and easements (current and future);
 - The location of significant features such as woodlands, tree lines, specimen and heritage trees, open fields or meadows, scenic views into or out of the property, watershed divides and drainage ways; existing structures, cemeteries, roads, tracks and trails; significant wildlife habitat; prime agricultural farmland; historic, archeological and cultural features listed (or eligible to be listed) on national, state or county registers or inventories; and aquifers and their recharge areas;
 - The location of existing or planned utility easements (above and below ground) to include, but not limited to power/transmission, water, sewer, gas, phone, and cable;
 - A topographical map showing original contours at intervals of not less than four feet and existing tree lines;
- Existing topography on site and within 300 feet of the boundaries of the site, to be shown at four-foot intervals or less.
 - All existing easements, reservations, rights-of-way and any other restrictions on the use of the land.
 - Number and general location of proposed structures.
 - Proposed use of all land and structures, including the number of residential units or the total square footage of non-residential development.
 - All yards, buffers, screening, SWIM buffers, floodplains (including delineation of areas within the regulatory floodplain as shown on the Official Floodway Maps for Mecklenburg County), and landscaping required by the Zoning Ordinance.
 - All existing and proposed points of access to public streets and the location of proposed new streets.
 - Traffic, parking, and circulation plans showing the proposed location and arrangement of parking spaces and ingress and egress to adjacent streets, existing and proposed.
 - Proposed number and location of signs. A comprehensive sign package may be developed at a later date, however, until such package is approved, only signage compliant with the zoning district will be permitted.
 - Proposed phasing, is any, and approximate completion time for the project.
 - The location of existing and proposed storm drainage patterns and facilities intended to serve the development.
 - A list of adjoining properties, including name, address, parcel identification numbers and zoning classification.
 - If the project is located along Hwy 73, 2000 feet from an adjoining municipality, and/or the Mountain Island and Lake Norman Watersheds, additional peer review is required.

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 in order to demonstrate compliance with the Town of Huntersville Zoning Ordinance. Information requested may include the following:

- The location of significant trees on the petitioned property;
- Scale of buildings relative to adjoining properties, including sight lines;
- Height of structures;
- Exterior features of proposed development;

Transportation Impact Analysis (if required) *(Z.O. Article 14)*

- | Engineering Firm | Contact | Phone | Email |
|--|---------|-------|-------|
| <input type="checkbox"/> TIA submitted. Date: _____ | | | |
| <input type="checkbox"/> Mitigation requirements accepted by Town of Huntersville Engineering Department | | | |
| <input type="checkbox"/> Mitigation shown on site plans | | | |
| <input type="checkbox"/> Applicant signed Mitigation Agreement | | | |
| <input type="checkbox"/> Mitigation note provided. | | | |

Neighborhood Meeting

Coordinating the neighborhood meeting is the responsibility of the applicant. This meeting is held so that neighbors can ask questions about the request to the applicant and the applicant can garner feedback about the concerns of the community. The meeting must be held on a day specified on the *Review Schedule: Plan Submission Dates*. Neighborhood meetings shall not be held on Town Board meeting nights (first and third Monday of the month) or Planning Board and Board of Adjustment meeting nights (second and fourth Tuesday of the month). Before a subdivision can be heard before the Planning Board, the petitioner must file in the Planning Department a written report of at least one neighborhood/community meeting held by the petitioner. Below are the petitioner's responsibilities for the neighborhood meeting.

Who to Notify

- Owner of each property petitioned for rezoning
- Owner of each abutting property
- Owner of each property within 250 feet of the petitioned property
- Owner of each property directly across a street, easement, or right-of-way (public or private) from the petitioned property
- Neighborhood, property owner and homeowner associations registered with the Huntersville Planning Department within 2,000 feet of any portion of the rezoning site (distance scaled on a TOH or Mecklenburg County official map). If fewer than two registered associations are identified, the applicant must include unregistered associations or associations beyond 2000 feet of the site. No fewer than two neighborhood, property owner or homeowner associations are notified of the neighborhood meeting.
- Mayor, Town Board of Commissioners, Planning Board Members and Town Clerk, Town Manager and Assistant Town Manager
- Planning Department Project Coordinator

Information Included on Invitation to Meeting

- Date of the meeting
- Time of the meeting
- Location of the meeting
- Zoning petition number of the subject petition as assigned by planning staff (Ex: R#07-76)
- Address/Parcel number of the property petitioned for rezoning (location).
- Property owner names and applicant names (if different)
- Statement describing the purpose of the meeting/ purpose of the zoning request

The written report for the Office of the Town Clerk shall include, among other things, a listing of those persons and organizations contacted about the meeting and the manner and date of contact, the date, time and location of the meeting, a roster of the persons in attendance at the meeting, a copy of any materials presented at the meeting, a summary of issues discussed at the meeting, including changes suggested by the participants and a description of any changes to the rezoning petition made by the petitioner as a result of the meeting. In the event the petitioner has not held at least one meeting pursuant to this paragraph, the petitioner shall file a report documenting efforts that were made to arrange such a meeting and stating the reasons such a meeting was not held. The adequacy of a meeting held or report filed pursuant to this paragraph shall be considered by the Town Board but shall not be subject to judicial review.