

## INSTRUCTIONS FOR REZONING PETITION

### A. PETITION:

#### Required Petition Materials

1. **Two (2)** original, signed Petitions for rezoning.
2. **Two (2)** area maps showing property under zoning petition. The maps can be no larger than 11 X 17.
3. **Four (4)** sets of all other materials (site plans, studies, etc.) that are required to be submitted with the application. All materials need to be folding down to letter size if larger than 11 X 17.
4. **PDF** of all submitted materials emailed to [kennedy@southernpines.net](mailto:kennedy@southernpines.net) and cc [sherry@southernpines.net](mailto:sherry@southernpines.net)
5. **Petition fee** of \$480.00 for a standard rezoning request, \$480.00 for a *Parallel Conditional District* rezoning. No fees will be refunded after the first advertisement of public hearing notice. Checks should be made payable to the *Town of Southern Pines*.
6. **Envelopes** – one (1) set of stamped envelopes must accompany the petition. Envelopes should be addressed to all property owners of property within 200 feet of the rezoning petition request and within 200 feet of all other property contiguously owned by the property requesting rezoning or at least ten (10) properties prior to the requested rezoning.  
The envelopes should be #10 with the return address of *Town of Southern Pines, 180 SW Broad Street, Southern Pines, NC 28387*. The Town Council will use these for notification mailings for the required public hearing at the Regular Business meeting of the Town Council.
7. **Metes and Bounds** description of the property requested for rezoning petition.

### B. REVIEW AND APPROVAL:

1. **Legal notices.** A legal notice is required by state law will be prepared by the Town Staff and published in *The Pilot* newspaper for two successive weeks, the first notice being published for the first time not less than 10 days nor more than twenty-five days before the date fixed for public hearing. Copies of the notice will be mailed to the petitioner and all adjacent property owners. The property in question will also be posted with a notice of public hearing.
2. **Public Hearings.** Public hearings are held before the Planning Board at the regular monthly meeting. At the public hearing, the Town Council and Planning Board will consider comments of the petitioner, adjacent property owners, or other interested citizens. Action may be taken on the request after the public hearing.
3. **Staff Review.** The Town Staff will review the petition prior to the Planning Board meeting, conferring with the petitioner as necessary. A report will be prepared concerning the request and will be sent to the petitioner and Planning Board approximately one (1) week before the meeting date.
4. **Planning Board Review.** The Planning Board meets at 7:00 PM on the next to last Thursday of each month at the Douglass Community Center, 1185 West Pennsylvania Avenue. The Planning Board will hold a Public Hearing after which they may consider the Petitioner's request, as well as a voting on a recommendation of approval or denial to the Town Council. The Planning Board has the option, however, of deferring the request, pending further study.
5. **Town Council Action.** The Town Council meets regularly at 7:00 PM on the second Tuesday of each month at the Douglass Community Center, 1185 West Pennsylvania Avenue. The Town Council will consider all information presented at the Public Hearing, as well as the recommendations of the Town Staff and Planning Board. The Town Council may vote to approve or deny the request after the Public Hearing has been held if the agenda allows for discussion and vote of the request. In addition, the Town Council has the option of deferring the request, pending further study.

To the Planning Board and Town Council of Southern Pines, North Carolina:

I, the undersigned, do hereby make a petition to change the zoning map of the Town of Southern Pines as herein requested:

1. The property is located on the \_\_\_\_\_ side of \_\_\_\_\_ (St., Ave., Dr., Ct.) between \_\_\_\_\_ (St., Ave., Dr., Ct.) and \_\_\_\_\_ (St., Ave., Dr., Ct.). The address is \_\_\_\_\_ and is identified as PIN Number \_\_\_\_\_ and LRK \_\_\_\_\_. It has a frontage of \_\_\_\_\_ feet and an avage depth of \_\_\_\_\_ feet containing \_\_\_\_\_ acres.
2. It is desired and requested that the foregoing property be rezoned from \_\_\_\_\_ District to \_\_\_\_\_ District for the following purpose: \_\_\_\_\_  
\_\_\_\_\_.
3. *A metes and bounds description must be attached to this application.*
4. List all individuals, firms or corporations owning property within 200 feet of the rezoning petition and within 200 feet of all other property contiguously owned by the property owner/petitioner or all pieces of land that were part of the property requesting rezoning or at least the ten (10) closest properties prior to the requested rezoning, and the property across the street from the property sought to be rezoned. It is required to furnish PIN and LRK numbers for each property, owner's name and address.

I certify that all information furnished in this petition is accurate to the best of my knowledge.

Petitioner's Name (Please Print or Type) \_\_\_\_\_

Petitioner's Signature \_\_\_\_\_

Mailing Address \_\_\_\_\_  
\_\_\_\_\_

Phone Number ( ) \_\_\_\_\_ Email \_\_\_\_\_

Property Owner (Please Print or Type) \_\_\_\_\_

Mailing Address \_\_\_\_\_  
\_\_\_\_\_

Phone Number ( ) \_\_\_\_\_ Email \_\_\_\_\_

1. Property owners' name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

LRK #: \_\_\_\_\_

Adjacent Property Address: \_\_\_\_\_

\_\_\_\_\_

2. Property owners' name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

LRK #: \_\_\_\_\_

Adjacent Property Address: \_\_\_\_\_

\_\_\_\_\_

3. Property owners' name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

LRK #: \_\_\_\_\_

Adjacent Property Address: \_\_\_\_\_

\_\_\_\_\_

4. Property owners' name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

LRK #: \_\_\_\_\_

Adjacent Property Address: \_\_\_\_\_

\_\_\_\_\_

5. Property owners' name: \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_

**LRK #:** \_\_\_\_\_

**Adjacent Property Address:** \_\_\_\_\_

**6. Property owners' name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_

**LRK #:** \_\_\_\_\_

**Adjacent Property Address:** \_\_\_\_\_

**7. Property owners' name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_

**LRK #:** \_\_\_\_\_

**Adjacent Property Address:** \_\_\_\_\_

**8. Property owners' name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_

**LRK #:** \_\_\_\_\_

**Adjacent Property Address:** \_\_\_\_\_

**9. Property owners' name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_

**LRK #:** \_\_\_\_\_

**Adjacent Property Address:** \_\_\_\_\_

**10. Property owners' name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

**LRK #:** \_\_\_\_\_

**Adjacent Property Address:** \_\_\_\_\_

\_\_\_\_\_

Please note that if you have more than (10) ten adjacent property owners, use another sheet for additional names, if necessary. Please include a stamped envelope addressed to each adjacent property owner with the following return address: Town of Southern Pines, Attn: Planning Department, 180 SW Broad Street, Southern Pines, NC 28387