



## 2040 Comprehensive Plan Amendment Application

### REQUIRED:

\_\_\_\_\_ **Application fee** in the amount of **\$920.00** (may be paid in person or through the online portal)  
**SCAM ALERT!** Please disregard any email correspondence requesting payment of application fees not received from [noreply@smartgovcommunity.com](mailto:noreply@smartgovcommunity.com) generated by the SmartGov online portal!

Please email the following documents to [plan@southernpines.net](mailto:plan@southernpines.net):

- \_\_\_\_\_ **Completed Application** for an amendment to the Comprehensive Long-Range Plan (CLRP) signed by the applicant
- \_\_\_\_\_ **Deed** copy to provide proof of ownership and property boundaries
- \_\_\_\_\_ **Description of proposed amendment** to the text and/or maps in the CLRP
- \_\_\_\_\_ **Reasons for proposed amendment:** Describe the need for the proposed changes to the text and/or maps in the CLRP.
- \_\_\_\_\_ **Additional documentation:** Additional text and/or maps to demonstrate consistency with the approval criteria in **UDO §2.16**

### REVIEW AND APPROVAL:

1. **Staff review:** Planning staff will review the application and notify the applicant if additional materials are needed.
2. **Public hearings:** The applicant is expected to attend a public hearing on the application before the Planning Board followed by a public hearing before the Town Council the following month. (Please refer to the **Application Processing Timeline** to determine the hearing dates.) The Planning Board will recommend approval, conditional approval or denial to the Town Council. The Town Council will consider that recommendation, as well as evidence and testimony presented, and approve, conditionally approve or deny the request.
3. **Approval:** The approval of an amendment to the Comprehensive Plan does not authorize the use, occupancy or development of property until the applicant receives necessary development approvals, such as zoning changes, subdivision and site plan approval. (**UDO §2.16.7**)

Planning Department  
TOWN OF SOUTHERN PINES  
801 SE Service Road, Southern Pines, NC 28387  
[plan@southernpines.net](mailto:plan@southernpines.net) (910) 692-4003 [www.southernpines.net](http://www.southernpines.net)



## 2040 Comprehensive Plan Amendment

Fee: \$920.00

Date Paid: \_\_\_\_\_

Case No.: \_\_\_\_\_ - \_\_\_\_\_

**Applicant:**

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

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

**TO THE TOWN OF SOUTHERN PINES PLANNING BOARD AND TOWN COUNCIL:**

I, the undersigned, do hereby make application to and petition the Planning Board and Town Council to amend the 2040 Comprehensive Plan as required by the Town of Southern Pines Zoning Ordinance.

The proposed amendment to section(s) \_\_\_\_\_ of the 2040 Comprehensive Plan is as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Applicant

### **UDO §2.16.6. Criteria**

In determining whether the proposed amendment shall be approved, the Planning Board and Town Council shall consider the change is needed to address:

- (A) Original Errors or Omissions: Whether there was an error or omission in the adoption of the Comprehensive Plan, or in the supporting premises and findings.
- (B) Subsequent Events: Whether events subsequent to the Comprehensive Plan adoption have invalidated portions of the Plan, changed the character of the Town, or demonstrated new information, such that an amendment, is acceptable.