



## Unified Development Ordinance Text Amendment

---

### **REQUIRED APPLICATION MATERIALS:**

- \_\_\_\_\_ **Application fee** in the amount of **\$1,000.00**  
**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!
- \_\_\_\_\_ **Completed Application** signed by the applicant. Please do not leave anything blank and make sure that all of the information provided is correct.
- \_\_\_\_\_ **Description of proposed text amendment** stating proposed changes to text of the UDO.
- \_\_\_\_\_ **Reasons for proposed text amendment:** Explain the need for the proposed changes to the text of the UDO.
- \_\_\_\_\_ **Additional documentation:** Please provide additional text and/or maps to demonstrate consistency with the approval criteria listed in **UDO §2.17.10 Criteria for UDO Text Amendments**. The list of criteria is attached.
- \_\_\_\_\_ **Electronic copy (PDF) of all application materials** submitted to [plan@southernpines.net](mailto:plan@southernpines.net).

### **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 a text amendment to the UDO text or Zoning Map does not authorize the use, occupancy or development of property until the Applicant receives necessary Development approvals, such as subdivision, site plan and building permit approval. (**UDO §2.17.12**)

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)



**Unified Development Ordinance  
Text Amendment**

Fee \$1,000.00

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

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

**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 text the Town of Southern Pines Zoning Ordinance based upon Section(s) \_\_\_\_\_ of the **Town of Southern Pines Unified Development Ordinance**. The proposed text is as follows:

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

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

\_\_\_\_\_  
Applicant

#### **UDO §2.17.10. Criteria for UDO Text Amendments**

In its review of an application for a UDO text amendment, the Hearing Bodies shall consider the following criteria. No single factor is controlling; instead each must be weighed in relation to the other standards.

- (A) **Consistency.** The text amendment shall be consistent with the adopted Comprehensive Plan.
- (B) **Health, Safety, and Welfare.** The amending ordinance must bear a substantial relationship to the public health, safety or general welfare, or protect and preserve historical and cultural places and areas.
- (C) **Public Policy.** Certain public policies in favor of the text amendment may be considered. Examples include a need for affordable housing, economic Development, mixed-use development, or sustainable environmental features, which are consistent with Town, area, neighborhood, or specific plans.
- (D) **Other Factors.** The Hearing Body may consider any other factors relevant to the text amendment application under state law.
- (E) **Impacts.** The Hearing Bodies shall not regard as controlling any advantages or disadvantages to the individual requesting the change, but shall consider the impact of the proposed amendment to the public at large.