

City of Charlotte – Planning Design and Development Rezoning Application Instruction Packet

STOP please read the instructions carefully BEFORE YOU FILE:

- **A rezoning presubmittal meeting is required prior to filing a rezoning. You can request to schedule a meeting. (see “Rezoning Presubmittal Meeting” link on www.rezoning.org)**
- Rezoning application fees are paid through check to the “City of Charlotte” delivered to the Planning Design and Development Department 8th Floor at 600 E. 4th Street, Charlotte, NC 28202 to the Attn of Rezoning Staff (see attached Rezoning Fees document included in this packet or “Rezoning Fees” link on www.rezoning.org). The fee is due within 10 business days following the application deadline on the rezoning schedule. If the fee is not received the application will not move forward in the rezoning process.
- Signatures of the Property owners and Petitioners are required to be uploaded when you file. Templates are provided. (see “Rezoning Petition Signature Sheet” included below)
- If you are rezoning portions of parcels you will need to upload a survey with metes and bounds when you file. Additionally, if the proposed zoning boundary does not follow existing parcel lines or existing zoning lines you will need to upload a metes and bounds of the proposed zoning boundary.
- If you are requesting conditional zoning a site plan is required to be uploaded when you file (see site plan requirements below).
- It is recommended that you have all the applicable documents listed above ready to be uploaded to Accela before beginning the rezoning application on Accela. All these documents are required before the application will be processing.
- Please use the following document naming convention for your applicable document uploads.
External File naming convention:
 - Rezoning Signature Sheet_Insert Project Name
 - Rezoning Survey_Metes_Bounds_Insert Project Name
 - Rezoning Site Plan_Insert Project Name
 - Insert record #_community meeting notice
 - Insert record #_Community meeting report
 - Insert record #_Revised Site plan_Insert revision #
 - Insert record #_change log-comments response
 - Insert record #_Rezoning Change Form

How to file:

- Go to: Accela Citizen Access (ACA) - link on www.rezoning.org
- You will need an account to file an application. (If you don't have one you can create one for free)
- Sign into ACA.
- Select “Planning” at the top of the page.
- Select “Submit a New Application”

The screenshot shows the Accela Citizen Access (ACA) website interface. At the top, there is a navigation menu with links for Home, Land Development, Enforcement, CMCSI, Planning (highlighted), and Charlotte Water. Below the navigation menu is a search bar with the text 'Search Project' and a prominent blue button labeled 'Submit a New Application'. Underneath the search bar, the 'Online Application' section is visible, featuring a welcome message: 'Welcome to Agency's Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.' Below this is a warning: 'Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.' A scrollable box contains the 'General Disclaimer' text: 'While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a'. At the bottom of the disclaimer box is a checkbox labeled 'I have read and accepted the above terms.' Below the disclaimer box is a blue button labeled 'Continue Application »'.

- Choose "Rezoning" from the drop down
- Choose Rezoning radial button from the list at the bottom of the page.

REZONINGS
 Prior to submitting a rezoning you must have a rezoning presubmittal meeting. To request a meeting go to www.rezoning.org
 Rezoning presub meetings are valid for six months. If the meeting was more than six months ago, please schedule a new meeting. At the meeting, or in a follow up response, staff will tell you which type of rezoning you should submit. No fees apply to the presub meeting. For more information go to www.rezoning.org

Selecting the incorrect record type will delay the processing of your submittal. For additional assistance, please contact the Planning Department at (704)336-2205. Ask for a rezoning staff member (for rezonings), Zoning administrative amendment reviewer (for Administrative Amendments), or a Historic District staff (for Historic District assistance).

- ▶ Rezoning Administrative Approval
- ▶ Historic District Commission
- ▼ Rezoning Petition
 - Rezoning Petition

- Complete the rezoning application form "Steps 1-5"

Step 1: Application Information > Application Information

* indicates a required field.

Detail Information

Application Name:
 - Enter the property address when completing a [Historic District Application \(HDC\)](#)
 - Enter the name of the petitioner when completing an [Administrative Application](#)
 - Enter one of the following (Site address, Petitioner Name or Project Name) when completing a [Rezoning Petition](#)

* Application Name

* Project Description

[spell check](#)

Parcel

If you have multiple parcel numbers, please use the largest parcel near a public street. Enter remaining parcel numbers in the "Additional Parcel Numbers" box on the next page.

FOR REZONING - If you have multiple parcel numbers, please enter the largest parcel near a public street below. Any additional parcel numbers should be entered on the next page in the "General Information" section. If proposing to rezone portions of parcels you will need to provide a survey and metes bounds of the rezoning area in Step 4.

Select Search to populate address/owner information. If more than one record displays in search result, please select the correct address/owner information.

The map may be used to locate a parcel by clicking on the global icon. Once you have found the parcel, use the arrow icon on the left to select the property. From the "Action" icon you can select "Use Property Information" and the parcel, address and the owner information will populate.

* Parcel Number (Do not add hyphen between numbers. Ex. 01501010):

Address

Street No.: Street Name: Direction: Street Type:

City: State: Zip:

Owner

Owner Name:

Address Line 1:

City: State: Zip:

Step 1 Instructions:

Enter application name - (site location, petitioner name or development project name)

Enter project description –

Conventional rezoning: simply enter the proposed rezoning, ex. Rezone the site to O-2)

Conditional rezoning: enter brief description of proposed development or goal of rezoning, ex.

Rezone the site to UR-2(CD) to allow a multi-family development)

Enter primary parcel included in the rezoning (use the search to then autofill the address and owner)

Enter a site address and owner of the parcel if not auto filled.

Step 2: Detail Information > Detail Information

General Information

GENERAL INFORMATION

Additional Parcel Numbers:

Site Area: Acres

* Who did you meet with?:

* Rezoning Presubmittal Date: 

Ownership Information

OWNERSHIP INFORMATION

* Owner(s) Name:

* Owner(s) Address:

PETITION INFORMATION

Applicant/Petitioner Name * (Text)

Rezoning Information


ZONING REQ

* Existing Zoning:

* Proposed Zoning:

* Current Use:

* Request Type:

Purpose of Zoning Change: 

Proposed Use:

* Overlays:

* Additional Vesting Requested between 2-5 years:

Additional Vesting years:

Step 2 Instructions:

- Enter any additional parcels and portions of parcels included in rezoning, separate with semicolons
 - Enter total site acreage for the rezoning
 - Select the planning customer service team you met with and the date of the meeting
 - Enter the name of the petitioner.
 - Enter the name(s) of all property owners included in rezoning separated by semicolon
 - Enter the address(s) of all property owners included in rezoning separated by semicolon (when listing use the same order you enter their names)
 - Provide the existing zoning and proposed zoning district(s) separated by semicolon
 - Provide the current use(s)
 - Select the rezoning type (conventional or conditional)
 - If conditional provide the purpose of the zoning change and the proposed use (leave blank for conventional)
 - Enter any applicable zoning overlays, separated by semicolons. If none type "NA"
 - Select any additional vesting requested (if conventional selected "No" in drop down) (if conditional you may choose no or yes, if yes specify the number of years up to 5). Although not required, vesting is typically requested for larger, phased development projects.
 - ** Use Charlotte Explorer's Planning layers to find existing zoning and applicable overlays **
- <https://explore.charlottenc.gov/>

Step 3: Applicant Information > Applicant Information

* indicates a required field.

Applicant

See instructions on www.rezoning.org

Select from Account

Add New

Look Up

Agent

You may use **Select from Account** to auto-fill contact information. Please update information as needed.

Select from Account

Add New

Look Up

Licensed Professional

Please click on **Look Up** button to find the Licensed Professional in the database. If the Licensed professional is not in the database, you may click on the **Add New** button to add a new Licensed Professional to the database.

Add New

Look Up

Continue Application »

Save and resume later

Step 3 Instructions:

Enter the Applicant information - this is the "Petitioner"

If the petitioner is a business entity such as an LLC you may put that in the first and last name space (i.e. First name: Example Business, Last Name: LLC)

Please note auto-generated emails created during the rezoning process will be directed to the email address provided for the applicant. If you want the agent to receive these emails you can put their email address as the email for the applicant.

Enter the rezoning agent (if applicable) - a rezoning agent could be a consultant, attorney, or representative assisting the applicant/petitioner with the rezoning. This is not a required field.

Enter Licensed Professional (if applicable) – this typically would be an architect, engineer or surveyor assisting with the rezoning. This is not a required field.

Step 4: Document Upload > Document Upload

* indicates a required field.

Attachment

EPLAN REQUIREMENTS:

- Site plan must be uploaded and saved as a PDF file.
- Site plan must be drawn to scale at a maximum size of 24"X 36", and scanned at a resolution of 150 dpi.
- Do not submit separated PDFs for each sheet of the site plan set. **Combine multiple PDF sheets in Acrobat**, using the "Smaller file size" setting, which compresses the image more and keeps it legible. Ensure all pages are in order, and rotated properly for viewing on-screen.

For Rezoning Petition Requirements go to www.rezoning.org.

Fees: Make checks payable to the City of Charlotte and deliver to the Planning Department at 600 East Fourth Street, Charlotte, NC 28202 – 8th Floor. You have three (3) days to submit payments for applications submitted electronically.

No fees apply to the pre-assessment of an application.

Please **DO NOT** include any apostrophe (' or ") in your document file name.
Click the **Save** button after you attached the file.

Please Note: Maximum file size allowed is 50 MB.
Please Note: html;htm;mht;mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Add New

File Upload

Please Note: Maximum file size allowed is 50 MB.
Please Note: html;htm;mht;mhtml are disallowed file types to upload.

Rezoning Petition Signature Sheet.docx

100%

* Type:

--Select--

Description:

[spell check](#)

Step 4 Instructions:

Upload required documents described at the beginning of these instructions. (signatures sheets, site plans if requesting conditional zoning, surveys/metes and bounds if rezoning portion of parcels) Click "Add New" then "Add New" again in the popup box to select the file to upload. Select the "type" and provide a description of the document and click Save to finish the upload. (repeat this for additional documents)

Step 5, 6 and 7 Instructions:

Step 5 - Review the information provided and ensure everything is correct before proceeding. Step 6 - Skip by leaving the fields blank and click "Continue Application." We are not accepting online payments for rezoning petitions at this time. Please see www.rezoning.org and the attached Rezoning Fee document included in the packet for fee payment information. Step 7 - Once completed, the application confirmation will provide the rezoning petition number also known as the Accela record number.

- Make note of your Rezoning Petition number / Accela record number (RZP-XXXX-XXX).
- You have completed the rezoning application in Accela. Be sure to pay the appropriate rezoning fee. You will receive email status updates as the petition proceeds in the rezoning process. You can also track the status of the petition by logging into ACA. Instructions will be sent to you if there are revisions to the rezoning required during the rezoning process.

IMPORTANT NOTE: Planning staff accepts up to 16 rezoning applications each month. The deadline for petition submittal is the 4th Monday of each month. Petitions which are not complete, fees not paid or do not meet ordinance requirements will be not be accepted for one of the 16. It will be determined during the Info Received Accela task if the petition meets the criteria to be included in the 16. You will receive an auto generated email letting you know the petition is moving forward. If more than 16 petitions are submitted and are deemed complete then they will be held in the process and considered for the next application deadline.

Special Requirements for Conditional Rezoning:

- Conditional rezoning requires a site plan (see "Conditional Site Plan Requirements" attached below) drawn to scale, a maximum size of 24" x 36"
- Conditional rezoning requires a community meeting and report, please use the sign in sheet template provided below (see "Community meeting & Report Instructions" attached below)
- A "change log-comments response" document should be provided with each revision to the site plan. This may include redlines of the development standards or a response to the comments in a separate document.
- A tree survey for all trees two (2) inches in diameter at breast height (DBH) or larger located in the public right of way. Tree survey may be completed by landscape architect, surveyor, or other land development professional. See Section 2191 of the Tree Ordinance. (This is not required for detached single family residential).
- If the request is for a site plan amendment (SPA), a list of changes to the site plan must be provided.
- A "determination" letter as to the presence of jurisdictional Wetlands on the site may be needed. If one is required, it will be listed in the site plan comments so the petitioner is notified. If not provided by the date of the Public Hearing, the Public Hearing will be automatically deferred to the next Council-zoning meeting

Helpful tips:

- If you need to make a change to the rezoning petition (i.e. request zoning district, petitioner/ agent names, add parcels, update acreage etc.) upload a rezoning petition change form to Accela (see "Rezoning petition change request" below)
- If you do not know the current zoning or applicable overlays you can find those through Charlotte Explorer. (<https://explore.charlottenc.gov/>)
- Take notes at your rezoning presubmittal meeting. You will need to know which Planning Team you met with, when you met, and which type of zoning to request (conditional or conventional)
- Plan to attend the public hearing and Zoning committee work session.
- Sign up to speak at the public hearing once scheduled via City Clerk's website
- Optional: Provide a PowerPoint Presentation to rezoning staff via email by noon the day of the scheduled public hearing
- Refer to the City Clerk's website for a copy of the agenda on the Thursday prior to the public hearing
- Refer to www.rezoning.org for a copy of the Zoning Committee work session agenda on the Monday prior to the work session.
- A petitioner may request a deferral at any point in the rezoning process. If the petitioner defers their Rezoning Petition more than once after the initial Public Hearing has been advertised by the City Clerk's Office, there will be a deferral fee for each additional advertisement.

FY 2021 Rezoning and Zoning Text Amendment Application Fees Effective July 1, 2020

- Include the RZP # assigned by Accela on either the check, envelope or a transmittal note
- Make checks payable to - City of Charlotte
- Mail fee check to our office for processing at the following address:
 City of Charlotte
 Charlotte Planning Design & Development, 8th Floor, Attn: Rezoning Fees
 600 East 4th Street
 Charlotte, NC 28202
- Rezoning application fee is due within 10 business days following the application deadline on the rezoning schedule. If the fee is not received the application will not move forward in the rezoning process.
- On Step 6 “Pay Fees” in Accela application leave the fields blank and skip the step by clicking “Continue Application.” We are not accepting online payments for rezoning fees at this time.

FY 2021 Rezoning and Text Amendment Fees (effective July 1, 2020)

<u>Type</u>	<u>Planning</u>	<u>CATS</u>	<u>General Services</u>	<u>CDOT</u>	<u>Fire</u>	<u>Clerk</u>	<u>Total Fee</u>
Conventional	\$ 2,750	\$ 490	\$ 30	\$ 605	\$ 35	\$ 290	\$ 4,200
Conditional Minor	\$ 4,850	\$ 490	\$ 30	\$ 605	\$ 35	\$ 290	\$ 6,300
Conditional Major	\$ 8,900	\$ 490	\$ 30	\$ 5,500	\$ 70	\$ 290	\$ 15,280
Text Amendment	\$ 1,700	\$ -	\$ -	\$ -	\$ -	\$ 290	\$ 1,990

Deferral fee: if a petition has been advertised for a public hearing and is deferred more than once, then a deferral fee of \$290 dollars is due for each additional deferral to cover the cost of the additional legal advertisements.

Which Fee Do I Pay?

- During the rezoning presubmittal meeting staff will discuss the type of rezoning to submit with the petitioner. See below for additional information.
 - Conventional: conventional, by right zoning (no site plan required) Examples: Proposed zoning is R-4, R-8MF, I-1, B-1(PED), TOD-CC etc.
 - Conditional Minor: conditional rezoning (site plan required), less than 10 acres, no traffic study required (proposal generates less than 2,500 vehicle trips per day) Examples: Proposed zoning ins a conditional district such as NS or CC or has (CD), -O or EX.
 - Conditional Major: conditional rezoning (site plan required), more than 10 acres and/or traffic study required (proposal generates more than 2,500 vehicle trips per day) Examples: Proposed zoning is a conditional district such as NS or CC or has (CD), -O or EX.

Refund Policy

- In the event a petition is withdrawn prior to the beginning of the first review cycle the payee is eligible for up to 100% refund of the total application fee.
- Once a review cycle is complete, in the event a rezoning petition is withdrawn prior to legal advertisement for the public hearing, the payee is eligible for up to 50% refund of the total application fee.
- In the event a rezoning petition is withdrawn after the legal advertisement for a public hearing the application fee is non-refundable.

Questions?

- Email:
Donna Johnson-McNeil - djmcneil@ci.charlotte.nc.us
Holly Cramer - Holly.Cramer@ci.charlotte.nc.us
John Kinley – jkinley@ci.charlotte.nc.us

Rezoning Process Overview information:

The time frame for rezoning is dependent upon the complexity of the rezoning petition. After an application has been accepted there are three (3) meetings for conventional rezoning petitions and four (4) meetings for conditional rezoning meetings. The petitioner and/or his representative should attend each of these meetings. The meetings are as follows:

- Community meeting (only required for conditional petitions)
- City Council Public Hearing (A City Council lunch briefing is an optional meeting on the day of the public hearing)
- Zoning Committee Work Session
- City Council decision meeting

Overview (after required pre-submittal meeting and formal application submittal):

1. **Application Deadline/Submittal Date (Accela Tasks - Info Received and Gateway Review):** Planning staff accepts up to sixteen rezoning applications each month. The deadline for petition submittal is the fourth Monday of each month. Petitions which are not complete, fees not paid or do not meet ordinance requirements will be not be accepted for one of the 16. If more than 16 petitions are submitted than any over 16 will automatically be considered for the next application deadline.
2. **Initial Review (Accela Tasks – Plan Distribution and Department reviews, Plan Collection):** City and County staff will perform a review of each case. Staff comments will be provided per the rezoning schedule. Subsequent reviews should not result in new comments, unless resulting from petitioner changes to the submittal.
3. **Meeting with Staff to Review Comments:** After the initial review, a meeting may be scheduled with staff and petitioner to discuss comments, if needed. The meeting will focus on questions the petitioner has about comments and discussion about potential ways to resolve staff concerns.
4. **Petitioner’s Community Meeting (conditional petitions):** The required community meeting for conditional/optional cases must be held prior to the public hearing. It is recommended that the petitioner hold the community meeting as early as possible in the process so that the petitioner and the community have adequate time to work together. The community meeting report must be included in the site plan submittal for the public hearing. The petitioner may elect to hold additional community meetings prior to submitting a rezoning or during the rezoning process, a report is not required for additional community meetings. There is not a required community meeting for conventional cases or for text amendments.
5. **Additional Full Reviews (Accela Tasks – Plan Distribution and Department reviews, Plan Collection repeated as needed):**
 - a. After the initial submittal, the petitioner should submit a revised site plan according to the rezoning schedule (at least 4 weeks prior to the potential public hearing)
 - b. Staff will review the revised site plan to determine whether it meets the following:
 - Submittal is compliant with zoning and subdivision ordinance;
 - Transportation analysis (if required) submitted three months prior to requested hearing date, and analysis determined to be adequate by CDOT.
 - Small number of outstanding issues (typically five or less) and no foundational outstanding issues that will require site redesign. If staff and the petitioner have reached an impasse on an issue and cannot reach resolution, this issue will not be considered in the determination about whether a case is to be scheduled for hearing
 - c. Staff will inform petitioner about whether the case meets the criteria to be scheduled for public hearing. If a case does not meet the criteria, it will be scheduled for another full review
 - d. It is not uncommon for cases to require more than one full review due to the complexity of the case or number of substantive issues. Additional revised site plan submittals should be provided according to the rezoning schedule

- e. Even if a case meets the criteria to be scheduled for a public hearing, the petitioner may request a deferral of the case. The deadline for deferral prior to advertising for the public hearing is shown on the rezoning schedule.
6. **Public Hearing (Accela tasks –Public Hearing):** The City Council and Planning Commission's Zoning Committee attend the scheduled public hearing for each case. As part of the hearing, staff presents an overview of the case and staff's recommendation, and supporters and opponents of each case are given time to speak to the Council and Zoning Committee. On the day of the public hearing, there is an optional Lunch Briefing held for City Council. The public is invited to attend but may only comment if questioned by the Mayor or City Council. The meeting is at noon in the Uptown Conference Room on the 8th floor of the Government Center.
7. **Submittal for Zoning Committee Review (Accela Tasks –may include Plan Distribution and Department Reviews):** The Planning Commission's Zoning Committee reviews each case and makes a recommendation to Council. An updated submittal for Zoning Committee review may be submitted after the public hearing for the case and by the deadline shown on the rezoning schedule.
8. **Zoning Committee Meeting (Accela Tasks – Zoning Committee Meeting):** The Zoning Committee meeting is not a public hearing, but it is recommended that the petitioner attend in case the Zoning Committee members have questions for the petitioner about the case. The Zoning Committee will make a recommendation on the rezoning petition.
9. **City Council Decision (Accela Tasks - City Council Decision):** The City Council makes the final decision on each rezoning case. If a conditional rezoning is approved the stamped approved site plan will be uploaded to Accela.

Site plan information (Conditional Petitions Only):

Site Plan Note Format

Site plan notes on conditional plans are required to be organized as indicated below. Site plans should contain heading and each item following it. If the item is not applicable, it should be noted as such.

For example:

Development Data Table

- a. Site Acreage: 5.0
- b. Tax Parcels included in Rezoning: xxx-xx-xxx
- c. Existing Zoning (including overlays and vesting): I-1
- d. Proposed Zoning (including overlays and vesting): I-2
- e. Existing and Proposed Uses: All uses in I-2
- f. Number of Residential Units by Housing Type: NA
- g. Residential Density: NA

The following items should be included in the site plan notes (and shown on the drawing when applicable). There may be other items that are not listed but are appropriate for inclusion.

1. Development Data Table (items may need to be supplemented with additional notes or site plan annotation)

- a. Site Acreage
- b. Tax Parcels included in Rezoning
- c. Existing Zoning (including overlays and vesting)
- d. Proposed Zoning (including overlays and vesting)
- e. Number of Residential Units by Housing Type
- f. Residential Density
- g. Square footage of Non-Residential Uses by Type (retail, office, industrial, etc.)
- h. Floor Area Ratio
- i. Maximum Building Height
- j. Maximum Number of Buildings
- k. Number and/or Ratio of Parking Spaces
- l. Amount of open space

2. General Provisions

- a. Note addressing applicability of ordinances
- b. Note that alterations to the conditional plan are subject to Section 6.207 Alterations to Approval.

3. Optional Provisions (only for proposed zoning to UMUD-O, MUDD-O, PED-O, or TS-O)

- a. Listing of all optional provisions
Note: Optional provision should include reference the Zoning Ordinance section requested for modification.

4. Permitted uses

- a. Allowed uses or prohibited uses
- b. Other Use Restrictions

5. Transportation

- a. Dedication and reservation of street right-of-way to City/ NCDOT
- b. Transportation Improvements constructed in conjunction with development

6. Architectural Standards

- a. Building Materials
- b. Building Scale

- c. Treatment of urban design and architectural elements, such as street walls, building entrances, canopies and balconies
- d. Fence/Wall standards

7. Streetscape and Landscaping

- a. Streetscape (sidewalk and planting strip) standards
- b. Special landscape, buffer, screening treatment

8. Environmental Features

- a. Proposed Tree save areas
- b. Proposed PCSO treatment areas
- c. Environmental provisions per Environmental General Development Policies

9. Parks, Greenways, and Open Space

- a. Reservation/Dedication of park and/or greenway
- b. Park and/or greenway improvements
- c. Connections to park and/or greenway
- d. Privately constructed open space

10. Fire Protection

- a. Fire lane treatment

11. Signage

- a. Sign limitations – size, type, location if different from ordinance requirements

12. Lighting

- a. Limitations on type or location of lighting
- b. Location and height of special lighting, such as pedestrian scale lighting

13. Phasing

- a. Development phasing by use, area and/or square footage and trigger for each phase

14. Other

- a. Indicate if a request for right-of-way abandonment or a variance has been submitted for the subject property. Such request may need approval prior to a City Council vote on the rezoning.
- b. Property corner tie points for mapping
- c. Public facilities/sites to be provided
- d. Proposed dumpster locations
- e. Provision of public art
- f. Underground utilities
- g. Other conditions not previously listed.

The following items should be shown on site plan drawing. There may be other items that are not listed but are appropriate for inclusion.

1. General

- a. Date of site plan
- b. Rezoning petition number (added to revised site plan)
- c. Vicinity Map
- d. North arrow
- e. Proposed zoning boundary(ies) should be clearly identified and labeled
- f. Topography at four-foot contour intervals or less (existing and, in some cases proposed).
- g. All existing easements, reservations and rights-of-way
- h. Surface Water Improvement and Management (“SWIM”) buffers and delineation of areas within the regulatory floodplain as shown on the Official Flood Hazard Boundary Maps for Mecklenburg County

2. Specific to the proposed development

- a. All yards, buffers, screening, and landscaping required or proposed
- b. Areas designated for structures and/or parking (surface or deck to be noted)
- c. The location of existing and proposed storm drainage patterns and facilities intended to serve the proposed development

- d. Proposed treatment of any existing natural features
- e. Building elevations (if provided)
- f. Public or private streets labeled
- g. Transit facilities
- h. Location of proposed bike/pedestrian improvements
- i. Location of existing and proposed thoroughfare

Community meeting instructions:

- a) When a Community Meeting is required, the petitioner should send the community meeting notice to the City Council district representative.
- b) A report on the community meeting with appropriate parties is required to be filed in the Charlotte City Clerk's Office a copy of the community meeting report should also be uploaded to Accela. Failure to meet the deadline will result in an automatic deferral of the public hearing.

As a part of the conditional rezoning process, the Zoning Ordinance and state law requires a "community meeting" and submit a written report to the Office of the City Clerk. This meeting is instrumental in providing information to the public regarding your rezoning request. For this reason, the following should be considered when planning your meeting: **(Please see www.rezoning.org home page for updates)**

- Hold the meeting at 6:00 pm or later to allow citizens time to arrive after work or at a time that is suitable for the target audience. For example: if your adjacent property owners are located within an office park, a 5:00 pm meeting may be more appropriate.
- Hold the meeting in the community where the rezoning is located. If this is not possible, the meeting should be held in a location that is as close as possible to the area to be rezoned.
- Avoid holding the meeting on holidays.
- Invite your City Council representative.
- Mail out notices of the meeting no less than 10 days prior to the meeting.
- If no citizens attend your meeting, consider having a second meeting.

The community meeting report must include the following attachments: the report, mailing lists to whom invitations were sent, community meeting notice letter/ invitation and attendance sheet.

Please do not include yourself, clients, rezoning agent, design professionals etc. serving the petitioner.

Below is an example of a community meeting report. If you have any questions about this process, please contact a rezoning staff member at 704-336-2205.

Example of Community Meeting Report

COMMUNITY MEETING REPORT
Petitioner: **ABC Development, LLC**
Rezoning Petition No. 2019-000

This Community Meeting Report is being filed with the Office of the City Clerk and the Charlotte-Mecklenburg Planning Commission pursuant to the provisions of the City of Charlotte Zoning Ordinance.

PERSONS AND ORGANIZATIONS CONTACTED WITH DATE AND EXPLANATION OF HOW CONTACTED:

A representative of the Petitioner mailed a written notice of the date, time, and location of the Community Meeting to the individuals and organizations set out on Exhibit A attached hereto by depositing such notice in the U.S. mail on (Date). A copy of the written notice is attached hereto as Exhibit B.

DATE, TIME AND LOCATION OF MEETING:

The Community Meeting was held on (Day and Date) at (Time) at (Name of place meeting was held and address).

PERSONS IN ATTENDANCE AT MEETING (see attached copy of sign-in sheet):

The Community Meeting was attended by those individuals identified on the sign-in sheet attached hereto as Exhibit C. The Petitioner was represented at the Community Meeting by (list all persons present representing the petitioner).

SUMMARY OF PRESENTATION/DISCUSSION:

Example of minutes: The Petitioner's agent, (Name), welcomed the attendees and introduced the Petitioner's team. (Petitioner's agent) indicated that the Petitioner proposed to rezone an approximately (acreage) site (the "Site") (location) from the (zoning district) to (zoning district). The (agent) explained the rezoning process in general and stated that the purpose of the meeting was to discuss the rezoning request and the conditional site plan and respond to questions and concerns from nearby residents and property owners.

(A team member) provided background information about the Petitioner's experience and the typical operation of its facilities. He/she then presented the site plan and pointed out various commitments made by the Petitioner. (A team member) showed proposed architectural elevations and discussed the design of the proposed facility. He/she used the elevations and renderings to explain the facility's design concepts, and operations.

(Detailed minutes of the conversation about the rezoning should be provided including questions, responses and any commitments made by the petitioner.)

Respectfully submitted, this (Date) day of (Month), (2020).

cc: Charlotte Planning, Design & Development Department – Rezoning staff

Pet. No.	FirstName	LastName	OrgLabel	MailAddress	MailCity	MailState	MailZip
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List of Property Owners Provide
Charlotte Planning, Design and
Development and Based on Cur
Records and Neighborhood Org
List will be uploaded to Accela

NOTICE TO INTERESTED PARTIES

OF COMMUNITY MEETING

Subject: Community Meeting - Rezoning Petition filed by ABC Development, LLC to rezone approximately XX acres located XX to allow development of a XX.

Date and Time of Meeting: (Day), (Month/Date/Year) at (Time).

Place of Meeting: (Name of facility and address)

Petitioner: ABC Development, LLC

Petition No.: RZP-2020-000

We are assisting ABC Development, LLC (the "Petitioner") with a Rezoning Petition filed with the Charlotte Planning, Design & Development Department seeking to rezone an approximately XX-acre site (the "Site") located (location) from the XX zoning district to XX zoning district. The purpose of the rezoning is to permit the development of (describe proposed development).

In accordance with the requirements of the City of Charlotte Zoning Ordinance, the Petitioner will hold a Community Meeting prior to the Public Hearing on this Rezoning Petition to discuss this rezoning proposal with nearby property owners and organizations. The Charlotte Planning, Design and Development Department's records indicate that either you are a representative of a registered neighborhood organization or an owner of property that adjoins, is located across the street from, or is near the Site.

Accordingly, on behalf of the Petitioner, we give you notice that representatives of the Petitioner will hold a Community Meeting regarding this Rezoning Petition on (Day, Date, Time, and Location). The Petitioner's representative's look forward to sharing this rezoning proposal with you and to answering any questions, you may have with respect to this Rezoning Petition.

In the meantime, should you have any questions or comments about this matter, please call (contact person and phone number).

cc: (City Council representative)

Date Mailed: XXX

Community Meeting Attendance Sheet

** This sign in sheet is to acknowledge your attendance at the community meeting and so that the City Council may know who attended the community meeting. Signing this attendance sheet does not indicate support or opposition to the proposed rezoning petition. **

Petitioner: ABC Development

Rezoning petition Number 2020-000

Date

Name	Address	Phone	Email

Add additional sheets as needed

Example of a Rezoning Site Plan*

(*Note: Site plan has been reduced in size and is for illustrative purposes only.)

<p>TERESA L. HAWKINS R.A., A.S.L.A., LEED-AP 21326 Bethel Church Road Cornelius, NC 704-892-6525(t/f)</p>	<p>Land Planning Landscape Architecture • Urban Design</p>	<p>NOT FOR CONSTRUCTION</p>	<p>CONDITIONAL REZONING SITE PLAN</p> <p>PROJECT: DOMINION 4550 Pete Brown Road Charlotte, NC</p> <p>DALLAS I CONSTRUCTION RESIDENTIAL DEVELOPMENT, LLC</p>	<p>Project No. 2014-04</p> <p>Checked by: T.H.</p> <p>Drawn by: JSM/TJM</p> <p>Date: 03/26/2014</p> <p>REVISIONS:</p> <ul style="list-style-type: none"> Δ 5/29/14 BY JSM/TJM FOR PUBLIC Δ 6/25/14 BY JSM/TJM FOR PUBLIC Δ 7/10/14 BY JSM/TJM FOR STATE ANALYSIS <p>Sheet</p> <h2 style="font-size: 2em; margin: 0;">RZ-1</h2>
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APPROVED BY
CITY COUNCIL

JUL 21 2014

REZONING DATA:

- TRACT MAP: 2014-0032
- REZONING DISTRICT: RZ-1 (RESIDENTIAL MEDIUM-DENSITY)
- EXISTING LAND USE: COMMERCIAL OFFICE AND STORAGE
- EXISTING AND PROPOSED LOT COVERAGES: 10% AND 15% (MAX)
- EXISTING AND PROPOSED TYPICAL LOT SIZES: 30,000 SQ. FT. (MIN) AND 40,000 SQ. FT. (MAX)

1. REZONING DISTRICT AND ZONING DISTRICT AND FRONTAGE TRAIL SURVEY PROVIDED BY JACK B. CHRISTIAN & ASSOCIATES

2. THE ALLEYS OFF PETE BROWN ROAD IN THIS CITY OF CHARLOTTE CONSTRUCTION DOCUMENTS DATED 02/03/14

GENERAL NOTES:

A. DEVELOPMENT OF THIS SITE SHALL BE CONTROLLED BY THE STANDARDS SPECIFIED ON THIS SITE PLAN AND BY THE STANDARDS OF THE ZONING DISTRICT AND THE CITY OF CHARLOTTE.

B. ALL UTILITIES SHALL BE DEEPENED TO THE PROPOSED GRADE AND ALL UTILITIES SHALL BE MARKED AND COLOR CODED AS PER THE CITY OF CHARLOTTE UTILITIES DEPARTMENT AND THE CITY OF CHARLOTTE UTILITIES DEPARTMENT STANDARDS.

C. ALL UTILITIES SHALL BE DEEPENED TO THE PROPOSED GRADE AND ALL UTILITIES SHALL BE MARKED AND COLOR CODED AS PER THE CITY OF CHARLOTTE UTILITIES DEPARTMENT AND THE CITY OF CHARLOTTE UTILITIES DEPARTMENT STANDARDS.

D. ALL UTILITIES SHALL BE DEEPENED TO THE PROPOSED GRADE AND ALL UTILITIES SHALL BE MARKED AND COLOR CODED AS PER THE CITY OF CHARLOTTE UTILITIES DEPARTMENT AND THE CITY OF CHARLOTTE UTILITIES DEPARTMENT STANDARDS.

RE-ZONING
SITE PLAN

SCALE: 1"=40' 0"

RE-ZONING SITE PLAN

SCALE: 1"=40' 0"

Rezoning Petition Signature Sheet

Rezoning Attachment

The undersigned, as the petitioner for the rezoning of the parcel(s) of land that is/are designated as Tax Parcel #: *[Insert Tax Parcel Number(s) and any portion of parcel(s)]* in Mecklenburg County, North Carolina request the rezoning which is subject of the attached Rezoning Application.

[Insert Petitioner Name]

Signature: _____

Name (Printed): _____

Title: _____

Date: _____

*** provide the property owner signatures below, if multiple parcels are included in the rezoning with different owners then each property owner should sign the joinder agreement for their corresponding parcels***

Rezoning Petition Joinder Agreement

[Insert Rezoning Petitioner's Name]

The undersigned, as the owner of the parcel of land that is designated as Tax Parcel #: *[Insert Tax Parcel Number(s)]* in Mecklenburg County, North Carolina and which is subject of the attached Rezoning Application, hereby joins in this Rezoning Application. If the application is a conditional rezoning, hereby agrees to the rezoning as more particularly depicted on the related Rezoning Site Plan and to subsequent changes to the rezoning site plan as part of this Rezoning Application.

[Insert Property Owner Name]

Signature: _____

Name (Printed): _____

Title: _____

Date: _____

*** provide additional sheets as needed ***

Rezoning Petition Change Request

As the petitioner or authorized agent for the rezoning petition listed below, I request the following modification to the rezoning petition. (modifications allowed with this form include changes of: agent, petitioner*, requested zoning district*, addition/deletion of parcels and resulting changes to acreage**, clarification of acreage***, and/or proposed use).

Upload load this form to the Accela record so that staff can make the requested change to the record.

*requires signed authorization from property owner(s) below

** requires signed authorization from property owner(s) below and new survey/ metes bounds for portions of parcels

***requires new survey/ metes and bounds for portions of parcels

[Insert Petitioner Name]

[Insert Rezoning Petition/ Accela Record number]

Requested Change: _____

Petitioner/Agent name: _____

Required for changes of petitioner and/or requested zoning district, additions/deletions of parcels and resulting changes in acreage. (add additional lines as need)

Property Owner Signature: _____

Name (Printed): _____

Title: _____

Date: _____