

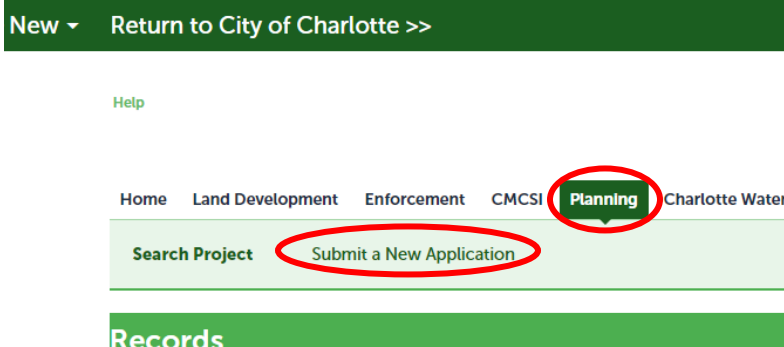
# City of Charlotte – Planning Design and Development Rezoning Application Instruction Packet

**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](http://www.rezoning.org) )**
- 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)
- As of 7/1/21 we will no longer request or accept payment of rezoning fees at the time of application submission. Once a rezoning petition clears gateway, staff will notify petitioners via email of the required fee amount due.
- Rezoning application fees are paid through check to the “City of Charlotte” delivered or mailed to the Planning Design and Development Department 8<sup>th</sup> Floor at 600 E. 4<sup>th</sup> 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](http://www.rezoning.org) ).
- The fee is due within 10 business days following the application 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. If the owner is also the petitioner it should be noted on the owner signature sheet. 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 petition #\_community meeting notice
  - Insert petition #\_Community meeting report
  - Insert petition #\_Revised Site plan\_Insert revision #
  - Insert petition #\_change log-comments response
  - Insert petition #\_Rezoning Change Form

How to file:

- Go to: Accela Citizen Access (ACA) - link on [www.rezoning.org](http://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”



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

Select a Record Type

Choose one of the following available record types.

Historic District Application

Staff requires submission of a Pre-Assessment Application for a HDC Certificate of Appropriateness. Once the pre-assessment is complete, staff will notify you regarding your HDC application record. HDC applications auto-generate after the pre-assessment review.

Administrative Amendment/HDC Application Types

Go to [Administrative Amendment/Approvals-Review Types](#) for a description of each type of Administrative review. For Historic District Commission Certificate of Appropriateness review types, select [Application & Checklist](#).

Rezonings

Prior to submitting a rezoning you must go to [www.rezoning.org](http://www.rezoning.org) to schedule a rezoning pre-submittal meeting. Rezoning pre-sub meetings are only valid for six months. Staff will tell you which type of rezoning you should submit. No fees apply to the pre-sub meeting. For more information go to [www.rezoning.org](http://www.rezoning.org)

Selecting the incorrect record type will delay processing. For additional assistance, please contact the Planning Department at (704) 336-2205.

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

- Complete the rezoning application form "Steps 1-5" (continued on next page)

Step 1: Application Information > Application Information

Show Map

\* 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 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 rezoning 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):

Search

Clear

Address

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

City:  State:  Zip:

Search

Clear

Owner

Owner Name:

Address Line 1:

City:  State:  Zip:

Search

Clear

Continue Application »

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:

Rezoning Information

ZONING REQ

\* Existing Zoning:

\* Proposed Zoning:

\* Current Use:

\* Request Type:

Purpose of Zoning Change:

spell check

Proposed Use:

\* Overlays:

\* Additional Vesting Requested between 2-5 years:

Additional Vesting years:

**Ownership Information**

OWNERSHIP INFORMATION

\* Owner(s) Name:

\* Owner(s) Address:

Council District./Representative:

PETITION INFORMATION

Applicant/Petitioner Name \*

 (Text)

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)
- Enter the City Council District and Representative (if outside City limits state "outside City limits")
- 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 \*all rezonings get 2 years by default, conventional rezonings are not eligible for additional vesting\* (if conventional select "No" in drop down) (if conditional you may choose no or yes, if yes specify the number of years, a maximum of 5 including the default 2 is allowed). Additional vesting is not required, additional vesting is usually considered 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](http://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 > Plans Submission

##### DIGITAL PLAN ROOM REQUIREMENTS:

- All plans and supporting documentation shall be in PDF file format.
- Maximum file size is 100MB (per file).
- Plans must be "to scale" original plans scanned and saved as PDF file.
- All submitted plans and design calculations must be sealed and signed by a design professional licensed in the state of North Carolina.
- Where applicable, include a PDF of sealed engineering calculations, drainage area maps, exhibits, and/or supporting documentation.
- Plan sheets should be 24"X 36" maximum size, and can be scanned at a resolution of 150 dpi.
- Plan files:
  - Plans shall be set to landscape view, oriented so that North is always at the top of the monitor; with the title block located in the lower right hand corner. (Ensure that all pages are in order, and rotated properly for viewing on-screen.)
  - Whenever possible it is important to include a table of contents when exporting/publishing to the PDF (ex. Include "Create bookmarks" setting in AutoCAD or Revit).
    - Include sheet titles within table of contents when possible.
  - Multiple files including plans may be uploaded at the same time.
    - Ensure sheet numbers are unique across all plans submitted.
  - Any annotations in the PDF will be removed during the submission process.
- Supporting documents:
  - Do not combine any supporting documentation in the same PDF file with any plans; Submit supporting documentation as separate PDF files.
  - Supporting documents shall be submitted as individual documents or as a single combined multipage file.
  - Document files may be oriented either landscape or portrait view so that the top of the page is always at the top of the monitor.

FOR PROJECTS WITH DRIVEWAY ENTRANCES TO NCDOT-MAINTAINED ROADWAYS: Please attach to this project record a completed, signed NCDOT Street and Driveway Access Permit Application (form TEB 65-04). This driveway permit application can be obtained from the NCDOT website at <https://connect.ncdot.gov/resources/BusinessForms/TEB-65-04.doc>.

FOR SUBDIVISION submittals (excluding Sketch Plans), in addition to the above:

- A completed Gateway Checklist.
- Floodplain Development Permit Application (If Applicable).
- A NCDOT Stamped Transmittal for projects in ETJ or located on State-maintained roadway.
- Subdivision Signature Form – Must be completed and signed by owner of record.

Visit [EPLAN Required Documents](#) for a copy of all required documents to include the signature page and/or a complete list of required documents.

FEES: Please note payment of review fees must be done via personal check delivered to the Charlotte Development Center. For commercial projects, a Mecklenburg County bond account may be used for payment.

Please DO NOT include an apostrophe (') or any special characters in your document file name.

Plans and supporting documentation must be submitted as a PDF and the maximum individual file size allowed is 100MB.

### Plans Submission Acknowledgement

#### PLAN ROOM ACKNOWLEDGEMENT

\* I acknowledge that I will upload plans, supporting documentation, and attachments following the submission of my application.

Save and resume later

Continue Application »

#### Step 4 Instructions:

- Review plan requirements and accept Plan Room Acknowledgement. You must accept the acknowledgement even if proposing a conventional rezoning or text amendment without plans. Rezoning signature sheets are considered supporting documentation.

#### Step 5 Review:

- Review the information provided and ensure everything is correct before proceeding.

## Step 6: Application Confirmation



Your application has been successfully submitted. Please print your application and retain a copy for your records. Staff will contact you if additional information is needed. If a fee is required it must be submitted within 3 days and accepted before a review can begin.

For Rezoning petition fee instructions, visit [www.rezoning.org](http://www.rezoning.org).

If fees are paid prior to the submittal of this application, City staff, per state statute, can only keep the check for 24 hours. If plans are not submitted within that time, the check will be returned to you.

Thank you for using our online services.  
Your Record Number is RZP-2021-166.

You will need this number to check the status of your application or to schedule/check results of inspections. Please print a copy of your record and post it in the work area.

To upload your digital plans, specifications, or other supporting documents for review, please click below:

[Upload Plans and Documents](#)

To view the application details, click on the button below:

[View Record Details >](#) (You will be directed to the Record Details page.)

**Step 6 Application Confirmation:** - The application confirmation will provide the rezoning petition number also known as the "Record Number" in Accela.

- Make note of your Rezoning Petition number / Accela record number (RZP-XXXX-XXX).
- Click "Upload Plans and Documents" to upload required signature sheets, site plan, etc. Watch this video for a guide to the document upload process.  
<https://www.youtube.com/watch?v=S4XqZxbAMWQ>
- NOTE rezoning applications are not complete until the appropriate documents are uploaded (see **Digital Plan Room Instructions** below).
- Be sure to pay the appropriate rezoning fee by following the Fee instructions included below in this document or at [www.rezoning.org](http://www.rezoning.org).
- 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.

# Digital Plan Room Instructions (document upload):

Digital Plan Room  
Record: RZP-2021-071

 Need help

Record Details	Summary	Uploads	Issues	Conditions	Notes	Approved
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
1 Information	2 File Processing	3 Sheet Versioning	4 Review
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## Step 1: Information

Review packages are a set of plans and documents submitted for a review cycle.




### General

#### Review Version #1

Description: 

Enter a description of the plans or documents you are uploading...

#### Requirements


-  **Rezoning Signature Sheet**  
*This document is required.*
-  **Rezoning Site Plan**  
*This document is recommended.*
-  **Rezoning Survey Metes Bounds**  
*This document is recommended.*

[Continue](#)

## Step 1 Information:


Provide a description for the document(s) you are uploading. (Note signature sheets are required for both conventional and conditional rezoning, site plans are only required for conditional rezoning, survey metes and bounds of rezoning boundary is required for conventional and conditional rezoning if portions of parcels are being rezoned)

## Step 2: Add & Process Files

[Click to view the requirements checklist for this review package.](#)  **Requirements**

Browse or drag and drop the desired files to upload. Once all files are added, the Upload and Validate button is displayed. Click on it to validate the files and add them to your review package. When all of the desired files are uploaded and validated, click the Process Files button to prepare your files for review.

Note: Please do not combine plans and documents of various types into a single PDF document.



Drag and drop files here  
or

[Browse](#)



Drag and drop files here  
or

Browse

TEST REZONING APPLICATION SIGNATURE SHEET.docx

Rezoning Signature Sheet

Owner/Petitioner Signature Sheet



TEST RZ PLAN.pdf

Rezoning Site Plan

Ex Rezoning Plan



Upload and Validate

## Files

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature	
TEST REZONING APPLICATION SIGNATURE SHEET.docx	Owner/Petitioner Signature Sheet	Rezoning Signature Sheet	VALIDATED	John Kinley	3/11/2021		
TEST RZ PLAN.pdf	Ex Rezoning Plan	Rezoning Site Plan	VALIDATED	John Kinley	3/11/2021		

Process Files

## Step 2 Add & Process Files:

Browse or drag/drop your files to upload, follow on screen instructions. When done adding files click upload and validate. You will see your files listed below under "Files" It may take a moment for validation to be completed. Once validated click "Process Files" and the box shown below will appear. Once processed click "Continue" and then "Finish"

### File processing

Your files are being processed into sheets and title block information is being extracted. This process can take several minutes to complete. You can navigate away from this page and return if desired.

We will notify you via *email* when the process is completed and provide a link for you to return and complete the remaining steps to finalize your review package.

Note: Your review package is not complete and will not be routed for review until you complete the remaining steps.

Close

## Files

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature	
TEST REZONING APPLICATION SIGNATURE SHEET.docx	Owner/Petitioner Signature Sheet	Rezoning Signature Sheet	PROCESSED	John Kinley	3/11/2021		
TEST RZ PLAN.pdf	Ex Rezoning Plan	Rezoning Site Plan	PROCESSED	John Kinley	3/11/2021		

Your files have been processed, you can proceed now to verify your sheets.

Continue »

#### Step 4: Review

Please review the information below and ensure you have uploaded all of the plans and documents for this review cycle. Click the Edit buttons to make any needed changes or to upload any remaining documents. Once you click Finish, your review cycle will begin and additional documents cannot be uploaded until after the review cycle has been completed.

Finish

#### General

Edit

Review Version #1

Test

#### Requirements

Edit

This is the requirements checklist for this package.

Status	Requirement	Message
!	Rezoning Survey Metes Bounds	This document is recommended.
✓	Rezoning Signature Sheet	
✓	Rezoning Site Plan	

#### Files

Edit

These are all the files that will be submitted with this package.

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
TEST REZONING APPLICATION SIGNATURE SHEET.docx	Owner/Petitioner Signature Sheet	Rezoning Signature Sheet	PROCESSED	John Kinley	3/11/2021	
TEST RZ PLAN.pdf	Ex Rezoning Plan	Rezoning Site Plan	PROCESSED	John Kinley	3/11/2021	

Finish

### Step 3 Sheet Versioning & Step 4 Review

Step 3 will check to make sure your plan sheets are numbered for versioning purposes. Then step for will allow a review. Click "Finish" to complete the document upload process.

For more information about the Digital Plan Room, how to use it to address comments and provide revisions refer to <https://charlottenc.gov/DevelopmentCenter/Pages/Digital-Plan-Room.aspx>

#### Special Requirements for Conditional Rezoning:

- Conditional rezoning requires a PDF 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)
- 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](http://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 2022 Rezoning and Zoning Text Amendment Application Fees Effective July 1, 2021

- 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
- We will no longer request or accept payment of fees at the time of application submission. Once a rezoning petition clears gateway, staff will notify petitioners via email of the required fee amount due. The fee will be due within 10 business days following the application deadline.
- 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 2022 Rezoning and Text Amendment Fees (effective July 1, 2021)

Type	Planning	CATS	General Services	CDOT	Fire	Clerk	Total Fee
Conventional	\$ 2,955	\$ 530	\$ 175	\$ 850	\$ 35	\$ 370	\$ 4,915
Conditional Minor	\$ 5,120	\$ 530	\$ 175	\$ 850	\$ 35	\$ 370	\$ 7,080
Conditional Major	\$ 9,415	\$ 530	\$ 175	\$ 6,335	\$ 70	\$ 370	\$ 16,895
Text Amendment	\$ 1,695	\$ -	\$ -	\$ -	\$ -	\$ 370	\$ 2,065

Deferral fee: if a petition has been advertised for a public hearing and is deferred more than once, then a deferral fee of \$370 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 on the first review cycle the payee is eligible for up to 100% refund of the total application fee.
- 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 – [Donna.JohnsonMcNeil@charlottenc.gov](mailto:Donna.JohnsonMcNeil@charlottenc.gov)

Holly Cramer - [Holly.Cramer@charlottenc.gov](mailto:Holly.Cramer@charlottenc.gov)

John Kinley – [John.Kinley@charlottenc.gov](mailto:John.Kinley@charlottenc.gov)

## 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 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 changes the petitioner has made 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 8<sup>th</sup> 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](http://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



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\***



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