How to search and find information related to rezoning petitions on Accela Citizen Access (ACA), Charlotte Explorer and Rezoning.org

**Accela Citizen Access (ACA)**

Access ACA via the following link: [https://aca3.accela.com/CHARLOTTE/Default.aspx](https://aca3.accela.com/CHARLOTTE/Default.aspx) or through links on [www.rezoning.org](http://www.rezoning.org) or you can also search via your favorite search engine for “Charlotte Accela”

*You do not need to register an account to search for and view rezoning petitions in Accela*

If you know the rezoning petition number/record number you can type it in the search bar on the upper right. The petition number/Accela record number should look something like RZP-20XX-XXX

OR
Click “Planning” tab at top of the page and use fields to narrow your search.

You can search by project number (this is the same as the petition number or record number), by project type (select Rezoning Petition in the drop down), Record Status, Applicant name, by parcel number, address, property owner, etc.
Once you complete the search the results will appear at the bottom of the page. You can select the rezoning/record you are looking for to access additional information.

When you click the record number you will be redirected to a page that looks something like this:

Click and expand “More Details” at the bottom to find basic information about the rezoning.
At the top, below the record number/ rezoning petition number click “Record Info” Here you will be able to access additional information such as the status of the rezoning, any related records and attachments.

Record RZP-2019-008:
Rezoning Petition
Record Status: Approved

Click “Processing Status” to see the status of the rezoning. You can click various statuses to view additional details.

Processing Status (Please EXPAND this to view the status of plan review.)

The status only reflects the last review status as dated.
- Items that have a green checkmark icon are COMPLETED tasks.
- Items that have an hourglass icon are ACTIVE tasks.
- All active tasks are currently under review.

- Info Received
  - Due on 10/23/2019, assigned to John R Kinley
  - Marked as Complete on 10/23/2019 by John R Kinley
  - Comment: In line approved

- RZ Gateway
  - Due on 10/23/2019, assigned to sf
  - Marked as Pass on 10/23/2019 by sf
  - GIS
  - Request Rezoning Signs
  - Mailing List
Click “Attachments” to view documents related to the rezoning including applicant/owner signature sheets, site plans (if conditional rezoning), staff analysis, zoning committee recommendations, department memos, etc. You can click on the document name to open the document.

### Attachments

**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](http://www.rezoning.org).

Fees: Make checks payable to the City of Charlotte and deliver to the Planning Department at 800 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, .mh.html are disallowed file types to upload.

<table>
<thead>
<tr>
<th>Name</th>
<th>Record ID</th>
<th>Type</th>
<th>Size</th>
<th>Latest Update</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEST RZ PLAN revisions.pdf</td>
<td>RZP-2019-008</td>
<td>1st Submittal Plan</td>
<td>199.61 KB</td>
<td>12/04/2019</td>
<td>Actions ▼</td>
</tr>
</tbody>
</table>
You can view location of rezonings on the City’s mapping website Charlotte Explorer [www.explore.charlottenc.gov](http://www.explore.charlottenc.gov). You can also use a search engine to search “Charlotte Explorer”

At the upper right click “Layer List”, then check the box next to “Planning” and expand the section

Then scroll down to check the box for “Rezonings”

You can then either manually navigate to the rezoning on the map or use the search bar in the upper left to search for the rezoning petition/record number. (Please note this example uses legacy petition number, petitions filed for January 2020 will be searched by RZP-20XX-XXX naming convention)
Select the item under “Pending Rezonings” and the map will zoom to the rezoning petition and information related to the rezoning will appear on the left side. Feel free to explore the various layers and base map gallery on Charlotte Explorer there is a wide array of information here beyond just rezonings. You can see, aerials under Base Map Gallery. Zoning, land use proposed, etc. under Planning layers. Light rail, bus routes, bus stops, etc under CATS layers. Traffic signals, bike lanes, location of serious crashes etc. under CDOT layers.

Rezoning.org

Information about rezoning and the rezoning process is available at [www.rezoning.org](http://www.rezoning.org) Here you can find the following:

- Overall rezoning schedule
- Summary of the rezoning process
- Links to the City Council and Zoning Committee contact information
- City Clerk’s website where you can sign up to speak at a public hearing
- Links to City Council and Zoning Committee agendas
- Link to the Rezoning Customer Service Map with Planning staff contact information
- Link to the Zoning Ordinance
- Links to current and past rezonings