

Fee paid \$ \_\_\_\_\_ Petition Number \_\_\_\_\_ Date Filed \_\_\_\_\_

**APPLICANT INFORMATION**

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number(s) \_\_\_\_\_

Email Address \_\_\_\_\_

**TO PLANNING BOARD and BOARD OF COMMISSIONERS of the CITY OF CREEDMOOR:**

*I do hereby respectfully make application and petition for the Planning Board and the Board of Commissioners to amend the text of the Zoning Ordinance of the City of Creedmoor as herein after requested:*

Revise Section(s) \_\_\_\_\_

Brief description of requested change (applicant may attach a marked up copy of original ordinance text for illustrative purposes): \_\_\_\_\_

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

Please provide a typed statement (attach to this form) regarding consistency of this request with the adopted Comprehensive Land Use Plan and with maintaining the spirit and intent of the original ordinance in terms of creating harmony within districts and creating general conformity with adopted long range plans for development of the City.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**INSTRUCTIONS**

1. A non-refundable fee of \$500 is charged when the Petition is filed (covers administrative costs and associated advertising expenses).
2. A petition can be typed or hand written, however, the petition must be legible and complete. **Incomplete applications will be returned to applicant.**
3. The petition **must** be filed at least twenty-one (21) days prior to the meeting of the City of Creedmoor Planning Board at which time your request will be reviewed. The Planning Board meets on the second Thursday of each month at 7:30 p.m., excluding holidays. The City Clerk can provide information on specific meeting dates and times.

Note: See reverse side of this document for an overview of the steps involved in a Zoning Ordinance Text Amendment request.

## **STEPS INVOLVED IN A ZONING ORDINANCE TEXT AMENDMENT**

1. Applicant files a Petition for Text Amendment, following the instructions listed below completing and scheduling the petition.
2. The City staff in conjunction with the City Clerk schedules the required zoning amendment or change to be heard at the regular meetings of the Planning Board and Board of Commissioners.
3. The Planning Board, during the scheduled public hearing, reviews the proposed change taking into consideration the evidence presented by the petitioner, interested citizens, and the professional planning staff.
4. The Planning Board then makes recommendations to the Board of Commissioners concerning the proposed change. As per NCGS § 160A-383, the Planning Board shall provide a written recommendation to the Board of Commissioners that addresses plan consistency and other matters as deemed appropriate by the Planning Board.
5. A comment by the Planning Board that a proposed amendment is inconsistent with the comprehensive plan shall not preclude consideration or approval of the proposed amendment by the Board of Commissioners.
6. The Board of Commissioners, after hearing the Planning Board's recommendations, will call for public hearings on the proposed zoning change.
7. After the public hearing, the Board of Commissioners will render a decision to either adopt or reject the petition for a text amendment to the Zoning Ordinance. Additionally, the Board will approve a statement describing whether its action is consistent with an adopted comprehensive plan and any other officially adopted plan that is applicable, and briefly explaining why the Board considers the action taken to be reasonable and in the public interest. That statement is not subject to judicial review.
8. If the text amendment is rejected, the petitioner will receive a written statement regarding the reasons for disapproval.