



Planning Division  
500 North Main Street  
Suite #70  
Monroe, NC 28112

T. 704.283.3665

[www.unioncountync.gov](http://www.unioncountync.gov)

**CONDITIONAL ZONING APPLICATION**

**ONLY COMPLETE APPLICATIONS ACCEPTED**

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

**Submittal Requirements**

- Completed Application
- Signatures of applicant and property owner
- Letter of Intent
- 5 paper copies and 1 digital copy (.pdf) of Concept Plan (must be drawn to scale by architect, landscape architect, professional surveyor, or engineer licensed in North Carolina) or list of excluded uses
- Boundary Survey (acreage, current zoning, location of existing buildings, setbacks)
- List, address labels, and digital copy of all adjoining property owners including property owners directly across the street
- Traffic Impact Analysis, if necessary
- Statement of Appraisal, if necessary
- Fees associated with review

**General Information**

Project Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
 Zip \_\_\_\_\_ Tax Parcel ID \_\_\_\_\_ Current Zoning Designation \_\_\_\_\_  
 Total Acres \_\_\_\_\_ Proposed Zoning Designation \_\_\_\_\_

**Project Description**

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**CONDITIONAL ZONING APPLICATION**

**Contact Information**

**Applicant Name** \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Zip \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_

**Property Owner Name** \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Zip \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_

**CONDITIONAL ZONING APPLICATION**

**Applicant's Certification**

Signature \_\_\_\_\_  
Date \_\_\_\_\_  
Printed Name/Title \_\_\_\_\_

**Owner's Certification**

Signature \_\_\_\_\_  
Date \_\_\_\_\_  
Printed Name/Title \_\_\_\_\_

**UNION COUNTY OFFICE USE ONLY:**

CASE NUMBER: \_\_\_\_\_  
DATE RECEIVED: \_\_\_\_\_  
AMOUNT OF FEE: \_\_\_\_\_  
FEE OK: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_

**CONDITIONAL ZONING APPLICATION SCHEDULE**

**1. Staff Review**

- Project is reviewed by staff.
- Comments, questions, and concerns are sent to applicant to ensure project complies with ordinance.
- Once all comments are addressed and the plans are resubmitted, the community meeting may be scheduled.

**2. Community Meeting**

- To provide a framework for a shared vision with community involvement.
- Applicant, with assistance from planning staff, shall conduct one public meeting in order to solicit community feedback on the proposed plan.

**3. Planning Staff**

- The Planning Staff shall provide suggestions following the community meeting.
- The applicant shall describe how they plan to address concerns raised during the community meeting.



#### 4. Planning Board

- Reviews application to ensure it is consistent with Union County Development Ordinance and all adopted County plans.
- Makes a recommendation to the Board of County Commissioners.

#### 5. Board of County Commissioners

- Conducts a public hearing to hear input from Union County citizens and other interested parties.
- Legislative action to approve, approve with modifications, deny approval, or submit to the Planning Board for further study.

