

Unincorporated Union County Conditional Rezoning Packet



Conditional Rezoning Packet Instructions

**Union County
Planning Department**
500 N Main Street - Suite 70
Monroe, NC 28112
T 704.283.3565
E UCPlanning@unioncountync.gov

A conditional rezoning is typically used by the applicant to provide information about the proposed development that is linked to the rezoning approval. The key difference between a straight and conditional rezoning is that the applicant must hold at least one community meeting with neighbors before the first Land Use Board meeting. A completed application will include: a letter of intent, 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), submit only if submitting a list of excluded uses in lieu of concept plan, and a Traffic Impact Analysis, if necessary.

1. Applicants are required to schedule and attend a preapplication consultation with county planning staff before filing a rezoning application. These informal visits prepare applicants for the process and may help avoid delays.
2. The filing fee, complete application form and other required information must be submitted to the planning office. The filing fee is \$1,000 for up to 300 homes or 100,000 SF of commercial, \$2,000 for 301-600 homes or 100,001-200,000 SF of commercial, and \$3,000 for more than 600 homes or 200,000 SF of commercial.
3. Once all required information is received, county staff will review the proposed rezoning and the planning department will prepare a report and recommendation for presentation to the Land Use Board (LUB).
4. The applicant must provide the administrator with a written report describing at least one community meeting held to discuss the proposal. The report must list who was notified and who attended the meeting, as well as a summary of the issues raised and of any changes made as a result of the meeting.
5. The LUB will consider the request in a public meeting. At the meeting, those in support of and in opposition to the rezoning will be given a chance to present their views. Then, the LUB will vote to recommend that the Board of Commissioners (BOC) approve or deny the request.
6. Before the BOC can consider whether to approve a rezoning, notice must be published in a local newspaper. Signs will be posted on the property and public notice letters mailed to nearby property owners.
7. Once required notice has been provided, the BOC will hold a hearing, again offering an opportunity to hear from the applicant and others who wish to speak about the rezoning request. After the hearing, the BOC will vote to approve or disapprove the rezoning request.
8. If approved, the applicant is responsible for recording a legal description of the subject property and written authorization for the conditional zoning map amendment, plus any related plans or exhibits in the office of the register of deeds. No permits may be issued until proof of recording is provided to the administrator.

**Preapplication
Meeting**

**Application
Filing**

**Administrator
Review**

Community Meeting

**Land Use Board
Review/Recommendation**

**Public Hearing Notice
(Newspaper, Mail, Sign)**

**County Commission
Hearing & Final Action**

**Recording in Office
of Register of Deeds
by Property Owner)**



**Scan QR Code or click here to visit Union
County Unified Development Ordinance (UDO)**



Application for Conditional Rezoning

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General Information

Project Address _____ City _____ State _____ Zip _____
Tax Parcel ID _____ Current Zoning Designation _____ Total Acres _____
Proposed Zoning Designation _____ Date Submitted _____

Contact Information

Applicant Name _____
Address _____ City _____ State _____ Zip _____
Phone _____ Fax _____ Email _____
Property Owner Name _____
Address _____ City _____ State _____ Zip _____
Phone _____ Fax _____ Email _____

Applicant's Certification

Signature Date Printed Name/Title

Owner's Certification (include names and signatures of all owners)

Signature Date Printed Name/Title

Union County Office Use Only:

Case Number: _____ Date Received: _____
Amount of Fee: _____ Fee Ok: _____ Received by: _____

Contact Bjorn Hansen to begin the process. T. 704.283.2690 E. Bjorn.hansen@unioncountync.gov

