

# CITY OF BURLINGTON PLANNING DEPARTMENT

## Procedures and Application for Amending Conditional Rezoning

If use and/or development conditions or any other changes previously approved for a Conditional rezoning require amending, an application to approve such changes must be submitted to the Planning Department.

Filing an application to amend a Conditional rezoning that has been approved by City Council requires:

- A completed and signed application form.
- Application fee.
- A specific development plan or zoning sketch plan.
- Any required utility or stormwater plans as may be required.

### APPLICATION FEES<sup>1</sup>

Less than one acre	\$250.00
One acre to 4.9 acres	\$500.00
Five acres or more	\$750.00

<sup>1</sup> Checks should be made payable to the City of Burlington.

### CONSIDERATION OF REQUESTS

Amendments to conditional rezoning requests are first heard by the Planning and Zoning Commission which then makes a recommendation to the Burlington City Council. Final decisions as to approve or deny an amendment rest with the Council. In instances where the Planning and Zoning Commission recommends approval of a request, a public hearing is automatically scheduled before City Council. When the Commission makes a recommendation for denial, the petitioner may appeal the request to City Council and ask that a public hearing date be set to consider the rezoning.

A completed and signed application form, site specific development plan or zoning sketch plat and any required utility or stormwater plans along with the application fee must be presented to the Planning Department prior to the submittal deadline date listed below. Failure to meet the submittal deadline date with a completed application and accompanying materials will delay the processing of the application.

### 2016 Planning and Zoning Commission Meeting Schedule

Application Submittal Deadline 5:00 p.m. <sup>2</sup>	P&Z Commission Meeting – 7:00 p.m.
January 8, 2016	January 25, 2016
February 5, 2016	February 22, 2016
March 11, 2016	March 28, 2016
April 8, 2016	April 25, 2016
May 6, 2016	May 23, 2016
June 10, 2016	June 27, 2016
July 8, 2016	July 25, 2016
August 5, 2016	August 22, 2016
September 9, 2016	September 26, 2016
October 7, 2016	October 24, 2016
November 11, 2016	November 28, 2016
December 2016 – TBA	December 2016 – TBA

<sup>1</sup>All deadlines and meeting times and dates are subject to change. Please check with Planning staff at (336) 222-5110 to confirm dates and times.

<sup>2</sup>Prior to submittal to the Planning and Zoning Commission, all items that need to be reviewed by the Technical Review Committee (TRC) must either: (a) receive approval from the TRC; or, (b) obtain at least two reviews without approval by the TRC.

### BEFORE THE MEETING

A letter from the Planning Department and a copy of the Planning and Zoning Commission agenda will be mailed to the applicant to the address shown on the application form.

## **P&Z COMMISSION MEETING**

The applicant or representative **must** be present at the Planning and Zoning Commission meeting. Meetings are normally held the fourth Monday of each month at 7:00 p.m. in the Council Chamber of the Municipal Building, 425 South Lexington Avenue, Burlington.

## **OUTCOME**

A majority favorable vote by the Planning and Zoning Commission constitutes a recommendation for approval of the request, which is automatically forwarded for a public hearing before the City Council. A notice of the public hearing will be published pursuant to state statutes, and notice by first class mail is sent to all adjoining property owners.

A request to amend a Conditional rezoning that receives an unfavorable vote by the Planning and Zoning Commission constitutes denial of the request. In this instance, the petitioner does have the option of appealing the request to City Council. Appeals to City Council generally must be made to the City Manager within 30 days of the Planning and Zoning Commission decision and should be in writing. City Planning staff will be available to advise petitioners with regard to specific procedures when appealing requests that have received an unfavorable recommendation from the Planning and Zoning Commission.

*This document is intended for public information purposes only. It summarizes and omits some provisions. It is not to be construed or used as an official interpretation of the City of Burlington Zoning Ordinance in any legal proceeding.*

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# CITY OF BURLINGTON PLANNING DEPARTMENT

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## Application to Amend Previously Approved Conditional Rezoning

Date Submitted \_\_\_\_\_ Fee/Receipt No. \_\_\_\_\_ / \_\_\_\_\_

**Provide the required information as indicated below.** Pursuant to the City of Burlington Zoning Ordinance, this application will not be processed until application fees are paid, the form below is completed and signed and all required maps and plans and documents have been submitted to the satisfaction of the Planning Department. An additional sheet for tax references and signatures is attached.

Pursuant to Section 32.19 of the City of Burlington Zoning Ordinance, the undersigned hereby requests the City of Burlington to amend a Conditional rezoning previously approved by the Burlington City Council on \_\_\_\_\_. The request is as follows: \_\_\_\_\_

\_\_\_\_\_

Said property is currently zoned \_\_\_\_\_ and is located \_\_\_\_\_

\_\_\_\_\_

and further referenced on Alamance County as follows: (Additional tax map space on Page 5)

Alamance County Tax Map \_\_\_\_\_

Alamance County Tax Map \_\_\_\_\_

Alamance County Tax Map \_\_\_\_\_

(Additional signature space on Page 5)

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Representative's Signature (if applicable)

\_\_\_\_\_  
Property Owner's Name Printed

\_\_\_\_\_  
Representative's Name Printed

\_\_\_\_\_  
Name of Firm (if applicable)

\_\_\_\_\_  
Name of Firm (if applicable)

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City, State and Zip Code

\_\_\_\_\_  
City, State and Zip Code

\_\_\_\_\_  
Area Code and Daytime Telephone Number

\_\_\_\_\_  
Area Code and Daytime Telephone Number

**List any changes in Use or Development Conditions:**

**USE CONDITIONS:**

- 1) \_\_\_\_\_  
\_\_\_\_\_
- 2) \_\_\_\_\_  
\_\_\_\_\_
- 3) \_\_\_\_\_  
\_\_\_\_\_
- 4) \_\_\_\_\_  
\_\_\_\_\_
- 5) \_\_\_\_\_  
\_\_\_\_\_
- 6) \_\_\_\_\_  
\_\_\_\_\_

**DEVELOPMENT CONDITIONS:**

- 1) \_\_\_\_\_  
\_\_\_\_\_
- 2) \_\_\_\_\_  
\_\_\_\_\_
- 3) \_\_\_\_\_  
\_\_\_\_\_
- 4) \_\_\_\_\_  
\_\_\_\_\_
- 5) \_\_\_\_\_  
\_\_\_\_\_
- 6) \_\_\_\_\_  
\_\_\_\_\_

**(over)**

**Additional Tax Map References:** (Continued from Page 3)

Further referenced as follows:

Tax Map \_\_\_\_\_

Tax Map \_\_\_\_\_

Tax Map \_\_\_\_\_

Tax Map \_\_\_\_\_

**Additional Signatures:** (Continued from Page 3)

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Representative's Signature (if applicable)

\_\_\_\_\_  
Property Owner's Name Printed

\_\_\_\_\_  
Representative's Name Printed

\_\_\_\_\_  
Name of Firm (if applicable)

\_\_\_\_\_  
Name of Firm (if applicable)

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City, State and Zip Code

\_\_\_\_\_  
City, State and Zip Code

\_\_\_\_\_  
Area Code and Daytime Telephone Number

\_\_\_\_\_  
Area Code and Daytime Telephone Number

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Representative's Signature (if applicable)

\_\_\_\_\_  
Property Owner's Name Printed

\_\_\_\_\_  
Representative's Name Printed

\_\_\_\_\_  
Name of Firm (if applicable)

\_\_\_\_\_  
Name of Firm (if applicable)

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