



County of Moore Planning and Inspections

Inspections/Permitting: (910) 947-2221
Planning: (910) 947-5010

TEXT AMENDMENT APPLICATION PACKET

Purpose

A text amendment is a change to the regulations contained within the Unified Development Ordinance.

Step 1. Pre-Application Meeting with Planning Staff

The applicant must schedule a pre-submittal meeting with Planning Staff to discuss the preliminary assessment of the request, adopted plans, and process.

Step 2. Application Submittal

The applicant must submit a complete application packet on or before the submittal deadline. This includes:

- Application Fee \$400 plus postage for adjacent properties.
- Completed Moore County Text Amendment Application.

Step 3. Administrative Review / Required Notifications

Planning Staff will review the request and provide the following public notifications prior to both the Planning Board meeting and the Board of Commissioners meeting / public hearing:

- A notice will be placed in the newspaper containing information about the meeting.

Step 4. Planning Board Meeting

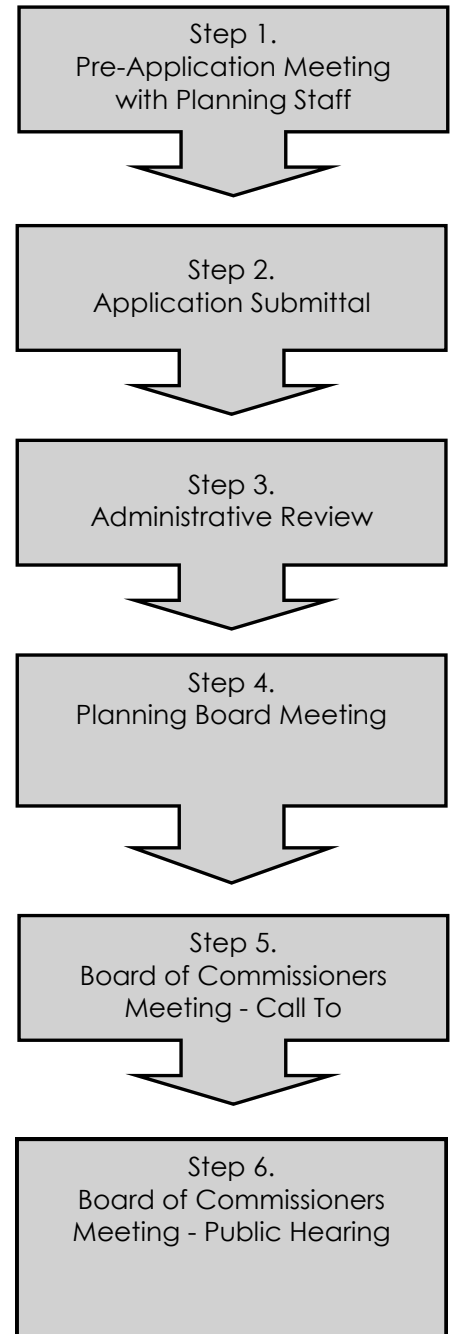
Planning Staff will present the request to the Planning Board. It is **highly recommended** that the applicant attend the meeting to answer any questions raised at the meeting. The Planning Board will make a recommendation to the Board of Commissioners.

Step 5. Board of Commissioners Meeting—Call To

Planning Staff will present the request to the Board of Commissioners to schedule a Public Hearing. Applicant need not be present at this meeting.

Step 6. Board of Commissioners Meeting—Public Hearing

Planning Staff will present the request to the Board of Commissioners. A public hearing will be held. It is **highly recommended** that the applicant attend the meeting to answer any questions raised at the meeting. The Board of Commissioners may approve the amendment, deny the amendment, or send the amendment back to the Planning Board for additional consideration.



Application Submittal Deadlines / Meetings

A date and location for a public hearing will be set (subject to change) once a complete application is submitted to the Planning Staff.

<u>Application Deadline</u>	<u>Planning Board Public Hearing</u>
November 17, 2025	January 1, 2026
December 22, 2025	February 5, 2026
January 19, 2026	March 5, 2026
February 16, 2026	April 2, 2026
March 23, 2026	May 7, 2026
April 20, 2026	June 4, 2026
May 18, 2026	July 2, 2026
June 22, 2026	August 6, 2026
July 20, 2026	September 3, 2026
August 17, 2026	October 1, 2026
September 21, 2026	November 5, 2026
October 19, 2026	December 3, 2026

Meeting Location

Planning Board meetings are held at 6 pm in the Commissioners Meeting Room on the second floor of the Historic Courthouse in Carthage, NC.

Board of Commissioners meetings are held at 5:30 pm in the Commissioners Meeting Room on the second floor of the Historic Courthouse in Carthage, NC.



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TEXT AMENDMENT APPLICATION

Application Date:			
Applicant:		Phone:	
Applicant Address:	City:	St:	Zip:
Please describe the proposed changes below (attached additional sheets if needed): _____ _____ _____ _____			
I (We), the undersigned, certify that all statements furnished in this application are true to the best of my (our) knowledge, and do hereby agree to follow all reasonable requests for information as designated by the County of Moore Zoning Administrator.			
Applicant/Owner Signature		Date	
Applicant/Owner Signature		Date	
Office Use Only: PAR ID: _____ Received By _____ Date _____			