



County of Moore Planning and Inspections

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

CONDITIONAL REZONING APPLICATION PACKET

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. The applicant should provide a sketch plan for the pre-application meeting.

Step 2. Project Review Team Meeting with County Staff

The applicant needs to schedule a meeting with County Staff to discuss local and state approval processes and the projected infrastructure needs.

Step 3. Application Submittal

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

- Application Fee \$600 plus postage for adjacent properties.
- A generalized concept plan or site plan prepared in accordance with Chapter 4. (Applications that include a concept plan require subsequent approval of a subdivision and/or site plan as appropriate)
- Proposed phasing plan, if any.

Step 4. Administrative Review

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:

- All adjacent property owners will be notified by certified mail return receipt.
- A notice will be placed in the newspaper containing information about the meeting.
- A sign will be posted on the property visible from the nearest public road.

Step 5. Community Meeting

Community meetings are opportunities for informal communication between applicants and the owners and occupants of nearby lands, and other residents who may be affected by the application and to provide the applicant an opportunity to hear comments and concerns about the proposal as a means of resolving conflicts, where possible.

Step 6. Planning Board Meeting

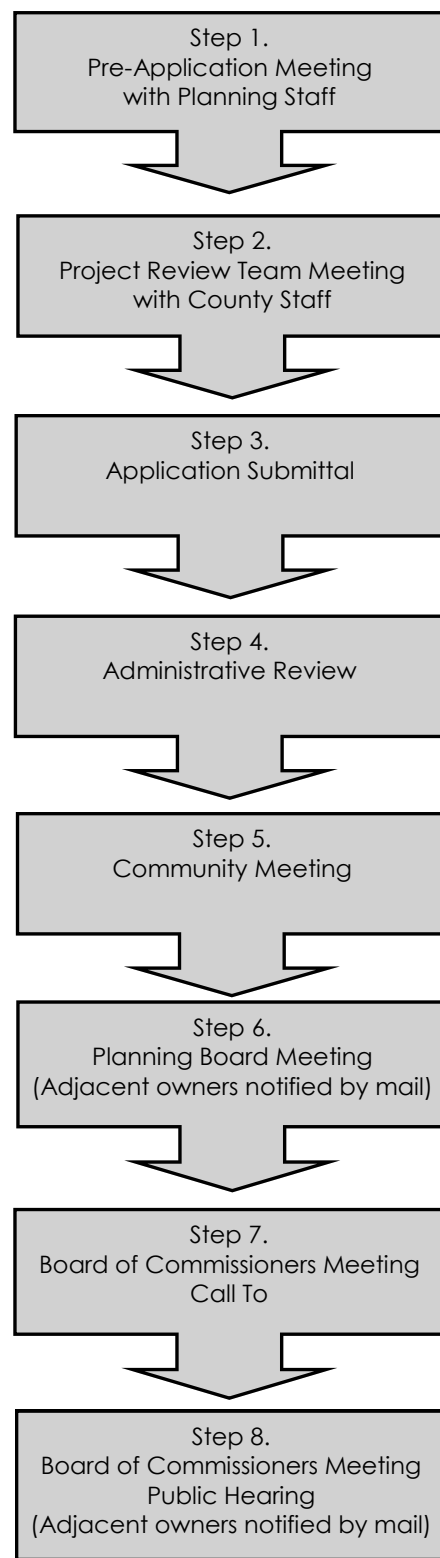
Planning Staff will present the request to the Planning Board. It is **highly recommended** that the applicant attend the meeting to answer any questions raised at the meeting. The Planning Board will make a recommendation to the Board of Commissioners.

Step 7. Board of Commissioners Meeting—Call To

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

Step 8. 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 will make a final decision.





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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

Dates with "*" beside them indicates adjustment from normal date due to holiday and/or other calendar changes.

Site Specific Development Plan

Chapter 4, Section 4.2 of the Moore County Unified Development Ordinance.

A site specific development plan includes:

1. Dimension of property (front, side, and rear property lines)
2. Dimensions and locations of any existing or proposed buildings and signs
3. Existing and proposed uses of building(s) and/or land
4. Non-residential floor plans
5. Existing and proposed street right-of-ways and/or easements
6. Current and /or proposed setbacks from property lines, easements, and ROWs
7. Dimensions and locations of driveway, parking lots, and parking spaces
8. Dimensions and location of loading and unloading areas
9. Existing and proposed utilities
10. Non-residential screening plan
11. Significant natural features including floodplain, wetlands, lakes, streams, etc.
12. Existing and proposed impervious surface percentages
13. Location of any stormwater control devices, any stormwater control plans, and the name of the certifying engineer
14. Phasing plans
15. Any other information which the Administrator deems necessary as required per local, state, or federal law.



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Community Meeting Requirements—Chapter 10, Section 10.4

1. TIMING

- i. The meeting should be held at a time of day when the maximum number of neighbors may attend, typically between the hours of 10AM and 8PM.
- ii. The meeting shall take place no less than ten days before the application is to be initially considered by the Planning Board.
- iii. There is nothing limiting the conduct of more than one community meeting provided they are all conducted at least ten days prior to the initial consideration of the application by the Planning Board.

2. FORM

- i. The community meeting can take the form of a meeting or gathering between the applicant, or the applicant's representative, and landowners or other interested parties.
- ii. Multiple meetings may take place, but advance notification for each meeting shall be provided in accordance with Section 10.4.C.4, Notification.

3. LOCATION

- i. The neighborhood information meeting shall take place in a location open to the general public or a community space as close as possible to the site where development is proposed.
- ii. In the event no public or community space is suitable, the meeting may take place at another County-owned site, subject to a prior reservation made by the applicant.

4. NOTIFICATION

- i. The applicant shall provide notification of the community meeting via certified mail, return receipt requested, to all landowners and occupants abutting the subject site where development is proposed.
- ii. Mailed notice shall also be provided to each home owner's association, if applicable, responsible for lands abutting the subject site where development is proposed.
- iii. Mailed notice shall be provided no less than ten days prior to the date of the community meeting.

5. INFORMATION PROVIDED

The applicant shall provide the following in the community meeting invitation:

- i. The purpose of the meeting;
- ii. A description of the proposed development;
- iii. The time, date, and location of the meeting;
- iv. Telephone and email contact information for the applicant or applicant's representative; and
- v. Any additional information that would promote understanding of the development proposal.

6. CONDUCT OF THE MEETING

At the meeting, the applicant shall explain the development proposal and the proposed application, respond to questions and concerns attendees raise about the application, and propose ways to resolve conflicts and concerns.

Approximate completion time for the project:

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 or information as designated by the County of Moore Zoning Administrator. If Applicant is not owner of property or has joint ownership must provide notarized statement of acknowledgement of submittal.

Applicant/Owner Signature

Date

Applicant/Owner Signature

Date

Office Use Only:

PAR ID: _____

Received By

Date