



# County of Moore Planning and Inspections

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

## CONVENTIONAL 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 \$500 plus postage for adjacent properties.
- A detailed Rezoning Map.

### 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. Planning Board Meeting

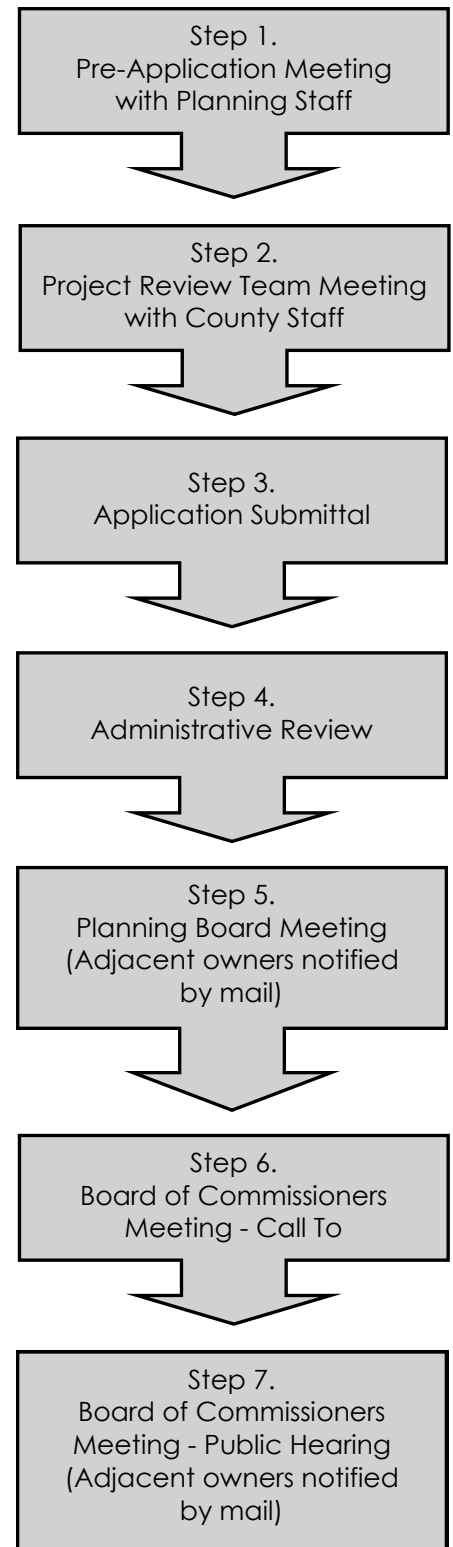
Planning Staff will present the request to the Planning Board. It is **highly recommended** that the applicant attend the meeting to answer any questions raised at the meeting. The Planning Board will make a recommendation to the Board of Commissioners.

### Step 6. 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 7. 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.

\*Note date modification due to holiday

### **Application Deadline**

November 17, 2025  
December 22, 2025  
January 19, 2026  
February 16, 2026  
March 23, 2026  
April 20, 2026  
May 18, 2026  
June 22, 2026  
July 20, 2026  
August 17, 2026  
September 21, 2026  
October 19, 2026

### **Planning Board Public Hearing**

January 1, 2026  
February 5, 2026  
March 5, 2026  
April 2, 2026  
May 7, 2026  
June 4, 2026  
July 2, 2026  
August 6, 2026  
September 3, 2026  
October 1, 2026  
November 5, 2026  
December 3, 2026



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### CONVENTIONAL REZONING APPLICATION

|   |                           |        |      |
|---|---------------------------|--------|------|
| Application Date:   |                           |        |      |
| Location/Address of Property:   |                           |        |      |
| Applicant:  |                           | Phone: |      |
| Applicant Address:  | City:                     | St:    | Zip: |
| Owner:  |                           | Phone: |      |
| Owner Address:  | City:                     | St:    | Zip: |
| Current Zoning District:  | Proposed Zoning District: |        |      |
| Comments:   |                           |        |      |
| <hr/>   |                           |        |      |
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| <hr/>   |                           |        |      |
| <p>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. If Applicant is not owner of property or has joint ownership must provide notarized statement of acknowledgement of submittal.</p> |                           |        |      |
| Applicant/Owner Signature   |                           | Date   |      |
| Applicant/Owner Signature   |                           | Date   |      |
| Office Use Only:  |                           |        |      |
| PAR ID: _____   |                           |        |      |
| Received By   |                           | Date   |      |