



County of Moore Planning and Inspections

Inspections/Permitting: (910) 947-2221
Planning: (910) 947-5010
Fax: (910) 947-1303

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

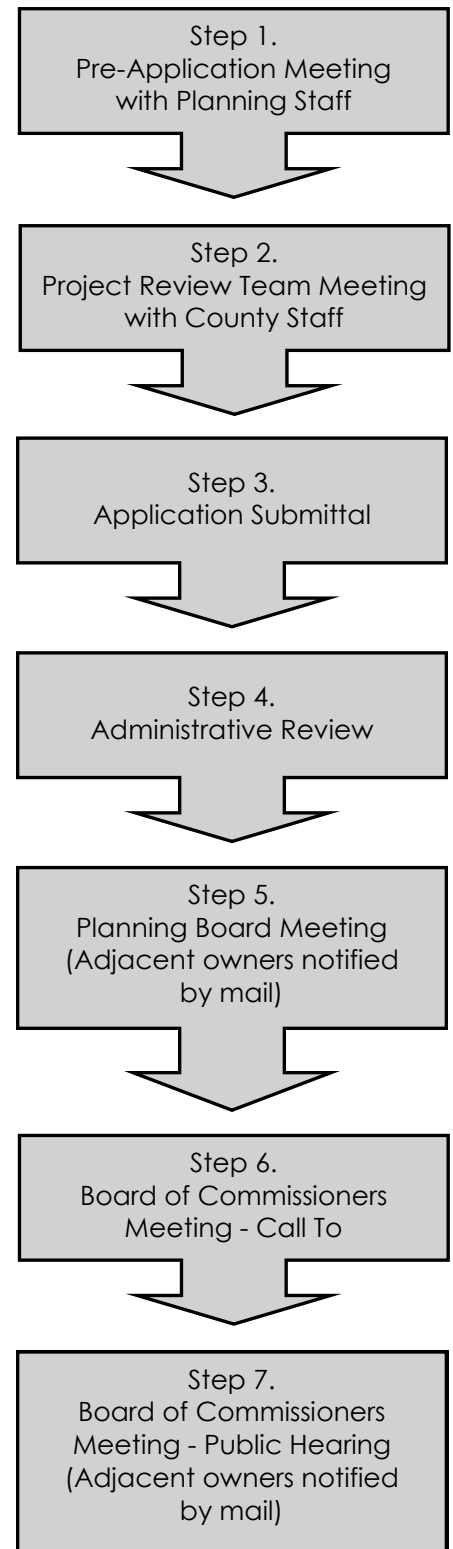
Planning Staff will present the request to the Planning Board. It is **highly recommended** that the applicant attend the meeting to answer any questions raised at the meeting. The Planning Board will make a recommendation to the Board of Commissioners.

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.



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.

Application Deadline

October 17, 2022
November 21, 2022
December 19, 2022
January 17, 2023*
February 20, 2023
March 20, 2023
April 17, 2023
May 22, 2023
June 19, 2023
July 24, 2023
August 21, 2023
September 18, 2023
October 23, 2023

Planning Board Public Hearing

December 1, 2022
January 5, 2023
February 2, 2023
March 2, 2023
April 6, 2023
May 4, 2023
June 1, 2023
July 6, 2023
August 3, 2023
September 7, 2023
October 5, 2023
November 2, 2023
December 7, 2023



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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:			
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	