



PLANNING & COMMUNITY DEVELOPMENT



P.O. Box 905
1048 Carriage Oaks Drive
Carthage, NC 28327
Planning: 910.947.5010
Central Permitting: 910.947.2221
Fax: 910.947.1303
www.moorecountync.gov

SECTION 3.23 EXTRA-TERRITORIAL JURISDICTION (ETJ) EXPANSION PROCEDURES

3.23.1 Applicability

Per the NC General Statutes (NCGS [160A-360](#)), the Moore County Board of Commissioners must approve any extra-territorial jurisdiction (ETJ) expansion given that the County is currently enforcing zoning and subdivision regulations as well as the State Building Code within the proposed area.

3.23.2 Initiation of Amendment and Application Requirements

- 3.23.201 An application for an Extra-Territorial Jurisdiction (ETJ) expansion Allocation shall be submitted in accordance with [§3.2](#) (Common Review Procedures).
- 3.23.202 In addition, the applicant shall submit the following documents:
- Request by the municipality for the proposed ETJ expansion
 - Map Depicting the proposed ETJ expansion with parcels
 - Municipal approval of the proposed ETJ expansion

3.23.3 Notice and Public Hearings

- 3.23.301 The County shall hold all required public hearings and give notice in accordance with [§3.2.4](#) (Public Notice) and [§3.2.5](#) (Public Meetings).

3.23.4 Action by the Zoning Administrator

- 3.23.401 The Zoning Administrator shall review the submitted documents for completeness and prepare a staff report that reviews the request in accordance with the adopted plans and policies of the County and the general requirements of this UDO. Following completion of technical review by staff, the Zoning Administrator shall forward the completed request and any related materials to the Planning Board.

3.23.5 Action by the Planning Board

- 3.23.501 The Moore County Planning Board shall hold a public meeting, at which the Board of County Commissioners may sit concurrently with the Planning Board, if the Board of Commissioners so desires.
- 3.23.502 The Planning Board shall provide a recommendation, which requires a simple majority vote to pass, to the Board of County Commissioners in regards to the proposed ETJ Expansion.
- 3.23.503 Following Planning Board review, the Zoning Administrator shall forward the application materials and the Planning Board recommendation, to the Board of Commissioners for final action.

3.23.6 Action by the Board of Commissioners

- 3.23.601 The Moore County Board of Commissioners shall call for a public hearing for the next available regular evening meeting date, providing time for proper notification to affected property owners.
- 3.23.602 Notice of the public hearing shall be done in accordance with §3.2.4 (Public Notice) and §3.2.5 (Public Meetings). The Board of County Commissioners can provide for additional public hearings if so desired, in order to provide an opportunity for the general public and affected property owners to provide comments on the proposed ETJ expansion.
- 3.23.603 If approved, a resolution approving an agreement between the County of Moore and the municipality must be signed by the Chairman of the Board of Commissioners, approving the ETJ expansion.

Planning Board Meeting Dates and Application Deadlines

All meetings are scheduled to be held at 6:00PM

Moore County Historic Courthouse
2nd Floor

Planning Board Date	Application Deadline
January 8, 2015	December 2, 2014
February 5, 2015	January 6, 2015
March 5, 2015	February 3, 2015
April 2, 2015	March 3, 2015
May 7, 2015	March 31, 2015
June 4, 2015	May 5, 2015
July 2, 2015	June 2, 2015
August 6, 2015	June 30, 2015
September 3, 2015	August 4, 2015
October 1, 2015	September 1, 2015
November 5, 2015	September 29, 2015
December 3, 2015	November 3, 2015



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Extra-Territorial Jurisdiction (ETJ) Expansion Application

Application Date:

Applicant:

Phone:

Applicant Address:

City:

St:

Zip:

The following information must be submitted with all ETJ applications:

- Request by the municipality for the proposed ETJ expansion
- Map depicting the proposed ETJ expansion with parcels
- Municipal approval of the proposed ETJ expansion
- If 50 properties or fewer are affected by the expansion then postage sufficient to notify all adjacent landowners by Certified Return Receipt Mail for both the Planning Board meeting and Board of Commissioner meeting is required. If more than 50 properties are affected then per G.S. §153A-343 the County may publish a notice of the hearings and post the properties.

Administrative Review

Once determined to be complete, a staff report is prepared and submitted, with the application, to the Planning Board for review and recommendation to the Board of Commissioners. Adjacent landowners are notified by mail or published notice.



Planning Board

The Planning Board holds a public hearing & makes recommendation regarding the application to the Board of Commissioners. A staff report & application is then submitted to the Board of Commissioners. Adjacent landowners are notified by mail or published notice.



Board of Commissioners

The Board of Commissioners holds a "Call to" Public Hearing at one meeting and then holds a Public Hearing at a subsequent meeting. More than one public hearing may be required to accommodate public input.

I, the undersigned, certify that all statements furnished in this application are true to the best of my knowledge, and do hereby agree to follow all reasonable requests for information as designated by the County of Moore Planning and Zoning Administrator.

Applicant Signature

Date

Office Use Only:

Received By: _____

Date: _____