



# TOWN OF LILLINGTON REZONING APPLICATION

Planning & Inspections Department  
102 East Front Street, PO Box 296 Lillington NC 27546  
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## **PROCESS INFORMATION:**

**Submission Requirement:** A petition for a rezoning (conventional or conditional zoning district) to the Town's official zoning map shall be filed with the Administrator. Such petition shall contain all the information required on this form and must be determined to be complete by the Administrator prior to advancing it through the review process.

**Public Notification:** This is a legislative process that requires a public hearing and public notification. General notice in newspaper and mailed notice to adjacent property owners shall be required.

**Review Process:** Per Section 7 of the Lillington Unified Development Ordinance (UDO), all applications are to be reviewed for compliance by the Administrator and then forwarded for to the Planning Board (review) and Board of Commissioners (decision) for consideration.

**Conventional Rezoning Requests:** These are "general" requests involving a zoning change to an individual parcel of land. The request is to amend or change the Town's Official Zoning Map in a certain area from one zoning district to another. "Conventional" rezoning requests are not specific and if approved, any permitted land use within the new zoning district as illustrated in the Section 3.01.5 (Use Table) of the Lillington UDO could be permitted.

**Conditional Zoning District Requests:** Conditional Zoning Districts (CZ) are districts with conditions voluntarily added by the applicant and approved in accordance with NCGS 160D-703. Conditional Zoning Districts provide for orderly and flexible development under the general policies of this ordinance without the constraints of some of the prescribed standards guiding by-right development. Conditional zoning districts may be used in any district but is not intended to relieve hardships that would otherwise be handled using a variance procedure. Conditional zoning districts can include restrictive land uses, site/subdivision master plans and other information as described in Section 7.11 of the UDO.

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## **FILING INSTRUCTIONS:**

- \_\_\_\_\_ Every applicant for a rezoning is required to meet with the Administrator in a pre-application conference prior to the submittal of a formal application. The purposes of this conference are to provide additional information regarding the review process and assistance in the preparation of the application.
- \_\_\_\_\_ A petitioner must complete this application in full. This application will not be processed unless all information requested is provided.
- \_\_\_\_\_ The filing fee. \* *Town of Lillington fees and charges are subject to change without notice.*
- \_\_\_\_\_ Each application shall be accompanied by, at minimum, an accurate survey of the subject property, an Existing Conditions Map and Master Plan per Section 7.02.4 of the UDO.
- \_\_\_\_\_ The petitioner, or his duly authorized agent, shall submit with the application a list of all adjoining property owners of the proposed request, with the current mailing address of each. These adjoining property owners will be notified of the proposed request by the Planning & Inspections Department.
- \_\_\_\_\_ The application must be signed by the owner or by an authorized agent of the property.

**GENERAL PROJECT INFORMATION:**

Project Address / Location: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Size of Property (in acres): \_\_\_\_\_

Harnett Co. Tax PIN #: \_\_\_\_\_ Proposed Building Square Footage: \_\_\_\_\_

Town Jurisdiction: \_\_\_\_\_ In-Town Limits \_\_\_\_\_ ETJ \_\_\_\_\_

Existing land use/zoning on adjoining properties:

North: \_\_\_\_\_

South: \_\_\_\_\_

East: \_\_\_\_\_

West: \_\_\_\_\_

**APPLICANT INFORMATION:**

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner (if different from applicant): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**REZONING REQUEST:**

\_\_\_\_\_ Conventional (General) \_\_\_\_\_ Conditional Zoning District

Existing Zoning Classification: \_\_\_\_\_

Proposed Zoning Classification: \_\_\_\_\_

If the request is to a Conditional Zoning District, this application should be accompanied by a master plan that includes land use, existing conditions, buildings, lots, etc. per Section 7 of the Lillington UDO. In addition, please provide a narrative of the proposed use and list any proposed conditions:

Proposed Land Use: \_\_\_\_\_

Proposed Conditions Offered by Applicant: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ADDITIONAL INFORMATION AND CHECKLISTS:**

- 1. **FOR ALL REZONING REQUESTS:** An application for a rezoning may be filed by the owner of the property or by an agent specifically authorized by the owner to file such application. An accurate survey of the subject property to be rezoned must accompany this application. The survey must be completed by a registered land surveyor or professional engineer, and shall describe the subject property by meets and bounds.
  
- 2. **FOR CONDITIONAL ZONING DISTRICT REQUESTS:**
  - a. An Existing Conditions Map is intended to identify existing developed conditions and natural features including, but not limited to, the following:
    - \_\_\_\_\_ Rights of way
    - \_\_\_\_\_ Existing structures
    - \_\_\_\_\_ Cemeteries
    - \_\_\_\_\_ Bridges or culverts
    - \_\_\_\_\_ Utilities
    - \_\_\_\_\_ Driveways & curb cuts
    - \_\_\_\_\_ Sidewalks, surface parking & loading areas
    - \_\_\_\_\_ Streets with pavement width
    - \_\_\_\_\_ Existing easements
    - \_\_\_\_\_ Natural features such as large stands of trees, water features, special flood hazard area
    - \_\_\_\_\_ Soils Type
    - \_\_\_\_\_ Existing topography
  
  - b. A master plan is intended to provide a detailed two-dimensional drawing that illustrates all of the required site features including:
    - \_\_\_\_\_ Buildings & parking areas
    - \_\_\_\_\_ Streets locations, street sections & new & existing rights-of-ways
    - \_\_\_\_\_ Property lines and setbacks
    - \_\_\_\_\_ Required or proposed buffers,
    - \_\_\_\_\_ Conceptual landscaping
    - \_\_\_\_\_ All related development calculations (e.g., density, proposed building areas, number of parking spaces, estimate impervious surface) in sufficient detail to show compliance with the UDO ordinance.
    - \_\_\_\_\_ Detailed engineering drawings such as subsurface utilities (e.g., water and sewer) and on-site stormwater facilities are not required for Master Plans, except that horizontal water and sewer locations shall be indicated as required by the utility provider.

**SIGNATURE:**

The undersigned property owner, or duly authorized agent/representative thereof certifies that this application and the foregoing answers, statements, and other information herewith submitted are in all respects true and correct to the best of their knowledge and belief, with the understanding that any incorrect information submitted may result in the delay or rescheduling of the required public hearing and may result in the revocation of this application. I hereby authorize the Town of Lillington to review this request, visit the site, and contact any appropriate design professional in relation to questions generated as a result of the review.

\_\_\_\_\_ Applicant Print Name

\_\_\_\_\_ Applicant Signature

\_\_\_\_\_ Date

**FOR TOWN OF LILLINGTON USE ONLY**

Approval \_\_\_\_\_ Denial \_\_\_\_\_ Permit Number: \_\_\_\_\_

Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_