



**Orange County Planning and Inspections Department**

Zoning Atlas Amendment  
Application Checklist  
Conditional Zoning Projects

The purpose of the Zoning Atlas Amendment checklist is to provide direction to the general public on 'what' is necessary to submit a complete application package for review and processing by the Orange County Planning Department (hereafter 'Staff') consistent with the procedural requirements embodied within the Unified Development Ordinance (UDO), which can be accessed utilizing the following link:

<https://www.co.orange.nc.us/DocumentCenter/View/8305/Unified-Development-Ordinance-PDF>.

Questions on required submittal elements can be handled by staff identified below:

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**PART 1 – PRE-APPLICATION CONFERENCE WITH STAFF:**

In order to assist applicants through the conditional zoning process, applicants are asked to schedule and attend a pre-application conference prior to formal submittal of the application. The purpose of the pre-application conference is to provide the applicant an opportunity to become familiar with the submittal requirements and procedures associated with processing the application.

Per Section 2.2.5 (B), the applicant shall submit a sketch plan illustrating the location, size and major design elements of the proposed development no later than five working days prior to the pre-application meeting.

**PART 2 – SUBMITTAL INSTRUCTIONS:**

<b>SUBMIT TO:</b>	Orange County Planning and Inspections 131 West Margaret Lane – Suite 201 PO Box 8181 Hillsborough, NC 27278
<b>SUBMITTAL:</b>	Applications for Zoning Atlas Amendments are accepted during normal business hours.

**PLAN SUFFICIENCY REVIEW:** Per Section 2.2.6 of the UDO, staff has 5 business days to determine if an application complies with all submittal requirements.

Staff shall notify the applicant, in writing (i.e. e-mail or formal letter), of any deficiencies and invite the applicant to revise the application package, correcting identified deficiencies. Incomplete or deficient applications shall not be processed until identified issues are addressed.

If and/or when the atlas amendment applicaiton complies with all submittal requirements as detailed within the UDO, Staff shall formally accept the application and notify the applicant of its acceptance.

**REQUIREMENTS:** As detailed within the Zoning Atlas Amendment application package, and Section 2.8 of the UDO, submittals are required to contain:

1. A completed/signed Zoning Atlas Amendment application;
2. A map, at a legible scale, showing the land proposed for rezoning;
3. A detailed narrative denoting the following:
  - a. The existing zoning of the subject property and the requested zoning as defined in Article 3 of the UDO;
  - b. The current land use designation of the subject property consistent with the Orange County Comprehensive Plan and Future Land Use Map (FLUM), which can be accessed utilizing the following link:
  - c. The alleged error in the Zoning Atlas (if any) that will be corrected by the proposed request;
  - d. The changed, or changing, conditions (if any) that makes the proposed amendment reasonable necessary to promote the public health, safety, and general welfare;
  - e. How the proposed amendment is consistent with, or carries out the intent and purpose of, the Orange County Comprehensive Plan.
4. Plan review fee(s) consistent with the adopted Orange County Fee Schedule.

**ADDITIONAL REQUIREMENTS - CONDITIONAL ZONING REQUESTS:** In addition to these general requirements, Section 2.9.2 of the UDO requires all Conditional Zoning Atlas Amendment applications to submit a site plan, prepared in accordance with the provisions of Section 2.5 of the UDO, including the following information:

- i. A detailed description of the proposed use of property including an outline of the proposed operational characteristics of the proposed development;

**PLEASE NOTE:** Applications for a Master Plan Development (MPD) Conditional Zoning District shall provide a site plan consistent with the requirements of Section 6.7 of the UDO.
- ii. A detailed traffic survey, regardless of the estimated number of trips per day, prepared in accordance with all applicable North Carolina Department of Transportation requirements or standards as well as Section 6.17 of the UDO;
- iii. The appropriate environmental document prepared in accordance with Section 6.16 of the UDO,
- iv. A landscape plan showing the location of on-site significant trees; proposed screening, buffers, and landscaping; and any proposed treatment of any existing natural feature;
- v. A summary of utility services;

- vi. A schedule for construction/development of the property; and
- vii. Other required information identified by staff as part of the pre-application conference.

**PART 3 SUBMITAL CHECKLIST – ZONING ATLAS AMENDMENTS:**

REQUIREMENT:	INCLUDED:	NOT APPLICABLE:
1. Completed Zoning Atlas Application (Sec(s) 2.2, 2.8, and 2.9 of the UDO inclusive)		
2. Map of the subject property including the boundary of the lot(s) subject to the atlas request and a legal description of the property (Sec. 2.8.3 (A) (1) and (2) of UDO).		
3. Detailed narrative (Including information required under Sec. 2.8.3 (C), (D), (E), and (G) of the UDO as well as a breakdown of the project in general)		
4. Adjacent right-of-way widths with road names and numbers.		
5. Adjacent parcel information (i.e. Zoning of adjacent property, Existing land uses, Legal information on adjacent property (i.e. owner, PIN number, Deed/Plat references), etc.) <b>PLEASE NOTE:</b> Most of this information can be obtained from the County’s on-line GIS Mapping System, which can be accessed utilizing the following link: <a href="https://gis.orangecountync.gov:8443/orangeNCGIS/default.htm">https://gis.orangecountync.gov:8443/orangeNCGIS/default.htm</a>		
6. Traffic Study (prepared in accordance with Sec. 6.17 of the UDO – NOTE: required for all Conditional Zoning Applications)		
7. List of property owners within 1,000 ft. of site (including addresses)		

**CONDITIONAL ZONING (SECTION 2.9 OF THE UDO):**

REQUIREMENT:	INCLUDED:	NOT APPLICABLE:
8. Site Plan – submitted in accordance with the provisions of Sec. 2.5 of the UDO.  NOTE: for Master Plan Development (MPD) Conditional Zoning Projects, applicants will provide a site plan/master plan completed in accordance with Section 6.7 of the UDO.		
9. Detailed description (i.e. narrative) of the proposed use of property including an outline of the proposed development (Sec. 2.9.2 (C) (1) (b) of the UDO).		
10. Environmental documents prepared in accordance with Sec. 6.16 of the UDO.		

11. Landscape plan showing location of on-site significant trees; proposed screening, buffers, and landscaping; and any proposed treatment of any existing natural features (Sec. 2.9.2 (C) (1) (e) of the UDO.).		
12. Summary of utility services (Sec. 2.9.2 (C) (1) (f) of the UDO).		
13. Construction schedule for project (Sec. 2.9.2 (C) (1) (g) of the UDO.)		
14. Other required information for project identified during the pre-application conference (Sec. 2.9.2 (C) (1) (h) of the UDO.).		

**MASTER PLAN DEVELOPMENT (Sec. 6.7 of the UDO):**

REQUIREMENT:	INCLUDED:	NOT APPLICABLE:
<b>15.</b> Map of development site, including all of the following:		
a. Overall acreage of site;		
b. Adjacent rights-of-ways;		
c. Zoning designation/current use of adjacent properties (including across rights-of-ways);		
d. Streams/other environmental features on-site and within 1,000 feet;		
e. Existing structures or improvements on-site.		
<b>16.</b> General layout of development including all of the following:		
a. Each development lot/pod and acreage of each		
b. Interior roadway plan, with cross section detail also showing drainage		
c. Proposed access points		
d. Proposed on-site recreation and/or open space		
17. Proposed land uses (listed on plan and as part of the project narrative)		

REQUIREMENT:	INCLUDED:	NOT APPLICABLE:
<b>18.</b> Master Plan shall denote all proposed setbacks and buffers including:		
a. Perimeter		
b. Interior lot/pod		
c. Streams, Special Flood Hazard Areas, and other environmentally sensitive areas		
d. Rights-of-ways, interior and adjacent to the development		
19. Plan shall denote proposed maximum building heights.		
20. Utility master plan (i.e. proposed location of all utility lines, structure, easements, etc.) including but not limited to: sanitary sewer, potable water, reclaimed water, stormwater, electrical, cable, telephone, fiber optic, gas, etc.		
<b>21.</b> Master sign plan including all of the following:		
a. Location/size of all signs (freestanding, wall, identification, informational, etc.);		
b. Proposed method of illumination		
c. Materials (signs and supports)		
d. Landscape plan for ground/pole mounted signs		
22. Architectural Concept Plan (i.e. proposed construction materials, color palettes, renderings, proposed design concepts, etc.)		

**NOTE:** For applications involving development of property located within the Hillsborough Economic Development District(s), the standards of Section 6.7.5 shall have to be observed when proposing a MPD-CZ project.