

## **Zoning Atlas Amendment – Conventional Rezoning Checklist**

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 consistent with the procedural requirements embodied within the Unified Development Ordinance (UDO).

### **Part 1: Submittal Instructions**

**Submit to:** Orange County Planning and Inspections  
131 West Margaret Lane – Suite 201  
PO Box 8181  
Hillsborough, NC 27278

**Email to:** [planningapps@orangecountync.gov](mailto:planningapps@orangecountync.gov)

Application submittals 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 application 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

## Part 2: Submittal Checklist – Conventional Zoning Atlas Amendment

Requirement:	Included:	Not Applicable:
1. Map of the subject property including the boundary of the lot(s) subject to the atlas request.		
2. The name, address, and phone number of the: <ul style="list-style-type: none"> <li>a. Applicant and the property owner (if different);</li> <li>b. Surveyor responsible for completing/sealing the site plan</li> </ul>		
3. Contact information for utility providers (i.e. power company, gas company, telecommunications, etc.) anticipated serving the project.  NOTE: This is required so County staff can coordinate review/approval of proposed utility line locations.		
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.)  NOTE: Most of this information can be obtained from the County's on-line GIS Mapping System.		