TEXT AMENDMENT
Application

REVIEW PROCESS

Step 1: Pre-Application Conference
In order to assist applicants through the text amendment process, applicants are highly encouraged to attend a pre-application conference prior to application submittal. Applicants are requested to review the sections of the Zoning Ordinance specific to zoning amendments prior to submission, and advised to contact Planning Staff with any questions. The following sections of the Zoning Ordinance pertain specifically to zoning amendments:

• Section 110: Amending the Ordinance
• Section 111: Petition
• Section 112: Approval Process

Step 2: Application Submittal
Applications must be received by the Planning and Inspections Department by 5:00 PM on the application deadline date. A complete application consists of the items detailed in the submittal checklist provided in this application.

Step 3: Staff Review and Recommendation
Upon receiving a completed application, staff may distribute it to certain departments and agencies for review. County Planning staff shall review the application, prepare a staff report, and provide a recommendation on the application.

Step 4: Planning Board Review and Recommendation
The New Hanover County Planning Board shall consider the application at a public hearing. The public hearing will allow staff, the applicant, proponents and opponents to testify in regards to the request. The Planning Board will make a recommendation to the County Commissioners. A recommendation for denial ends consideration of the proposed zoning amendment unless the recommendation is appealed. A recommendation for approval is automatically forwarded to the County Commissioners for action.

The Planning and Inspections Department shall notify the public of the hearing in accordance with standards of the Zoning Ordinance. This includes advertising the hearing in a local newspaper.

Step 5: Board of Commissioners Review and Action
The New Hanover County Board of Commissioners shall consider the application along with the Planning Board’s and staff’s recommendation at a public hearing. Prior to adopting or rejecting any text amendment, the Commissioners shall adopt a statement describing whether or not the amendment is consistent with the County’s Policies for Growth and Development and explaining why the Commissioners consider the action taken as reasonable and in the public interest.

The Planning and Inspections Department shall notify the public of the hearing in accordance with standards of the Zoning Ordinance. This includes advertising the hearing in a local newspaper.
# NEW HANOVER COUNTY

**DEPARTMENT OF PLANNING & LAND USE**

230 Government Center Drive, Suite 110

Wilmington, North Carolina

Telephone (910) 798-7165

FAX (910) 798-7053

[planningdevelopment.nhcgov.com](http://planningdevelopment.nhcgov.com)

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## TEXT AMENDMENT

**Application**

<table>
<thead>
<tr>
<th>Applicant Information</th>
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<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Company</td>
</tr>
<tr>
<td>Address</td>
</tr>
<tr>
<td>City, State, Zip</td>
</tr>
<tr>
<td>Phone</td>
</tr>
<tr>
<td>Email</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Application Tracking Information</th>
<th>(Staff Only)</th>
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<tbody>
<tr>
<td>Case Number</td>
<td>Date/Time received:</td>
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## Subject Text

**Subject Ordinance (Zoning, Subdivision, etc.):**

**Chapter and Section(s):**
Proposed Text Amendment

Please provide the proposed amendment to the stated ordinance and section(s) (please provide additional pages if needed):

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APPLICATION REQUIREMENTS

Staff will use the following checklist to determine the completeness of your application. Please verify all of the listed items are included and confirm by initialing under “Applicant Initial”. Applications determined to be incomplete must be corrected in order to be processed for further review.

<table>
<thead>
<tr>
<th>Required Information</th>
<th>Applicant Initial</th>
<th>Staff Initial</th>
</tr>
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<tbody>
<tr>
<td>1  Complete Text Amendment application.</td>
<td></td>
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<tr>
<td>2  Application fee — $400 ($600 for Land Use Plan amendments).</td>
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<tr>
<td>3  1 hard copy of ALL documents. Additional hard copies may be required by staff depending on the size of the document.</td>
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<tr>
<td>4  1 PDF digital copy of ALL documents on a Compact Disk (CD).</td>
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ACKNOWLEDGEMENT AND SIGNATURES

By my signature below, I understand and accept all of the conditions, limitations and obligations of the text amendment for which I am applying. I understand that I have the burden of proving why this requested change is reasonable and in the public interest, and is consistent with the County’s Policies for Growth and Development. I certify that this application is complete and that all information presented in this application is accurate to the best of my knowledge, information, and belief.

__________________________________________        _______________________________________
Signature of Applicant                                    Print Name

If an applicant requests delay of consideration from the Planning Board or Board of County Commissioners before notice has been sent to the newspaper, the item will be calendared for the next meeting and no fee will be required. If delay is requested after notice has been sent to the newspaper, the Board will act on the request at the scheduled meeting and are under no obligation to grant the continuance. If the continuance is granted, a fee in accordance with the adopted fee schedule as published on the New Hanover County Planning website will be required.

For Staff Only

Application Comments

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

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Text Amendment – Updated 12/2016