



Vance COUNTY

NORTH CAROLINA

Rezoning Process

Vance County Planning & Development Department

156 Church Street, Suite 3

Henderson, NC 27536

Ph: (252) 738-2080

Fax: (252) 738-2089

A Rezoning Application is required when the applicant cannot utilize the property for a proposed use. The property owner must sign all rezoning applications. ***Rezoning processes are governed by North Carolina General Statute; therefore, we are required by law to follow specific procedures.***

Example:

Your property is zoned Agricultural-Residential (AR). You wish to place a Gas Station on the property. However, placement of Gas Station is not permitted in the (AR) zoning district. Therefore, you would have to request a rezoning for your property. You will be asked to complete a Rezoning Application form. This form has your address, parcel number (property identification), current zoning, requested zoning change and reason for the request. Planning staff will assist you with this information. An application must be accompanied with the fee to be considered complete.

The Rezoning Process:

1. It is strongly encouraged that the applicant meets with Planning Staff to discuss the proposed rezoning for compliance with the County's Comprehensive Land Use Plan. Please contact the Planning & Development Department to schedule a meeting.
2. A typical rezoning takes approximately sixty (60) to ninety (90) days, contingent upon a complete submittal. This process may take longer dependent on the actions of the Planning Board and/or the Board of Commissioners.
3. Rezoning petitions must be submitted to the Planning and Development Department fifteen (15) working days prior to the next regularly scheduled Planning Board meeting. Planning staff will review rezoning requests for sufficiency, incomplete submissions will be returned to the applicant.
4. The County's Planning Board meets the second Thursday of each month, unless it is a legal holiday. Meetings are held in the County Administrative Building (122 Young Street, Henderson, NC) at 4:00 PM in the County Commissioners meeting room on the second floor. The applicant and/or designated representative are advised to attend the meeting. The Planning Board is a recommending body and therefore does not make the final decisions on rezoning.



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5. Following the Planning Board meeting, Planning Staff will post a sign on the property to provide information related to the date and time of the Board of Commissioner public hearing. Additionally, notice of the public hearing will be published in a newspaper of general circulation within Vance County for two consecutive weeks. Said notice shall be published for the first time no less than ten (10) days and no more than twenty-five (25) days prior to the public hearing date. Adjacent property owners will be mailed notice of the proposed rezoning request and associated public hearing.

Note: In the event of a third party rezoning request the applicant is required to notify the owner of the subject parcel of the rezoning petition and shall certify to the Board of Commissioners that the owner of the parcel of land shown on the county tax listing has received actual notice of the proposed amendment and a copy of the notice of the public hearing.

6. The Board of Commissioners will hold a public hearing at a meeting following the Planning Board meeting. The meeting will occur at the County Administrative Building (122 Young Street, Henderson, NC) in the County Commissioners meeting room on the second floor. The applicant and/or designated representative are advised to attend the meeting.

Submittal Requirements:

- Completed Rezoning Petition
- Rezoning Petition Fee (\$250.00)
- Metes and Bounds description of property to be rezoned.
- Scaled drawing of property prepared by a licensed surveyor if rezoning request does not correspond to existing property lines. (if required)



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For Administrative Use Only:

Case #	
Fee Paid	
PB Date	
BOC Date	

Property Owner Information

Property Owner: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: () - Fax #: () -

E-mail Address: _____

Applicant Information

Applicant: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: () - Fax #: () -

E-mail Address: _____

Property Information *For multiple properties please attach an additional sheet.*

Property Address: _____

Tax Map Number: _____ PIN (parcel identification #): _____

Existing Zoning: _____ Proposed Zoning: _____

Acreage: _____ Road Frontage: _____

Existing Use: _____

Deed Reference

- Metes and bounds description attached
- Site plan/sketch of proposal attached



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Statement of Justification

1. Would the amendment correct an error in the zoning map? NO YES: *Please explain below:*

2. Have conditions changed in the area to justify the requested amendment? NO YES: *Please explain below:*

3. What factors justify the proposed amendment?

Property Owners Signature

_____ Date _____
Please sign in blue or black ink

Applicants' Signature

_____ Date _____
Please sign in blue or black ink