

**INSTRUCTIONS FOR FILING A PETITION FOR A CHANGE IN ZONING CLASSIFICATION**

1. A petitioner for a zoning change must complete this application in full. This application will not be processed unless all information requested is provided.
2. The filing fee shall be in accordance with the Manual of Fees.
3. An accurate boundary survey of the property proposed for rezoning must accompany the application. The survey must be completed by a registered land surveyor or professional engineer.

The survey shall include:

- (a) vicinity map with a scale no smaller than 1' = 1000';
  - (b) north arrow in upper 180 degree quadrant;
  - (c) all property lines with dimensions, metes and bounds;
  - (d) location of all existing structures and improvements;
  - (e) zoning classifications of all surrounding property;
  - (f) acreage;
  - (g) existing and proposed zoning classifications of subject tract;
  - (h) adjoining public and private streets with right-of-ways and paved widths, including future thoroughfare right-of-ways;
  - (i) name of adjacent property owners shown within 100 feet;
  - (j) name of landowner(s) requesting the zoning change;
  - (k) name of person or firm preparing the map;
  - (l) standard engineering scale no smaller than 1" = 200'
  - (m) date of map.
4. The petitioner, or his/her duly authorized agent, shall submit to the Planning Office the following:
    - (a) one (1) completed application;
    - (b) five (5) paper copies (folded) of the map for staff review; following staff review, one (1) revised paper copy submitted 10 working days prior to the Planning and Zoning Commission meeting;
    - (c) a digital version (PDF) of the final rezoning map; and
    - (d) written legal description shall be attached to the application.
  5.
    - a. The application must be signed by the landowner(s) or by an authorized agent.
    - b. If signed by an authorized agent, the landowner must sign and have notarized the section of the application that grants the agent authority to act on the owners behalf.
  6. Completed requests must be filed with the Planning and Development Services Department no later than twenty (20) working days prior to the Planning and Zoning (P&Z) Commission's meeting date in order to be placed on the monthly agenda. The Commission meets regularly on the third Tuesday of each month at 6:00 p.m. and the City Council (CC) public hearing for rezoning petitions is typically the second Thursday of the following month at 6:00 p.m. Meetings are held in the City Council Chambers, third floor of City Hall, located at 200 West 5<sup>th</sup> Street. For additional information or assistance, call the City of Greenville Community Development Department at 329-4498.

FOR PLANNING OFFICE USE ONLY

Rezoning Request No. \_\_\_\_\_

Application Received By (Initials) \_\_\_\_\_

Fee Paid \_\_\_\_\_ Receipt No. \_\_\_\_\_

Date Application Received \_\_\_\_\_

**APPLICATION FOR ZONING MAP AMENDMENT  
CITY OF GREENVILLE, NORTH CAROLINA**

**OWNERSHIP INFORMATION**

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

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

Phone Number: \_\_\_\_\_

Applicant's Legal Interest in the Property: \_\_\_\_\_

\_\_\_\_\_

Owner: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Date Property Acquired: \_\_\_\_\_ Deed Reference: \_\_\_\_\_

**PROPERTY INFORMATION**

Parcel Number \_\_\_\_\_ Area (Square feet or acres): \_\_\_\_\_

Current Land Use: \_\_\_\_\_

Location of Property: \_\_\_\_\_

**ZONING REQUEST**

Existing Zoning: \_\_\_\_\_ Requested Zoning: \_\_\_\_\_

Reason for zoning change and a statement regarding the changing conditions, in the area and in the City, that makes the proposed amendment reasonably necessary to the promotion of the public health, safety, and general welfare.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Anticipated Land Use: \_\_\_\_\_

OWNER/AGENT STATEMENT

I, \_\_\_\_\_, being the Owner or Agent (If Agent, complete section below) request that the attached rezoning request be placed on the agenda of the Planning and Zoning Commission meeting scheduled for \_\_\_\_/\_\_\_\_/\_\_\_\_.

I understand that failure to address any item in these requirements may result in the rezoning request not meeting the minimum submission requirements and will be returned to me for revision and resubmission at the next regular review cycle.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**NOTE: AGENTS ACTING ON BEHALF OF PROPERTY OWNERS MUST HAVE A NOTARIZED STATEMENT FROM THE PROPERTY OWNER GIVING THEM THE AUTHORITY TO ACT ON THE OWNERS BEHALF.**

I, \_\_\_\_\_, being the Owner of the property described herein, do hereby authorize \_\_\_\_\_ as my agent for purposes of this application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Sworn to and subscribed before me, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires:  
\_\_\_\_\_