



City Staff to complete this section  
Case Number: \_\_\_\_\_

**PETITION FOR AMENDING THE LAND USE/SMALL AREA PLAN**

Date of Application: \_\_\_\_\_

This application shall be accompanied by the following:

- Three copies of a conceptual plan drawn to scale showing proposed development (see procedure sheet)
- Survey or Deed of property
- Map indicating the current and proposed land use designations
- List of all surrounding property owners, obtained from Cabarrus County

Petition is hereby made to the Concord Planning and Zoning Commission to consider a recommendation to the City Council of the City of Concord, North Carolina, that a portion of City of Concord Land Use Plan be changed from \_\_\_\_\_ to \_\_\_\_\_.

Name of Applicant or Agent (Print): \_\_\_\_\_ Phone: \_\_\_\_\_

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

FAX: \_\_\_\_\_ E-mail (optional): \_\_\_\_\_

Record Property Owner (Print): \_\_\_\_\_ Phone: \_\_\_\_\_

Property Address(s): \_\_\_\_\_

Zip Code: \_\_\_\_\_ City \_\_\_\_\_ County: \_\_\_\_\_

County Parcel/Tax ID Number(s): \_\_\_\_\_

Tract Acreage: \_\_\_\_\_ General Location: \_\_\_\_\_

Existing Land Use: \_\_\_\_\_ Proposed Land Use: \_\_\_\_\_ Existing Zoning/Use: \_\_\_\_\_

Proposed Zoning/Use: \_\_\_\_\_ FEMA Flood Zone: \_\_\_\_\_

**WHAT HAS CHANGED OR NEEDS CONSIDERATION SINCE THE LAND USE PLAN AND/OR SMALL AREA PLAN WAS ADOPTED THAT WARRANTS THIS REQUEST?**

*(You may attach one additional sheet to explain these items if necessary)*

- Provide some general information about the property (current use, natural features, history, etc.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Current and future traffic counts and patterns: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Utility/Infrastructure Changes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Status of Floodplain/Hydrology: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- Changes in Surrounding Land Uses: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- Other (Please explain) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Is there other property within a half-mile radius available for the proposed use and development? If yes, Please explain.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Does the proposed change fulfill the Goals and Objectives outlined in the Land Use/Small Area Plan? Please explain and indicate which ones. *(You may attach one additional sheet to explain this item)* \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Does the proposed change involve a single use/one lot development? \_\_\_\_\_

**I HEREBY CERTIFY THAT THE INFORMATION HEREIN SUBMITTED IS COMPLETE, TRUE AND ACCURATE AND THAT I/WE HAVE BEEN NOTIFIED ON THE DEVELOPMENT PROCEDURES AND GUIDELINES, INCLUDING PLATTING AND SITE PLAN REVIEWS IF REQUIRED AND ALL FEES AND CHARGES RELATED TO SITE IMPROVEMENTS, DEVELOPMENT AND BUILDING PERMIT COSTS.**

SIGNATURE OF APPLICANT: \_\_\_\_\_ Date: \_\_\_\_\_

SIGNATURE OF PROPERTY OWNER: \_\_\_\_\_ Date: \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

Total Fee: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Staff Action (Check One):  Continued  Approved  Denied  Modified

Planning Zoning Commission Action (Check One):  Continued  Approved  Denied  Modified

City Council Action (Check One):  Continued  Approved  Denied  Modified

Ordinance Number: \_\_\_\_\_

**LAND USE PLAN AMENDMENT PROCEDURE  
CITY OF CONCORD, NORTH CAROLINA**

1. A pre-application review meeting with staff shall be scheduled to discuss the proposed amendment prior to submitting the application.
2. Obtain an application from the Business and Neighborhood Services Department or from the City's web site. The application must be completely filled out and returned to Business and Neighborhood Services with the application fee (see number 7).
3. All petitions shall be accompanied by a legal description, concept plan drawn to scale of the proposed development for the property, survey, and list of surrounding property owners for all subject tracts. The current property owner must sign the application or it will not be processed.
4. The concept plan shall show in general proposed lot sizes and locations, street layout, FEMA flood plain location if applicable, location and proposed access to existing public streets adjacent to or within the property, open space, and any other physical features that may impact the project. The concept plan is not intended to be a final product, but rather convey an illustration of how you are considering developing the property.
5. Amendments to the Land use Plan must be accompanied by a detailed explanation in writing, describing what has changed since the Plan was adopted to warrant this request.
6. In considering amendments to the Land Use Plan, the City will be guided primarily by Issues and Trends, Goals, Objectives and Implementation Strategies that include but are not limited to:
  - Need for the proposed change;
  - Effect of the proposed change on the need for city services and facilities;
  - The implications if any, that the amendment may have for other parts of the plan; and
  - Unforeseen circumstances or the emergence of new information.

*The applicant should consider these factors when completing application and is encouraged to review the Land Use Plan document.*

7. The owner or representative of the property must pay a filing fee of **\$400.00**.
8. Each petition for amending the Land Use Plan will require publication of a legal notice in a newspaper of general circulation in Concord, not less than 10 days, but not more than 25 days prior to the public hearing established by the Business and Neighborhood Services Department. Arrangements for this publication shall be by made by the City and the applicant is responsible for the publication cost.
9. Posting of signs on the property is required on all petitions for amending the Land Use Plan at least 20 days prior to the public hearing and shall be posted by the City of Concord. The City shall notify by mail all property owners whose boundaries touch the subject property information about the proposed amendment. Concerned citizens and property owners shall have the opportunity at the hearings to voice their opinions and concerns regarding the application.
10. The Planning and Zoning Commission recommendation shall be forwarded to the City Council for consideration at their next regular meeting.
11. All plan amendments shall be approved by a majority vote of the City Council
12. The applicant may submit a Land Use Plan amendment and a rezoning application together. This is recommended in cases where the rezoning may support the Land Use Plan amendment request. Each application, however, will be acted on individually.

**THE ABOVE INFORMATION IS FOR GENERAL GUIDANCE. FOR FURTHER INFORMATION, PLEASE CALL THE CITY OF CONCORD, BUSINESS AND NEIGHBORHOOD SERVICES DEPARTMENT AT (704) 920-5122 OR (704) 920-5137.**