

Required Attachments/ Submittals:

- 1. Typed metes and bounds description of the property (or portion of property). A recorded deed is sufficient, if the deed describes only the subject property.
- 2. Cabarrus County Land Records printout of names and addresses of all immediately adjacent landowners, including any directly across the street.
- 3. 6 copies of a plan drawn to scale (conditional district plan) for the initial submittal to be reviewed by internal City Staff. 16 folded copies, with all plan review comments address, are required to be submitted for Planning and Zoning Commission meetings. (Check with staff for final submittal dates)
- 4. Money Received by \_\_\_\_\_ Date: \_\_\_\_\_  
Check # \_\_\_\_\_ Amount: \$ 600.00 Cash: \_\_\_\_\_

*The application fee is nonrefundable.*



Date \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_ COMPANY NAME: \_\_\_\_\_

APPLICANT ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE NUMBER OF APPLICANT: \_\_\_\_\_

OWNER OF PROPERTY (if different from applicant) \_\_\_\_\_

OWNER ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PROJECT ADDRESS (if an address exist): \_\_\_\_\_

P.I.N.: \_\_\_\_\_

Area of Subject Property (in acres, or square feet): \_\_\_\_\_

Lot Width: \_\_\_\_\_ Lot Depth: \_\_\_\_\_

Current Zoning Classification: \_\_\_\_\_

Existing Land Use: \_\_\_\_\_

Description of Use Requested:

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

**Certification**

I hereby acknowledge and say that the information contained herein and herewith is true, and this application shall not be scheduled for official consideration until all of the required contents are submitted in proper form to the Development Services Department.

Date: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_

**General Requirements**

The Concord Development Ordinance (CDO) imposes the following general requirements. Under each requirement, the applicant should explain, with reference to the attached plans (when applicable) how the proposed use satisfies these requirements.

- (a) The Planning and Zoning Commission must find that “the establishment, maintenance, or operation of the proposed use shall not be detrimental to, or endanger, the public health, safety or general welfare.”

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- (b) The Planning and Zoning Commission must find that the proposed use “conforms to the character of the neighborhood, considering the location, type, and height of buildings or structures, and the type and extent of landscaping and screening on the site.”

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- (c) The Planning and Zoning Commission must find that the proposed use “provides ingress and egress so designed as to minimize traffic hazards and to minimize congestion on the public roads.”

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- (d) The Planning and Zoning Commission must find that the proposed use “shall not be noxious or offensive by reason of vibration, noise, odor, dust, smoke or gas.”

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- (e) The Planning and Zoning Commission must find that “the establishment of the proposed use shall not impede the orderly development and improvement of surrounding property for uses permitted within the zoning district.”

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**Specific Requirements**

The Concord Development Ordinance also imposes SPECIFIC REQUIREMENTS on the proposed use(s) requested by the applicant. The applicant should be prepared to demonstrate that, if the land is used in a manner consistent with the plans, specifications, and other information presented to the Planning and Zoning Commission, the proposed use(s) will comply with specific requirements concerning the following:

- (1) Nature of use(s) (type, number of units, and/or area):

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- (2) Accessory uses (if any):

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- (3) Setback provisions:

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- (4) Height provisions:

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(5) Off-street parking and loading provisions:

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(6) Sign provisions:

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(7) Provisions for screening, landscaping and buffering:

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(8) Provisions for vehicular circulation and access to streets:

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(9) Adequate and safe design for grades, paved curbs and gutters, drainage systems, and treatment or turf to handle storm water, prevent erosion, and subdue dust:

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(10) Adequate, safe and convenient arrangement of pedestrian circulation facilities, roadways, driveways, off-street parking and loading spaces, facilities for waste disposal, and illumination:

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(11) An adequate amount, and safe location of, play areas for children and other recreational uses, according to the concentration of residential occupancy:

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(12) Fences, walls, or year-round screen planting abutting residential districts, to protect residences from parking lot illumination, headlights, fumes, heat, blowing papers, and dust (to reduce the visual encroachment on privacy and residents):

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(13) Open space (including flood hazard area):

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(14) Improvements within the common open space:

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(15) Parking Areas:

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(16) Sidewalks, trails and bikeways:

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(17) Lighting and utilities:

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(18) Site furnishings:

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(19) Adequate fire, police, water and sewer services:

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(20) Other requirements as may be requested by the applicant or specified by the City Council for protection of the public health, safety, welfare and convenience:

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**Staff Use Only:**

1. Scheduled for Planning and Zoning Commission consideration:  
 Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_
2. Date advertised, written notice(s) sent, and property posted: \_\_\_\_\_
3. Record of decision: Motion to:  Approve  Deny  
 \_\_\_\_\_  Yea  Nay  
 \_\_\_\_\_  Yea  Nay  
 \_\_\_\_\_  Yea  Nay  
 \_\_\_\_\_  Yea  Nay  
 \_\_\_\_\_  Yea  Nay  
 \_\_\_\_\_  Yea  Nay  
 \_\_\_\_\_  Yea  Nay
4. Planning and Zoning Commission recommendation:  Approved  Denied  
 If denied, was an appeal filed? \_\_\_\_\_
5. Date applicant notified of Planning and Zoning Commission action: \_\_\_\_\_
6. Scheduled for City Council consideration:  
 Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_
7. Dates advertised: (a) First notice: \_\_\_\_\_ (b) Second notice: \_\_\_\_\_
8. City Council recommendation:  Approved  Denied
9. Date applicant notified of City Council action: \_\_\_\_\_
10. Comments: *(see minutes for details)*  
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