

**APPLICATIONS NOT COMPLETED BY THE PUBLISHED APPLICATION  
DEADLINE WILL NOT BE CONSIDERED.**

**Required Attachments / Submittals:**

- 1. Typed metes and bounds description of the property (or portion of property). A recorded deed is sufficient, if the deed contains a separate description of the property to be rezoned. If the property contains multiple tracts, deeds shall be provided describing each tract or multiple tracts.
- 2. Cabarrus County Land Records printout of names and addresses of all immediately adjacent landowners, including any directly across the street.
- 3. **FOR CONDITIONAL DISTRICT APPLICATIONS ONLY**, 6 copies of a plan drawn to scale (conditional district plan) for the initial submittal to be reviewed by Development Review Committee. Staff will advise of additional submission requirements for the Planning Commission hearing after the initial review.
- 4. If applicable, proof of a neighborhood meeting (signature page) or receipt from certified letters mailed to adjoining property owners if project increases density or intensity (See Section 3.2.3). Staff will provide further information on this requirement during the required pre-application meeting.
- 5. Money Received by \_\_\_\_\_ Date: \_\_\_\_\_  
Check # \_\_\_\_\_ Amount: \$ 800.00 (Conditional) or \$600 (Conventional)  
Cash: \_\_\_\_\_

***The application fee is nonrefundable.***

(Please type or print)

Applicant Name, Address, Telephone Number and email address: \_\_\_\_\_

\_\_\_\_\_

Owner Name, Address, Telephone Number: \_\_\_\_\_

\_\_\_\_\_

Project Location/Address: \_\_\_\_\_

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

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

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

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

Proposed Zoning Classification: \_\_\_\_\_

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

Future Land Use Designation: \_\_\_\_\_

Surrounding Land Use: North \_\_\_\_\_ South \_\_\_\_\_

East \_\_\_\_\_ West \_\_\_\_\_

Reason for request: \_\_\_\_\_

\_\_\_\_\_

Has a pre-application meeting been held with a staff member? \_\_\_\_\_

Staff member signature: \_\_\_\_\_ Date: \_\_\_\_\_

**THIS PAGE APPLICABLE TO CONDITIONAL DISTRICT REQUESTS ONLY**

(Please type or print)

1. List the Use(s) Proposed in the Project:

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2. List the Condition(s) you are offering as part of this project. Be specific with each description.  
(You may attach other sheets of paper as needed to supplement the information):

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I make this request for Conditional district zoning voluntarily. The uses and conditions described above are offered of my own free will. I understand and acknowledge that if the property in question is rezoned as requested to a Conditional District the property will be perpetually bound to the use(s) specifically authorized and subject to such conditions as are imposed, unless subsequently amended as provided under the City of Concord Development Ordinance (CDO). All affected property owners (or agents) must sign the application.

\_\_\_\_\_  
Signature of Applicant                      Date

\_\_\_\_\_  
Signature of Owner(s)                      Date

*Certification*

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

Date: \_\_\_\_\_

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

Property Owner or Agent of the Property Owner Signature:

\_\_\_\_\_

**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
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)*  
 \_\_\_\_\_  
 \_\_\_\_\_

***Additional Requirements for Conditional District Amendments Only***  
(SEE SECTION 3.2.8)

A petition for conditional zoning must include a site plan, drawn to scale, with supporting information and text that specifies the actual use or uses intended for the property and any proposed conditions that will govern development and use of the property. The following information shall be provided, if applicable:

1. A boundary survey and vicinity map showing the property's total acreage, zoning classification(s), location in relationship to major streets, railroads, the date, and a north arrow;
2. All existing easements, reservations and rights-of-way;
3. Areas in which structures are proposed;
4. Proposed use of all land and structures including the number of residential units and square footage of nonresidential development;
5. Proposed and required screening and landscaping as specified in Article 11;
6. Existing and proposed points of access to public streets and to adjacent property;
7. Location of 100 year floodplains and location of proposed stream buffers as specified in Article 4;
8. General parking and circulation plans;
9. Additional data and information as specified in Article 9, if applicable.

In the course of evaluating the application, the Administrator, Planning and Zoning Commission or City Council may request additional information from the petitioner. This information may include the following;

1. The exterior features of the proposed development including height and exterior finish;
2. Existing and general topography of the site;
3. Existing vegetation and tree cover; and
4. Location and number of proposed signs.

The site plan and all supporting materials and text shall constitute part of the petition for all purposes under this Chapter.

For conditional district rezonings, after receipt of the petition, the staff shall forward the petition including the site plan to the Development Review Committee (DRC) for review and comments prior to the hearing. The DRC shall concur that the site plan sufficiently meets minimum requirements prior to the item proceeding to the Planning Commission for public hearing. Comments from the DRC may necessitate changes to the rezoning plan prior to the public hearing.