

# Rezoning Application



Department of City Planning | 1 Exchange Plaza, Suite 300 | Raleigh, NC 27601 | 919-996-2682

| REZONING REQUEST   |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> General Use <input type="checkbox"/> Conditional Use <input type="checkbox"/> Master Plan<br>Existing Zoning Base District _____ Height _____ Frontage _____ Overlay(s) _____<br>Proposed Zoning Base District _____ Height _____ Frontage _____ Overlay(s) _____<br>Click <a href="#">here</a> to view the Zoning Map. Search for the address to be rezoned, then turn on the 'Zoning' and 'Overlay' layers. |  |  | <b>OFFICE USE ONLY</b><br>Transaction #<br><br>Rezoning Case # |
| If the property has been previously rezoned, provide the rezoning case number:   |  |  |  |
| Provide all previous transaction numbers for Coordinated Team Reviews, Due Diligence Sessions, or Pre-Submittal Conferences:   |  |  |  |
|  |  |  |  |

| GENERAL INFORMATION            |  |                            |     |
|--------------------------------|--|----------------------------|-----|
| Date                           | Date Amended (1)                       | Date Amended (2)           |     |
| Property Address               |  |                            |     |
| Property PIN                   |  | Deed Reference (book/page) |     |
| Nearest Intersection           |  |                            |     |
| Property Size (acres)          | (For PD Applications Only) Total Units | Total Square Feet          |     |
| Property Owner/Address         |  | Phone                      | Fax |
|                                |  | Email                      |     |
| Project Contact Person/Address |  | Phone                      | Fax |
|                                |  | Email                      |     |
| Owner/Agent Signature          |  | Email                      |     |

A rezoning application will not be considered complete until all required submittal components listed on the Rezoning Checklist have been received and approved.

**CONDITIONAL USE DISTRICT ZONING CONDITIONS**

|  |  |
|--|--|
| Zoning Case Number   | <b>OFFICE USE ONLY</b><br><br>Transaction #<br><br>Rezoning Case # |
| Date Submitted   |  |
| Existing Zoning <span style="margin-left: 100px;">Proposed Zoning</span> |  |

**Narrative of Zoning Conditions Offered**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

These zoning conditions have been voluntarily offered by the property owner. All property owners must sign each condition page. This page may be photocopied if additional space is needed.

Owner/Agent Signature \_\_\_\_\_ Print Name \_\_\_\_\_

**REZONING APPLICATION ADDENDUM #1**

|  |  |
|--|--|
| <b>Comprehensive Plan Analysis</b>   | <b>OFFICE USE ONLY</b><br><br>Transaction #<br><br>Rezoning Case # |
| The applicant is asked to analyze the impact of the rezoning request. State Statutes require that the rezoning either be consistent with the adopted Comprehensive Plan, or that the request be reasonable and in the public interest. |  |

**STATEMENT OF CONSISTENCY**

Provide brief statements regarding whether the rezoning request is consistent with the future land use designation, the urban form map, and any applicable policies contained within the 2030 Comprehensive Plan.

- 1.
- 2.
- 3.
- 4.

**PUBLIC BENEFITS**

Provide brief statements regarding the public benefits derived as a result of the rezoning request.

- 1.
- 2.
- 3.
- 4.

**REZONING APPLICATION ADDENDUM #2**

|   |  |
|---|--|
| <b>Impact on Historic Resources</b>   | <b>OFFICE USE ONLY</b><br><br><b>Transaction #</b><br><br><b>Rezoning Case #</b> |
| The applicant is asked to analyze the impact of the rezoning request on historic resources. For the purposes of this section, a historic resource is defined as any site, structure, sign, or other feature of the property to be rezoned that is listed in the National Register of Historic Places or designated by the City of Raleigh as a landmark or contributing to a Historic Overlay District. |  |

**INVENTORY OF HISTORIC RESOURCES**

List in the space below all historic resources located on the property to be rezoned. For each resource, indicate how the proposed zoning would impact the resource.

**PROPOSED MITIGATION**

Provide brief statements describing actions that will be taken to mitigate all negative impacts listed above.

## URBAN DESIGN GUIDELINES

The applicant must respond to the Urban Design Guidelines contained in the 2030 Comprehensive Plan if:

- a) The property to be rezoned is within a "City Growth Center" or "Mixed-Use Center", or
- b) The property to be rezoned is located along a "Main Street" or "Transit Emphasis Corridor" as shown on the Urban Form Map in the 2030 Comprehensive Plan.

Urban Form Designation

Click [here](#) to view the Urban Form Map.

|     |   |
|-----|---|
| 1.  | <p><i>All Mixed-Use developments should generally provide retail (such as eating establishments, food stores, and banks), and other such uses as office and residential within walking distance of each other. Mixed uses should be arranged in a compact and pedestrian friendly form.</i></p> <p><b>Response:</b></p>   |
| 2.  | <p><i>Within all Mixed-Use Areas buildings that are adjacent to lower density neighborhoods should transition (height, design, distance and/or landscaping) to the lower heights or be comparable in height and massing.</i></p> <p><b>Response:</b></p>  |
| 3.  | <p><i>A mixed use area's road network should connect directly into the neighborhood road network of the surrounding community, providing multiple paths for movement to and through the mixed use area. In this way, trips made from the surrounding residential neighborhood(s) to the mixed use area should be possible without requiring travel along a major thoroughfare or arterial.</i></p> <p><b>Response:</b></p>  |
| 4.  | <p><i>Streets should interconnect within a development and with adjoining development. Cul-de-sacs or dead-end streets are generally discouraged except where topographic conditions and/or exterior lot line configurations offer no practical alternatives for connection or through traffic. Street stubs should be provided with development adjacent to open land to provide for future connections. Streets should be planned with due regard to the designated corridors shown on the Thoroughfare Plan.</i></p> <p><b>Response:</b></p> |
| 5.  | <p><i>New development should be comprised of blocks of public and/or private streets (including sidewalks). Block faces should have a length generally not exceeding 660 feet. Where commercial driveways are used to create block structure, they should include the same pedestrian amenities as public or private streets.</i></p> <p><b>Response:</b></p>   |
| 6.  | <p><i>A primary task of all urban architecture and landscape design is the physical definition of streets and public spaces as places of shared use. Streets should be lined by buildings rather than parking lots and should provide interest especially for pedestrians. Garage entrances and/or loading areas should be located at the side or rear of a property.</i></p> <p><b>Response:</b></p>   |
| 7.  | <p><i>Buildings should be located close to the pedestrian-oriented street (within 25 feet of the curb), with off-street parking behind and/or beside the buildings. When a development plan is located along a high volume corridor without on-street parking, one bay of parking separating the building frontage along the corridor is a preferred option.</i></p> <p><b>Response:</b></p>  |
| 8.  | <p><i>If the site is located at a street intersection, the main building or main part of the building should be placed at the corner. Parking, loading or service should not be located at an intersection.</i></p> <p><b>Response:</b></p>   |
| 9.  | <p><i>To ensure that urban open space is well-used, it is essential to locate and design it carefully. The space should be located where it is visible and easily accessible from public areas (building entrances, sidewalks). Take views and sun exposure into account as well.</i></p> <p><b>Response:</b></p>   |
| 10. | <p><i>New urban spaces should contain direct access from the adjacent streets. They should be open along the adjacent sidewalks and allow for multiple points of entry. They should also be visually permeable from the sidewalk, allowing passersby to see directly into the space.</i></p> <p><b>Response:</b></p>  |
| 11. | <p><i>The perimeter of urban open spaces should consist of active uses that provide pedestrian traffic for the space including retail, cafés, and restaurants and higher-density residential.</i></p> <p><b>Response:</b></p>   |
| 12. | <p><i>A properly defined urban open space is visually enclosed by the fronting of buildings to create an outdoor "room" that is comfortable to users.</i></p> <p><b>Response:</b></p>   |
| 13. | <p><i>New public spaces should provide seating opportunities.</i></p> <p><b>Response:</b></p>   |
| 14. | <p><i>Parking lots should not dominate the frontage of pedestrian-oriented streets, interrupt pedestrian routes, or negatively impact surrounding developments.</i></p> <p><b>Response:</b></p>   |

|     |  |
|-----|--|
| 15. | <i>Parking lots should be located behind or in the interior of a block whenever possible. Parking lots should not occupy more than 1/3 of the frontage of the adjacent building or not more than 64 feet, whichever is less.</i><br><b>Response:</b>   |
| 16. | <i>Parking structures are clearly an important and necessary element of the overall urban infrastructure but, given their utilitarian elements, can give serious negative visual effects. New structures should merit the same level of materials and finishes as that a principal building would, care in the use of basic design elements can make a significant improvement.</i><br><b>Response:</b>  |
| 17. | <i>Higher building densities and more intensive land uses should be within walking distance of transit stops, permitting public transit to become a viable alternative to the automobile.</i><br><b>Response:</b>  |
| 18. | <i>Convenient, comfortable pedestrian access between the transit stop and the building entrance should be planned as part of the overall pedestrian network.</i><br><b>Response:</b>   |
| 19. | <i>All development should respect natural resources as an essential component of the human environment. The most sensitive landscape areas, both environmentally and visually, are steep slopes greater than 15 percent, watercourses, and floodplains. Any development in these areas should minimize intervention and maintain the natural condition except under extreme circumstances. Where practical, these features should be conserved as open space amenities and incorporated in the overall site design.</i><br><b>Response:</b>  |
| 20. | <i>It is the intent of these guidelines to build streets that are integral components of community design. Public and private streets, as well as commercial driveways that serve as primary pedestrian pathways to building entrances, should be designed as the main public spaces of the City and should be scaled for pedestrians.</i><br><b>Response:</b>   |
| 21. | <i>Sidewalks should be 5-8 feet wide in residential areas and located on both sides of the street. Sidewalks in commercial areas and Pedestrian Business Overlays should be a minimum of 14-18 feet wide to accommodate sidewalk uses such as vendors, merchandising and outdoor seating.</i><br><b>Response:</b>  |
| 22. | <i>Streets should be designed with street trees planted in a manner appropriate to their function. Commercial streets should have trees which complement the face of the buildings and which shade the sidewalk. Residential streets should provide for an appropriate canopy, which shadows both the street and sidewalk, and serves as a visual buffer between the street and the home. The typical width of the street landscape strip is 6-8 feet. This width ensures healthy street trees, precludes tree roots from breaking the sidewalk, and provides adequate pedestrian buffering. Street trees should be at least 6 1/4" caliper and should be consistent with the City's landscaping, lighting and street sight distance requirements.</i><br><b>Response:</b> |
| 23. | <i>Buildings should define the streets spatially. Proper spatial definition should be achieved with buildings or other architectural elements (including certain tree plantings) that make up the street edges aligned in a disciplined manner with an appropriate ratio of height to width.</i><br><b>Response:</b>   |
| 24. | <i>The primary entrance should be both architecturally and functionally on the front facade of any building facing the primary public street. Such entrances shall be designed to convey their prominence on the fronting facade.</i><br><b>Response:</b>  |
| 25. | <i>The ground level of the building should offer pedestrian interest along sidewalks. This includes windows entrances, and architectural details. Signage, awnings, and ornamentation are encouraged.</i><br><b>Response:</b>  |
| 26. | <i>The sidewalks should be the principal place of pedestrian movement and casual social interaction. Designs and uses should be complementary to that function.</i><br><b>Response:</b>  |

**REZONING APPLICATION SUBMITTAL REQUIREMENTS ("Rezoning Checklist")**

| TO BE COMPLETED BY APPLICANT  |                          |                          | COMPLETED BY CITY STAFF |    |     |
|---|--------------------------|--------------------------|-------------------------|----|-----|
| General Requirements – General Use or Conditional Use Rezoning  | YES                      | N/A                      | YES                     | NO | N/A |
| 1. I have referenced this <b>Rezoning Checklist</b> and by using this as a guide, it will ensure that I receive a complete and thorough first review by the City of Raleigh | <input type="checkbox"/> | <input type="checkbox"/> |                         |    |     |
| 2. Rezoning application review fee (see <a href="#">Fee Schedule</a> for rate)  | <input type="checkbox"/> | <input type="checkbox"/> |                         |    |     |
| 3. Completed application; Include electronic version via cd or flash drive  | <input type="checkbox"/> | <input type="checkbox"/> |                         |    |     |
| 4. Two sets of stamped envelopes addressed to all property owners within 100 feet of property to be rezoned   | <input type="checkbox"/> | <input type="checkbox"/> |                         |    |     |
| 5. Pre-Application Conference   | <input type="checkbox"/> | <input type="checkbox"/> |                         |    |     |
| 6. Neighborhood Meeting notice and report   | <input type="checkbox"/> | <input type="checkbox"/> |                         |    |     |
| 7. Trip Generation Study  | <input type="checkbox"/> | <input type="checkbox"/> |                         |    |     |
| 8. Traffic Impact Analysis  | <input type="checkbox"/> | <input type="checkbox"/> |                         |    |     |
| 9. Completed and signed zoning conditions   | <input type="checkbox"/> | <input type="checkbox"/> |                         |    |     |
| 10. Completed Comprehensive Plan Consistency Analysis   | <input type="checkbox"/> | <input type="checkbox"/> |                         |    |     |
| 11. Completed Response to the Urban Design Guidelines   | <input type="checkbox"/> | <input type="checkbox"/> |                         |    |     |
| 12. For applications filed by a third party, proof of actual notice to the property owner   | <input type="checkbox"/> | <input type="checkbox"/> |                         |    |     |
| 13. Master Plan (for properties requesting Planned Development or Campus District)  | <input type="checkbox"/> | <input type="checkbox"/> |                         |    |     |

| MASTER PLAN SUBMITTAL REQUIREMENTS  |                          |                          |                         |    |     |
|---|--------------------------|--------------------------|-------------------------|----|-----|
| TO BE COMPLETED BY APPLICANT  |                          |                          | COMPLETED BY CITY STAFF |    |     |
| General Requirements – Master Plan  | YES                      | N/A                      | YES                     | NO | N/A |
| 1. I have referenced the <b>Master Plan Checklist</b> and by using this as a guide, it will ensure that I receive a complete and thorough first review by the City of Raleigh | <input type="checkbox"/> | <input type="checkbox"/> |                         |    |     |
| 2. Total number of units and square feet  | <input type="checkbox"/> | <input type="checkbox"/> |                         |    |     |
| 3. 12 sets of plans   | <input type="checkbox"/> | <input type="checkbox"/> |                         |    |     |
| 4. Completed application; Include electronic version via cd or flash drive  | <input type="checkbox"/> | <input type="checkbox"/> |                         |    |     |
| 5. Vicinity Map   | <input type="checkbox"/> | <input type="checkbox"/> |                         |    |     |
| 6. Existing Conditions Map  | <input type="checkbox"/> | <input type="checkbox"/> |                         |    |     |
| 7. Street and Block Layout Plan   | <input type="checkbox"/> | <input type="checkbox"/> |                         |    |     |
| 8. General Layout Map/Height and Frontage Map   | <input type="checkbox"/> | <input type="checkbox"/> |                         |    |     |
| 9. Description of Modification to Standards   | <input type="checkbox"/> | <input type="checkbox"/> |                         |    |     |
| 10. Development Plan (location of building types)   | <input type="checkbox"/> | <input type="checkbox"/> |                         |    |     |
| 11. Pedestrian Circulation Plan   | <input type="checkbox"/> | <input type="checkbox"/> |                         |    |     |
| 12. Parking Plan  | <input type="checkbox"/> | <input type="checkbox"/> |                         |    |     |
| 13. Open Space Plan   | <input type="checkbox"/> | <input type="checkbox"/> |                         |    |     |
| 14. Tree Conservation Plan (if site is 2 acres or more)   | <input type="checkbox"/> | <input type="checkbox"/> |                         |    |     |
| 15. Major Utilities Plan/Utilities Service Plan   | <input type="checkbox"/> | <input type="checkbox"/> |                         |    |     |
| 16. Generalized Stormwater Plan   | <input type="checkbox"/> | <input type="checkbox"/> |                         |    |     |
| 17. Phasing Plan  | <input type="checkbox"/> | <input type="checkbox"/> |                         |    |     |
| 18. Three-Dimensional Model/renderings  | <input type="checkbox"/> | <input type="checkbox"/> |                         |    |     |
| 19. Common Signage Plan   | <input type="checkbox"/> | <input type="checkbox"/> |                         |    |     |



Date:

Re: (site location)

Neighboring Property Owners:

You are invited to attend a neighborhood meeting on \_\_\_\_ (date) \_\_\_\_\_. The meeting will be held at \_\_\_\_\_(location)\_\_\_\_\_ and will begin at \_\_\_\_ (time)\_\_\_\_\_.

The purpose of this meeting is to discuss a potential rezoning of the property located at \_\_\_\_ (site address)\_\_\_\_\_. This site is current zoned \_\_\_\_ (zoning)\_\_\_\_\_ and is proposed to be rezoned to \_\_\_\_\_, (Please provide any relevant details regarding the request.)

The City of Raleigh requires that prior to the submittal of any rezoning application, a neighborhood meeting involving the property owners within 500 feet of the area requested for rezoning.

If you have any concerns or questions I (we) can be reached at:

For more information about rezoning, you may visit **www.raleighnc.gov** or contact the Raleigh City Planning Department at:

(919) 996-2682  
rezoning@raleighnc.gov

Thank you

**At least 10 days prior to the meeting date with the owners of property, the applicant shall notify the owners of property about the meeting; notice shall be by first class mail or certified mail return receipt. If notification is to be by first class mail, the applicant shall deliver the sealed, addressed, stamped envelopes to Planning & Development prior to the aforementioned 10 day period. If notification is to be by certified mail return receipt, copies of the return receipts shall be given to Planning & Development at time of application submittal.**

SUBMITTED DATE: \_\_\_\_\_

## SUMMARY OF ISSUES

A neighborhood meeting was held on \_\_\_\_\_ (date) to discuss a potential rezoning located at \_\_\_\_\_ (property address).

The neighborhood meeting was held at \_\_\_\_\_ (location).

There were approximately \_\_\_\_\_ (number) neighbors in attendance. The general issues discussed were:

Summary of Issues:

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|  |
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