

Rezoning Checklist



Department of City Planning | 1 Exchange Plaza, Suite 300 | Raleigh, NC 27601 | 919-996-2626

TO BE COMPLETED BY APPLICANT	YES	N/A
PRE-SUBMITTAL REQUIREMENTS		
1. Pre-Application Conference	<input type="checkbox"/>	<input type="checkbox"/>
2. Neighborhood meeting with property owners within 100 feet of the subject property	<input type="checkbox"/>	<input type="checkbox"/>
3. Completed Rezoning Intake Requirements sheet	<input type="checkbox"/>	<input type="checkbox"/>
CONDITIONAL USE CONSIDERATIONS		
1. Prior to submitting zoning conditions, a draft, unsigned version must be submitted to staff for review. If the conditions are in preparation for a public meeting, the conditions must be submitted to staff at least 10 days before the public meeting date	<input type="checkbox"/>	<input type="checkbox"/>
2. All submitted conditions must be signed by the property owner	<input type="checkbox"/>	<input type="checkbox"/>
3. Conditions may contain electronic signatures provided the original document is submitted to staff at least 24 hours before the final City Council action	<input type="checkbox"/>	<input type="checkbox"/>
4. Conditions proposed must be more restrictive than UDO requirements and may not duplicate UDO requirements	<input type="checkbox"/>	<input type="checkbox"/>
5. If conditions are limited to certain portions of the property to be rezoned, those areas must be identifiable	<input type="checkbox"/>	<input type="checkbox"/>
6. Zoning conditions that reference specific properties must include the property identification number (PIN) and deed book and page number from the Book of Maps	<input type="checkbox"/>	<input type="checkbox"/>
7. Conditions may not be offered that specify the ownership status, race, religion or character of occupant or minimum value of the improvements	<input type="checkbox"/>	<input type="checkbox"/>
8. Conditions may not be offered that restrict cross access or street connections, specify right-of-way reimbursement values, or defer a traffic analysis	<input type="checkbox"/>	<input type="checkbox"/>
9. Conditions may not be offered that restrict the sale of alcoholic beverages	<input type="checkbox"/>	<input type="checkbox"/>
10. Graphic exhibits may only be submitted if all elements are replicated in the written conditions	<input type="checkbox"/>	<input type="checkbox"/>
11. Conditions regarding tree conservation areas must preserve 100% of the critical root zone of the protected trees	<input type="checkbox"/>	<input type="checkbox"/>
12. Conditions must specify the use(s) prohibited OR the use(s) permitted. The uses should be listed as shown in the "Allowed Principle Use Table" in Section 6.1.4	<input type="checkbox"/>	<input type="checkbox"/>
TIMING OF SUBMITTAL OF CONDITIONS		
1. Zoning conditions may be submitted at time of the initial application	<input type="checkbox"/>	<input type="checkbox"/>
2. Zoning conditions may be altered through the staff review process	<input type="checkbox"/>	<input type="checkbox"/>
3. Prior to any Planning Commission or City Council meeting, a draft unsigned set of conditions must be submitted to staff at least ten days before the meeting date	<input type="checkbox"/>	<input type="checkbox"/>
4. Conditions may not be altered after a Planning Commission recommendation and prior to the City Council's receipt of that recommendation	<input type="checkbox"/>	<input type="checkbox"/>
5. Conditions may be altered up to 30 days following the public hearing date	<input type="checkbox"/>	<input type="checkbox"/>
6. After the public hearing, conditions may only be made more restrictive	<input type="checkbox"/>	<input type="checkbox"/>