



**CONDITIONAL ZONING DISTRICT REQUEST - APPLICATION**

(Addendum to Zoning/Development Compliance – Application,  
if immediately pursuing a development proposal)

Applications for Conditional Zoning Districts must be complete, accompanied by an application fee as set forth by the Town of Montreat Fee Schedule and submitted to the Zoning Official. The application fee should be made payable to the Town of Montreat and is non-refundable except where an application is withdrawn prior to its initial consideration by the Planning & Zoning Commission. The Commission will deliberate and prepare a report for Town Council recommending to either accept or reject the proposed amendment. You will be notified of the meeting date the Board of Commissioners will hear this matter and of any action taken or any decision made concerning your request.

All meetings of the Planning and Zoning Commission and Board of Commissioners are open to the public.

Project Address(s): \_\_\_\_\_ Date of Request: \_\_\_\_\_

Parcel Identifier Number(s) (PIN #): \_\_\_\_\_

Existing Zoning District(s): \_\_\_\_\_

Owner/Applicant Name(s): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Zoning Ordinance Section(s) to be amended:

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

Proposed text in full (attach additional sheets if needed):

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

Briefly state the reason(s) for this request:

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

List any attached supporting documents:

\_\_\_\_\_



**Conditional Zoning consists of the following steps:**

1. **Pre-Application Meeting** with Zoning Administrator to discuss proposal and complete initial scoping of Zoning/Development standards to be addressed in proposal. **OPTIONAL**
2. **Community Meeting** (Property owners within 250' of subject property must be notified via standard mail *at least 14 days* in advance of the Community Meeting. The public notice mailings and Community Meeting itself must be completed by the applicant/agent). **REQUIRED**

**510.4 COMMUNITY MEETING.** With respect to all Districts, the applicant is required to hold a community meeting prior to the application deadline for a Conditional Zoning District rezoning. [*at least 30 days ahead of Planning & Zoning Commission's next scheduled meeting, typically third Thursday of month*] Notice of the meeting shall be provided to owners of property within 250' of subject property, as listed with the Buncombe County Tax Department. Notice may be sent to additional properties by the applicant. At a minimum, the notice shall be sent by standard mail and be postmarked at least fourteen (14) days prior to the date of the community meeting. Additional types of public notice may be provided by the applicant.

**510.41** A written report of the community meeting shall be included as part of the application packet. The written report of the meeting shall include a listing of those persons and organizations contacted about the meeting and the manner and date of contact, the time, date, and location of the meeting, and a description of any changes to the rezoning application made by the applicant as a result of the meeting.

**510.42** Revisions to an approved Conditional Zoning District necessitating a Public Hearing applicable to the Institutional/ Residential (I/R) and the Institutional (I) Districts shall also require a community meeting.

3. **Zoning Administrator** review (Applicant must file application *at least 30 days* ahead Planning & Zoning Commission's next scheduled meeting) **REQUIRED**
4. **Planning & Zoning Commission (P&Z)** review (*NOTE: advisory recommendation*)  
Public notice for P&Z must be mailed at *least 10 and not more than 25 days* in advance of a public hearing on a specific zoning/development proposal. **REQUIRED**
5. **Board of Commissioners (BOC)** review, approval/denial (*NOTE: requires simple majority vote*)  
Public notice for BOC must be mailed at *least 10 and not more than 25 days* in advance of a public hearing on a specific zoning/development proposal. **REQUIRED**



TOWN OF MONTREAT

ZONING AND INSPECTIONS DEPARTMENT  
P. O. Box 423  
Montreat, NC 28757  
Tel: (828) 669-8002, ext. 3030  
[www.townofmontreat.org](http://www.townofmontreat.org)

**Applicant's Acknowledgement**

I, \_\_\_\_\_, hereby certify that all of the information set forth above is true and accurate to the best of my knowledge.

Date: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

Applicant's Name (PLEASE PRINT): \_\_\_\_\_

---

**FOR OFFICE USE ONLY**

Deemed Complete by Zoning Administrator

Denied

Date: \_\_\_\_\_ Zoning Administrator's Signature: \_\_\_\_\_

Zoning Administrator's Name (PLEASE PRINT): \_\_\_\_\_

Permit Fee: \$ \_\_\_\_\_ Cash: \$ \_\_\_\_\_ Check #: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Date Item to be Considered by Board of Commissioners: \_\_\_\_\_

**NOTE: Certificate of Zoning Compliance (later on) must be APPROVED before Building Permit can be issued.**