



**ZONING ORDINANCE AMENDMENT REQUEST – APPLICATION**

**Fee: \$50**

Applications for Zoning Ordinance amendments 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The application fee should be made payable to the Town of Montreat and is non-refundable except where an application is withdrawn prior to its initial consideration by the Planning & Zoning Commission.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:

\_\_\_\_\_

\_\_\_\_\_



**Zoning Ordinance Amendment consists of the following steps:**

1. **Zoning Administrator** review (Applicant must file application *at least 30 days* ahead Planning & Zoning Commission's next scheduled meeting) **REQUIRED**
2. **Public Notice - REQUIRED**

**Fewer Than 50 Properties**

Sec. 309.41 If the proposed change to the Official Zoning Map affects fewer than fifty (50) different properties, the owners (as shown on county tax listing) of the parcel(s) of land affected by the proposed change in the zoning map and the owners (as shown on the county tax listings) of all parcels of land within two hundred fifty feet (250') of the affected parcel of land shall be mailed a notice of a public hearing on the proposed change by first class mail at the last addresses listed for such owners on the county tax abstracts. This notice must be deposited in the mail at least ten (10) but not more than twenty-five (25) days prior to the date of the public hearing. The person(s) mailing such notices shall certify to the Board of Commissioners that the notices were mailed in accordance with this section, and such certificate shall be deemed conclusive in the absence of fraud.

**50 or More Properties:**

Sec. 309.42 If the proposed change to the Official Zoning Map affects at least fifty (50) different properties, then the Town may elect to mail notices as provided above or may, as an alternative, elect to publish once a week for four successive weeks in a newspaper having general circulation in Montreat an advertisement of the public hearing that shows the boundaries of the area affected by the proposed change to the Official Zoning Map and explains the nature of the proposed change. The final two advertisements shall comply with and be deemed to satisfy the provisions of N.C.G.S. §160D-601. The advertisement shall not be less than one-half of a newspaper page in size. The advertisement shall only be effective for property owners who reside in the area of general circulation of the newspaper which publishes the notice. Property owners who reside outside the newspaper circulation area, according to the address listed on the most recent property tax listing for the affected property, shall be notified by first class mail pursuant to this ordinance. The person(s) mailing such notices shall certify to the Board of Commissioners that the notices were mailed in accordance with this section, and such certificate shall be deemed conclusive in the absence of fraud. In addition to the published notice, the Town shall post one or more prominent signs on or immediately adjacent to the subject area reasonably calculated to give public notice of the proposed change in the Official Zoning Map. Citizen comments may be submitted in accordance with N.C.G.S. §160D-603.

3. **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**
4. **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): \_\_\_\_\_

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**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: \_\_\_\_\_