

Town of Sunset Beach | Planning and Zoning



ZONING MAP AMENDMENT (REZONING)

Applications will be considered for the Board of Adjustment hearing and reviewed by Staff only when deemed complete. The application will be regarded as incomplete until the following items are received by the Planning Development Staff.

- _____ **1. Pre-submittal Meeting**
Date of Meeting _____
- _____ **2. Signed Application**
- _____ **3. Payment**
\$500 - Less than or equal to 3 acres. \$800-Greater than 3 acres.
- _____ **4. Project Narrative**
A description and/or statement of the present and proposed land use classification and stating why the request is being made and any information that is pertinent to the case.
- _____ **5. Digital Submission**
For all documents submitted in paper copy, bring a digital copy with paper submission.
- _____ **6. Adjacent Property List**
The applicant shall provide a list of the owners of all properties located adjacent to the property of the request. (Town staff can assist with providing list)
- _____ **7. Adjacent Property Envelopes**
The applicant shall provide two sent of business envelopes (Planning Board and Town Council meetings) addressed to hear person of the owners of all the properties located adjacent to the property of the request, accompanied with the amount of postage required for first class postage.

All documents must be received by the close of business on the deadline date to be considered a complete application. Visit our website to view meeting dates and submittal deadlines (<https://sunsetbeachnc.gov/planning>).

I certify that all information presented in this application is accurate to the best of my knowledge.

Signature of Applicant _____

Date _____

Printed Name _____

Staff Initials: _____

Date: _____



OVERVIEW OF ZONING MAP AMENDMENT



TOWN OF SUNSET BEACH REZONING APPLICATION

THIS SECTION FOR OFFICE USE			
Application No.		Date	
Application Fee		Invoice	
Pre-Application Conference		Hearing Date	

SECTION 1: APPLICANT INFORMATION

Applicant's Name:		Owner's Name:	
Applicant's Address:		Owner's Address:	
City, State, & Zip		City, State, & Zip	
Phone Number:		Phone Number:	
Email Address:		Email Address:	

Legal relationship of applicant to landowner:

SECTION 2: PROJECT INFORMATION

Property Identification Number (PIN):		Total property acreage:	
Current Zoning District:		Proposed Zoning District:	
Project Address:			
Description of Project Location:			

SECTION 3: SIGNATURES

Applicant's Signature		Date:	
Applicant's Name Printed		Date:	
Owner's Signature		Date:	
Owner's Name Printed		Date:	

NOTICE TO APPLICANT

1. Applicant must also submit the information described on the Rezoning Checklist. (Next page.)
2. Applicant or agent authorized in writing must attend the public hearing.
3. All fees are non-refundable.
4. A complete application packet must be submitted prior to the deadline in order to be placed on the next Planning Board Agenda.

TOWN OF SUNSET BEACH REZONING CHECKLIST

<input type="checkbox"/>	Signed application form						
<input type="checkbox"/>	Application fee						
<input type="checkbox"/>	A list of names and addresses, as obtained from the county tax listings and tax abstract, all adjacent property owners, including property owners directly across any road or road easement, and owners of the property under consideration for rezoning.						
<input type="checkbox"/>	Two (2) business size envelopes legibly addressed with first class postage for each of the adjacent and abutting property owners on the above list.						
<input type="checkbox"/>	Accurate legal description or a map drawn to scale showing the property boundaries to be rezoned, in sufficient detail to for the rezoning to be located on the Official Zoning Map.						
<input type="checkbox"/>	10 (11"x17") map copies to be distributed to the Planning Board						
<input type="checkbox"/>	10 (11"x17") map copies to be distributed to the Town Council						
<input type="checkbox"/>	Digital (.pdf) submission of all application materials						
<input type="checkbox"/>	A description and/or statement of the present and proposed zoning regulation or district boundary and stating why the request is being made and any information that is pertinent to the case. If the owner and applicant are different, the letter must be signed by both parties.						
<u>Office Use Only</u>							
<input type="checkbox"/>	ZMA Fees: (\$500.00- Less than or equal to 3 acres; \$800- Greater than 3 acres)				Total Fee Calculation: \$		
Attachments Included with Application: (Please include # of copies)							
Digital version	<input type="checkbox"/> Y <input type="checkbox"/> N	Plan Sets	# of large	# of 11X17	Other documents/Reports	<input type="checkbox"/> Y <input type="checkbox"/> N	
Payment Method:	Cash : <input type="checkbox"/> \$ _____			Credit Card: <input type="checkbox"/> Master Card <input type="checkbox"/> Visa		Check: <input type="checkbox"/> Check # _____	
Application received by:						Date:	
Application completeness approved by:						Date:	
Dates scheduled for public hearing:							
<input type="checkbox"/> Planning Board:							
<input type="checkbox"/> Town Council:							

RETURN COMPLETED APPLICATION and CHECKLIST TO:

Town of Sunset Beach
Attn: Planning Department
700 Sunset Boulevard North
Sunset Beach, NC 28468