

# Rezoning Application and Checklist

Planning and Development Customer Service Center • One Exchange Plaza, Suite 400 | Raleigh, NC 27601 | 919-996-2500



Please complete all sections of the form and upload via the Permit and Development Portal ([permitportal.raleighnc.gov](http://permitportal.raleighnc.gov)). Please see page 18 for information about who may submit a rezoning application. A rezoning application will not be considered complete until all required submittal components listed on the Rezoning Checklist have been received and approved. For questions email [rezoning@raleighnc.gov](mailto:rezoning@raleighnc.gov).

Rezoning Request				
Rezoning Type	General Use	Conditional Use	Master Plan	Office Use Only Rezoning case #
	Text change to zoning conditions			
Existing zoning base district:	Height:	Frontage:	Overlay(s):	
Proposed zoning base district:	Height:	Frontage:	Overlay(s):	
<b>Helpful Tip:</b> View the Zoning Map to search for the address to be rezoned, then turn on the 'Zoning' and 'Overlay' layers.				
If the property has been previously rezoned, provide the rezoning case number:				

General Information			
Date:	Date amended (1):	Date amended (2):	
Property address:			
Property PIN:			
Deed reference (book/page):			
Nearest intersection:		Property size (acres):	
For planned development applications only	Total units:		Total square footage:
	Total parcels:		Total buildings:
Property owner name and address:			
Property owner email:			
Property owner phone:			
Applicant name and address:			
Applicant email:			
Applicant phone:			
Applicant signature(s):			
Additional email(s):			

**Conditional Use District Zoning Conditions**

Zoning case #:	Date submitted:	<b>Office Use Only</b> Rezoning case # _____
Existing zoning:	Proposed zoning:	

**Narrative of Zoning Conditions Offered**

Large empty rectangular box for the narrative of zoning conditions offered.

The property owner(s) hereby offers, consents to, and agrees to abide, if the rezoning request is approved, the conditions written above. All property owners must sign each condition page. This page may be photocopied if additional space is needed.

Property Owner(s) Signature: \_\_\_\_\_

Printed Name(s): \_\_\_\_\_

**Rezoning Application Addendum #1**

**Comprehensive Plan Analysis**

**Office Use Only**

Rezoning case #  
\_\_\_\_\_

The applicant is asked to analyze the impact of the rezoning request and its consistency with the Comprehensive Plan. The applicant is also asked to explain how the rezoning request is 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.

**Public Benefits**

Provide brief statements explaining how the rezoning request is reasonable and in the public interest.

**Rezoning Application Addendum #2**

**Impact on Historic Resources**

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.

**Office Use Only**  
Rezoning case #

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**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.

**Public Mitigation**

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

## 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", "Mixed-Use Center", or "Transit Station Areas", 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.

Policy UD 7.3:

The Design Guidelines in Table UD-1 shall be used to review rezoning petitions and development applications for mixed-use developments; or rezoning petitions and development applications along Main Street and Transit Emphasis Corridors or in City Growth, TOD and Mixed-Use Centers, including preliminary site plans and development plans, petitions for the application of Downtown Overlay Districts, Planned Development Districts, and Conditional Use zoning petitions.

The Applicant must respond to the **Downtown Urban Design Guidelines** contained in the 2030 Comprehensive Plan if:

- a) The property to be rezoned is within "Downtown" as shown on the Urban Form Map in the 2030 Comprehensive Plan.

Policy DT 7.18:

The design guidelines in Table DT-1 shall be used to review rezoning, alternative means of compliance, special use permits, and planned development master plan applications in downtown.

Please [click here](#) to download the Design Guidelines Addendum if required.

Urban Form Designation:

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

Please continue to the next page for the Rezoning Checklist Submittal Requirement.

<b>Rezoning Checklist (Submittal Requirements)</b>					
To be completed by Applicant			To be completed by staff		
General Requirements – General Use or Conditional Use Rezoning:	Yes	N/A	Yes	No	N/A
1. I have referenced this Rezoning Checklist and by using this as a guide, it will ensure that I receive a complete and thorough first review by the City of Raleigh					
2. Pre-application conference					
3. Neighborhood meeting notice and report					
4. Rezoning application review fee (see <a href="#">Development Fee Guide</a> for rates).					
5. Completed application submitted through Permit and Development Portal					
6. Completed Comprehensive Plan consistency analysis					
7. Completed response to the urban design or downtown design guidelines					
8. Two sets of stamped envelopes addressed to all property owners of area to be rezoned and properties with 500 feet of area to be rezoned					
9. Trip generation study					
10. Traffic impact analysis					
<b>For properties requesting a Conditional Use District:</b>	<b>Yes</b>	<b>N/A</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
11. Completed zoning conditions, signed by property owner(s)					
<b>If applicable, see page 18:</b>	<b>Yes</b>	<b>N/A</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
12. Proof of Power of Attorney or Owner Affidavit					
<b>For properties requesting a Planned Development or Campus District:</b>	<b>Yes</b>	<b>N/A</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
13. Master plan (see Master Plan submittal requirements)					
<b>For properties requesting a text change to zoning conditions:</b>	<b>Yes</b>	<b>N/A</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
14. Redline copy of zoning conditions with proposed changes					
15. Proposed conditions signed by property owner(s)					

Please continue to the next page for the Master Plan Submittal Requirements checklist.

<b>Master Plan (Submittal Requirements)</b>					
To be completed by Applicant			To be completed by staff		
General Requirements – Master Plan:	Yes	N/A	Yes	No	N/A
1. I have referenced this Master Plan Checklist and by using this as a guide, it will ensure that I receive a complete and thorough first review by the City of Raleigh					
2. Total number of units and square feet					
3. 12 sets of plans					
4. Completed application submitted through Permit and Development Portal					
5. Vicinity Map					
6. Existing Conditions Map					
7. Street and Block Layout Plan					
8. General Layout Map/Height and Frontage Map					
9. Description of Modification to Standards, 12 sets					
10. Development Plan (location of building types)					
11. Pedestrian Circulation Plan					
12. Parking Plan					
13. Open Space Plan					
14. Tree Conservation Plan (if site is two acres or more)					
15. Major Utilities Plan/Utilities Service Plan					
16. Generalized Stormwater Plan					
17. Phasing Plan					
18. Three-Dimensional Model/renderings					
19. Common Signage Plan					

## Who Can Initiate a Zoning Request?

If requesting to down-zone property, the rezoning application must be signed by all the property owners whose property is subject to the downzoning. Downzoning is defined as a zoning ordinance that affects an area of land in one of the following ways:

1. By decreasing the development density of the land to be less dense than was allowed under its previous usage.
2. By reducing the permitted uses of the land that are specified in a zoning ordinance or land development regulation to fewer uses than were allowed under its previous usage.

If requesting to rezone property to a conditional district, the rezoning application must be signed by all owners of the property to be included in the district. For purposes of the application only (not the zoning conditions), the City will accept signatures on behalf of the property owner from the following:

1. The property owner;
2. An attorney acting on behalf of the property owner with an executed power of attorney; or
3. A person authorized to act on behalf of the property owner with an executed owner's affidavit.

An owner's affidavit must be made under oath, properly notarized and, at a minimum, include the following information:

- The property owner's name and, if applicable, the property owner's title and organization name.
- The address, PIN and Deed Book/Page Number of the property.
- A statement that the person listed as the property owner is the legal owner of the property described.
- The name of the person authorized to act on behalf of the property owner as the applicant. If applicable, the authorized person's title and organization name.
- A statement that the property owner, as legal owner of the described property, hereby gives authorization and permission to the authorized person, to submit to the City of Raleigh an application to rezone the described property.
- A statement that the property owner understands and acknowledges that zoning conditions must be signed, approved and consented to by the property owner.
- The property owner's signature and the date the property owner signed the affidavit.

If requesting to rezone property to a general use district that is not a down-zoning, the rezoning application may be signed, for the purpose of initiating the request, by property owners or third-party applicants.



Date:

Re: (SITE LOCATION)

Neighboring Property Owners and Tenants:

You are invited to attend a neighborhood meeting on (MEETING DATE). The meeting will be held at (MEETING LOCATION, INCLUDING ADDRESS) and will begin at (TIME).

The purpose of this meeting is to discuss a potential rezoning of the property located at (SITE ADDRESS AND NEARBY LANDMARKS). This site is current zoned (CURRENT ZONING DISTRICT) and is proposed to be rezoned to (PROPOSED ZONING DISTRICT). (Please also 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 and tenants within 500 feet of the area requested for rezoning.

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

Information about the rezoning process is available online; visit [www.raleighnc.gov](http://www.raleighnc.gov) and search for "Rezoning Process." If you have further questions about the rezoning process, please contact the Raleigh Planning and Development Department at:

(919) 996-2682 (option 2)  
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 and 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 and 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:


