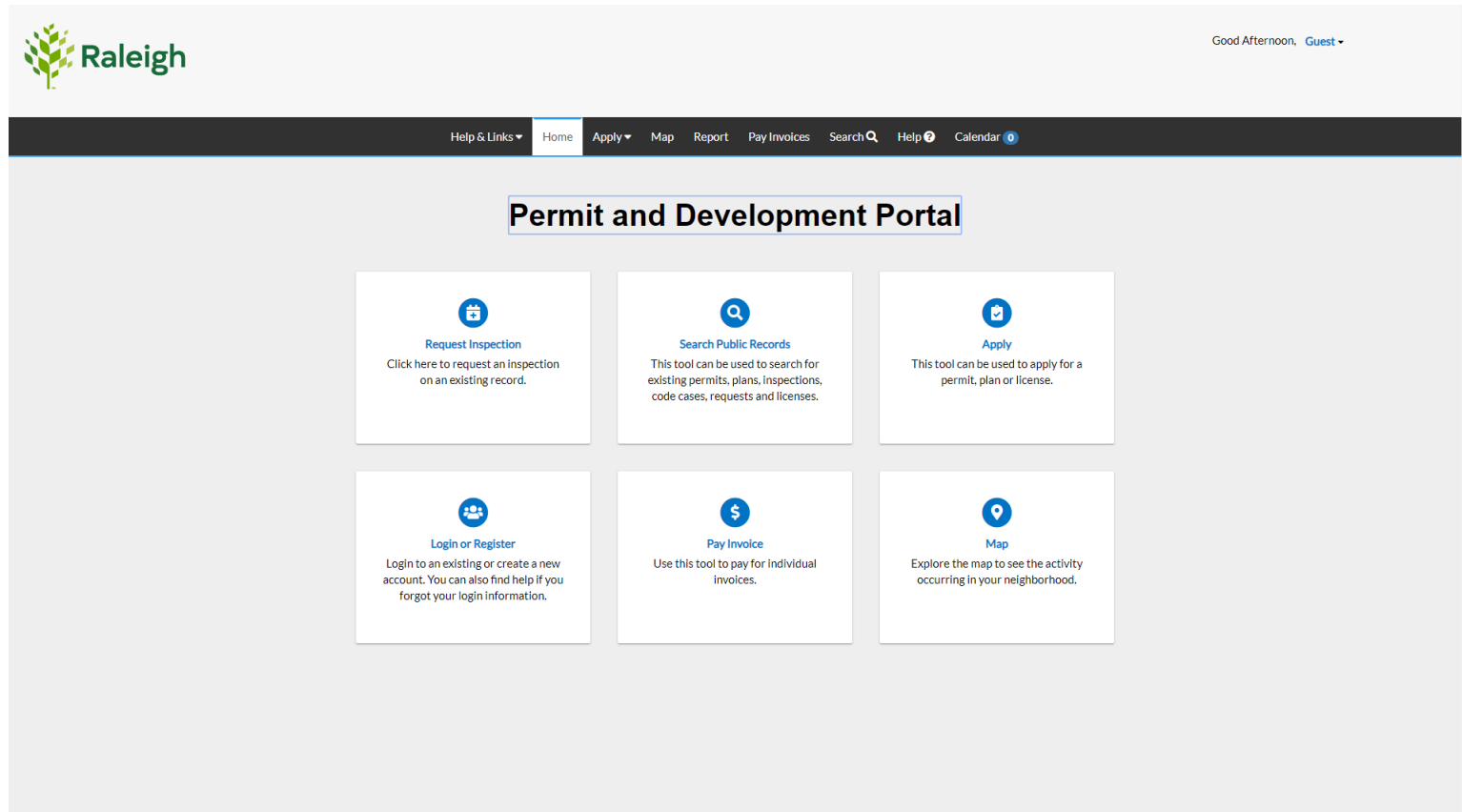# Applying for Rezoning through the Permit & Development Portal

Raleigh

Overview

The City of Raleigh accepts rezoning requests through the Permit & Development Portal. The portal allows applicants to track their permits and plans, pay invoices, and search for plan information. There are three main steps to submitting an application for rezoning:

1) submit the application digitally through the Permit & Development Portal

2) pay the application fee and

3) submit additional materials to the Department of City Planning.

Logging in
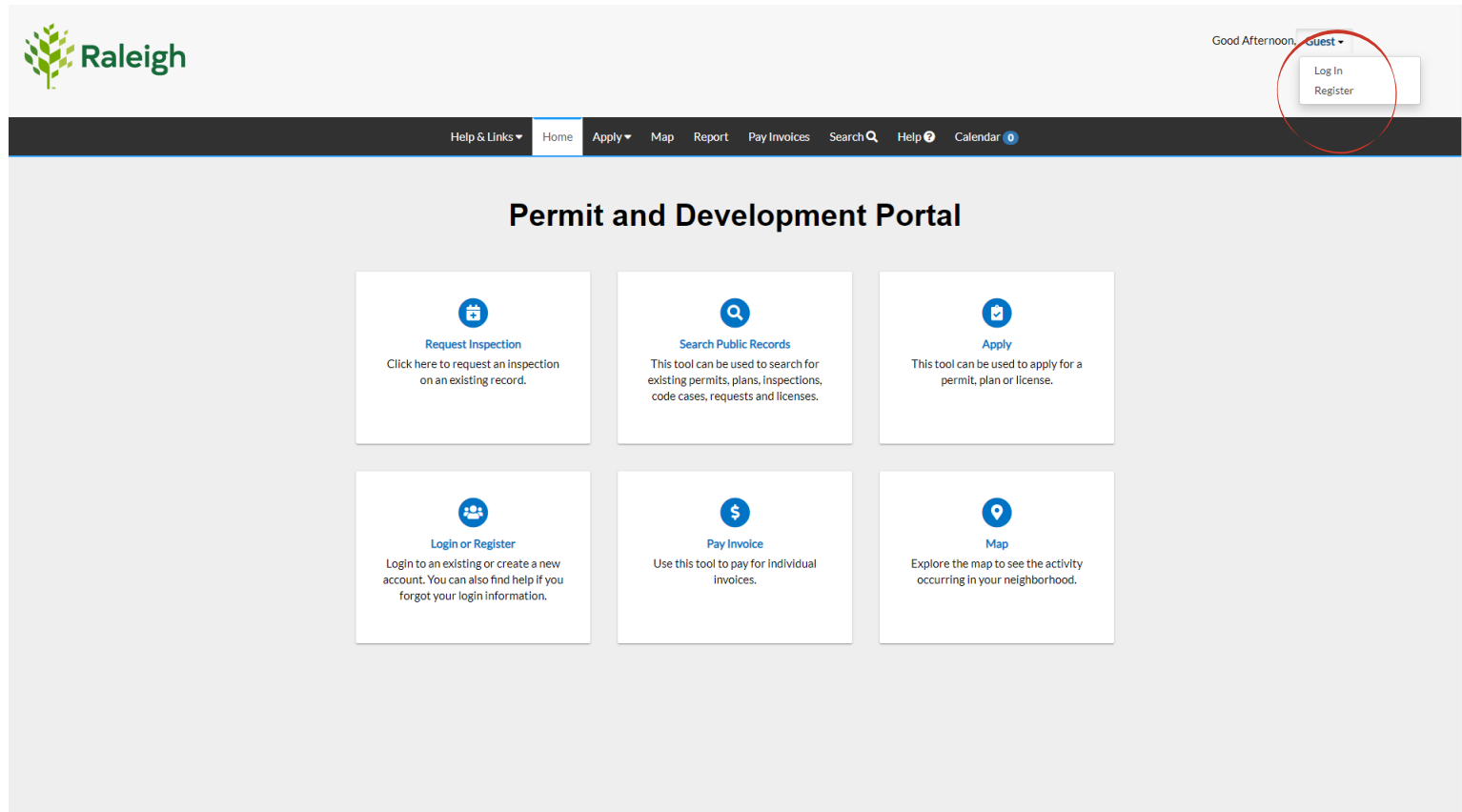
Visit the portal online here. The first screen you will see is the home screen. To start the application process, log in with an existing account or create a new account. If you have an existing account, simply click the drop-down menu in the right-hand corner and select log in. You will enter your log-in information here.

To create an account, click the drop-down menu in the upper-right hand corner and select "Register." Provide an email address and registration instructions will be sent to your email. Follow the instructions to finish registering.

Choose Apply
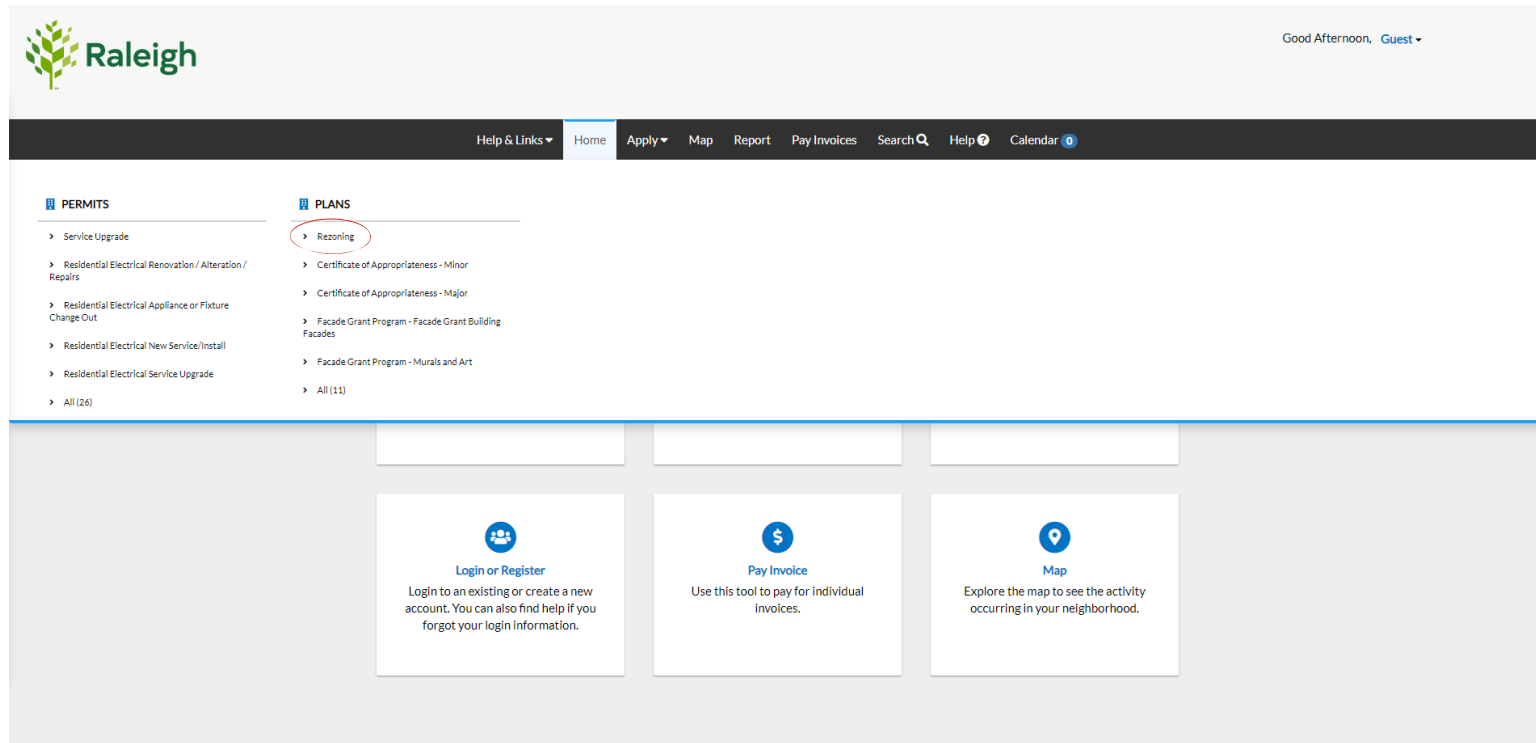
Once you log in, select "Apply" from the options on the home page.
This will open a drop-down tab with two columns, Permits and Plans.
Under Plans, choose Rezoning.

Add Location

This will open up step 1 of the application, which is to select the location of the property to be rezoned. There are two different methods to designate the subject property for the application.

One method is adding the location one by one through the 'Add Location' screen. To add a location using this method, click the 'Add Location' box to add a location address or parcel number.

Add Location – Address or PIN

If using an address as a location, you can either search for the address in the search bar or enter the address manually by clicking the "Enter Manually" button and filling in the appropriate fields.

If using a Property Identification Number (PIN), click on the "parcel" button, enter the PIN, and click search. A table will then appear with a list of parcel numbers. Locate the correct property and check the box under "Action" and click "Search associated addresses".

Add Location – Address or PIN

Select the address(es) you would like to include in the application by checking the corresponding boxes under "Action" add clicking on the "Add Selected" button. These addresses will be included as the subject property of the rezoning request. Click Next to move on the Step 2.
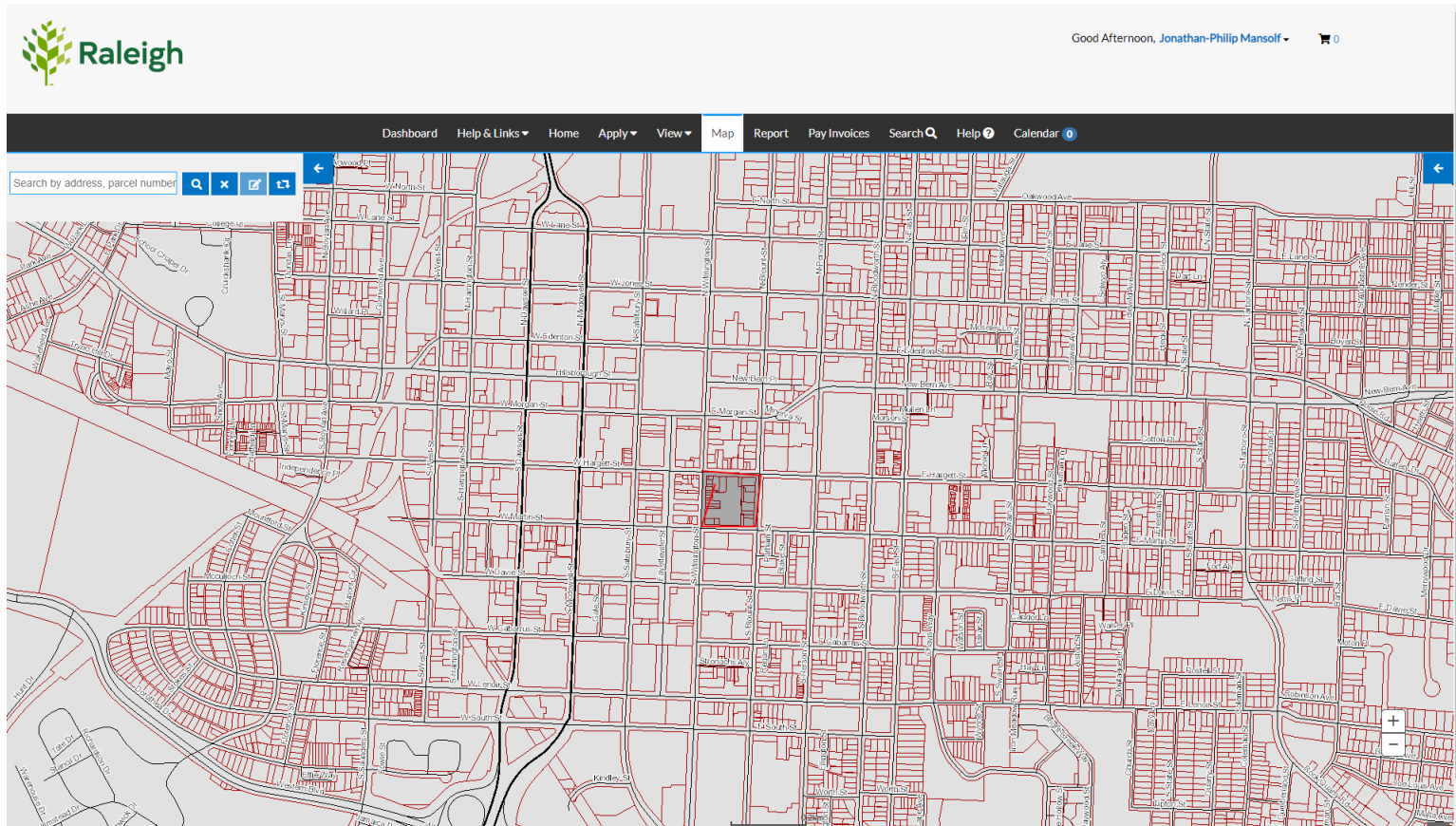
Add Location – Select Parcels via Map
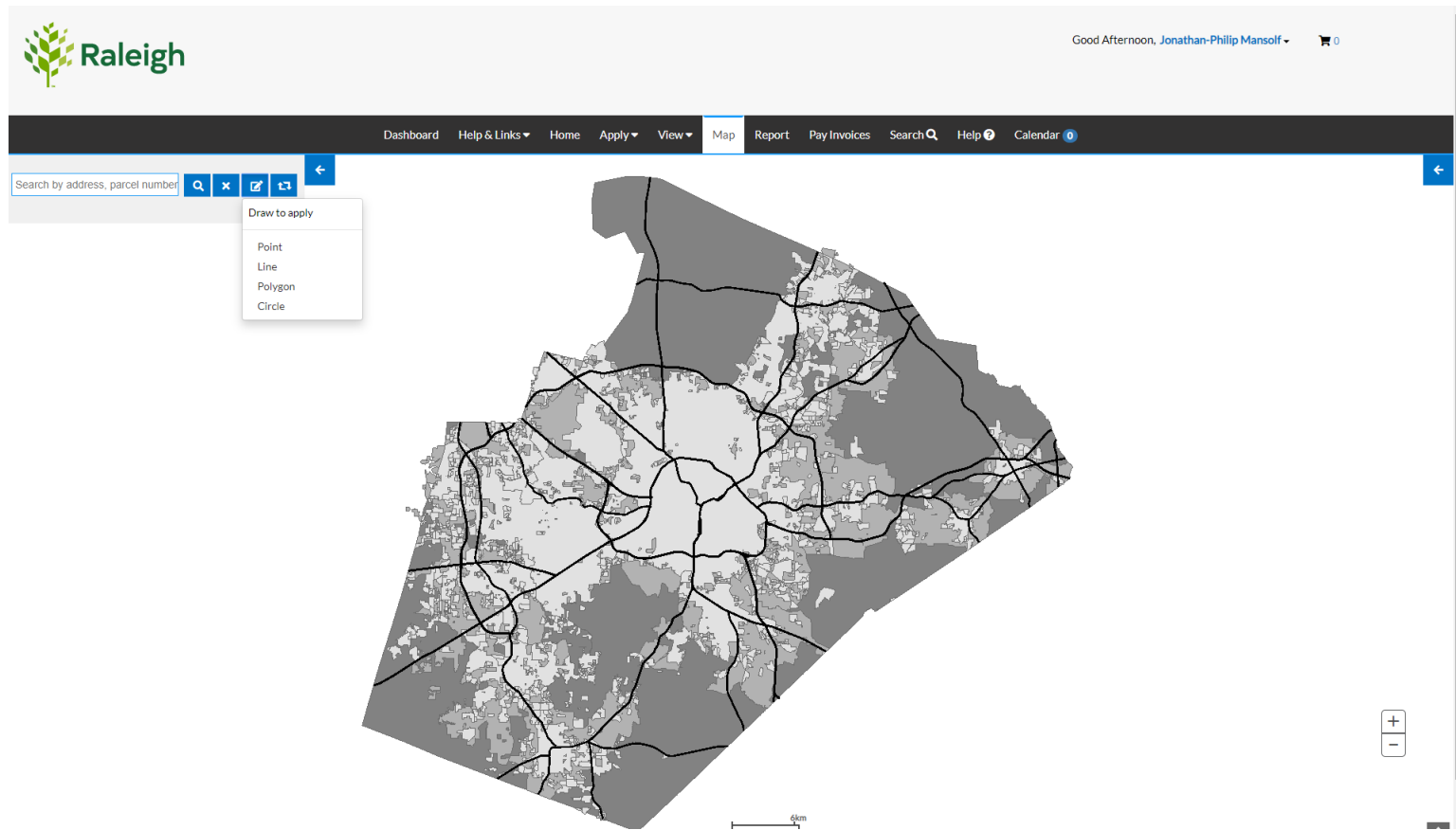
Alternatively, you can select parcels through the map feature. This is useful when there are a greater number of parcels included in a rezoning request. Please note that if you would like to use the map to select parcels, you will have to start with the map feature rather than the 'Apply' page.
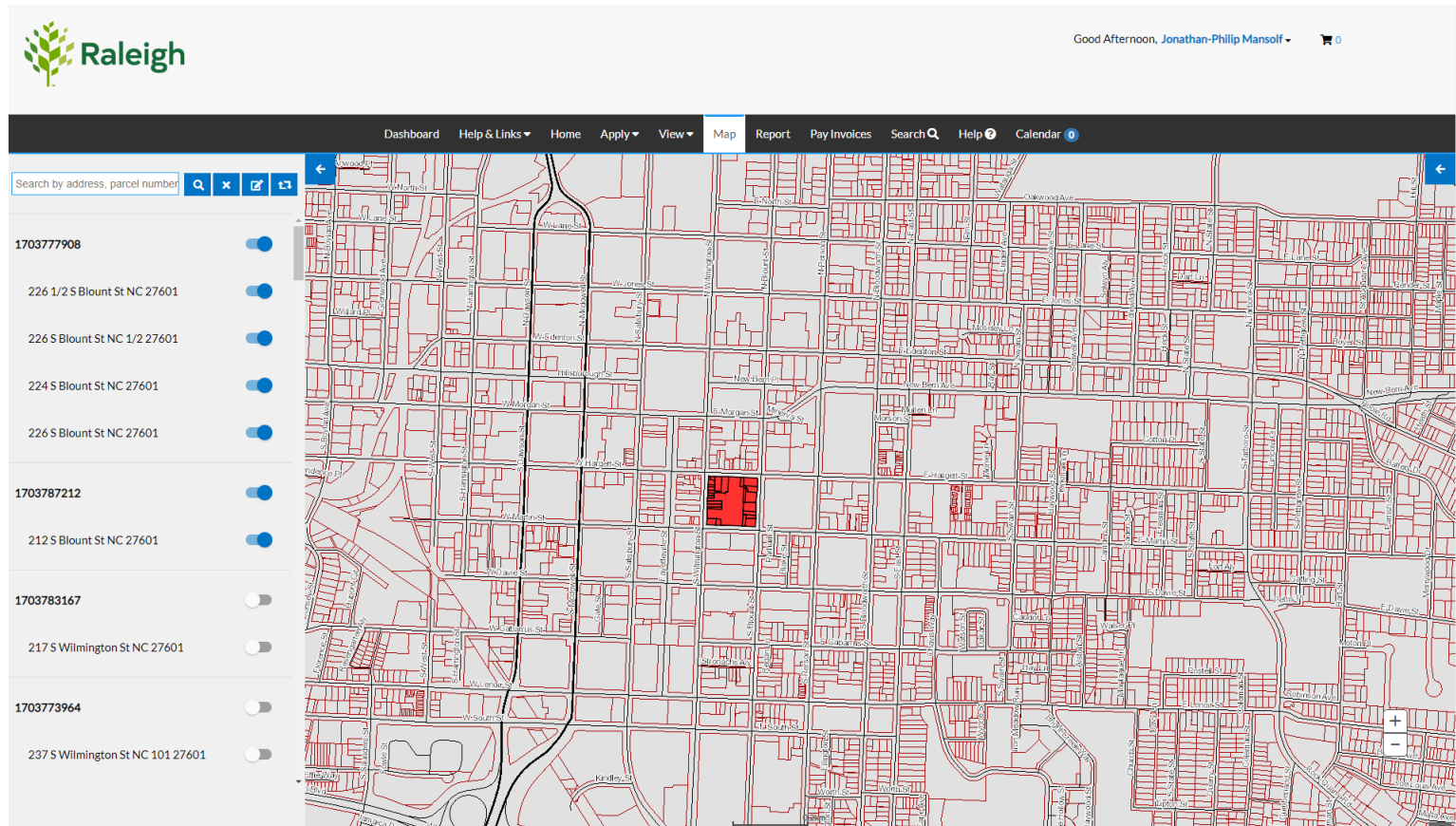
Start by clicking the "Map" tab at the top of the page.

Add Location – Select Parcels via Map

This will bring you to the map selection page.

To select parcels, click on the pencil writing icon for the draw to apply drop down menu.
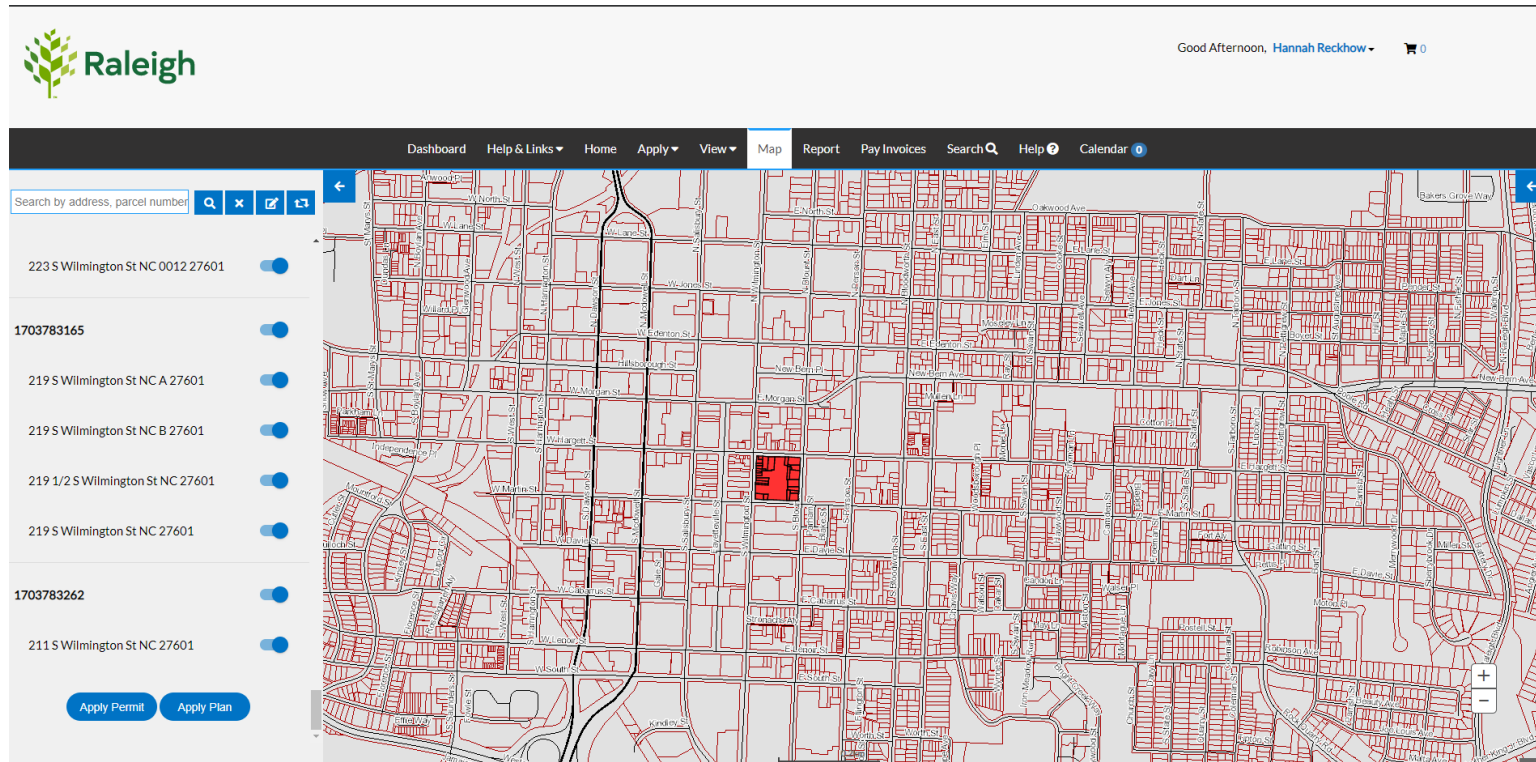There are several ways to select parcels, in this case the polygon option will be used as an example.

Add Location – Select Parcels via Map

Draw the polygon around the parcels you would like to select.

Double click to finish the shape and the system will select any parcels that have any area within the shape you have drawn.

Add Location – Review Selected Parcels

The selected parcels will be listed in a sidebar on the left of the screen. Select each address that will be included in the rezoning request.

After selecting parcels, click "Apply Plan" at the bottom of the list.

Apply – Rezoning

This will take you back to the application type page. Select "Rezoning" and it will add the address(es) you have selected. You may include a description, however this is not required.

Click "Next" to go to step 3 of the process.

Add Contacts

Step 3 is to add contact information for the rezoning application. The contact information from your Permit and Development Portal profile will auto-populate, but if there are any other important contacts for the project, you can add them here by clicking "Add Contact". This will prompt you to either search for a contact or manually add contact information.

When all contacts have been added, click "Next" to go to step 4.

Select Rezoning Type

Step 4 is to select the rezoning type – General Use, Conditional Use, Master Plan - and input the existing and proposed zoning classifications in the corresponding box.

Click "Next" to go to step 5.

Upload Application

Step 5 is to upload your rezoning application and other attachments to the portal. This includes the complete application, neighborhood meeting record, conditions (if applicable), and master plan (if applicable). Use the drop-down menu to designate each attachment with corresponding label.

Once all attachments are uploaded, click "Next" to proceed to the last step.

Review and Submit

The last step is to review the information submitted. You can revise any information by clicking "back" to get to previous steps in the process. Once you have verified the correct information is included, click "Submit" to finalize the submittal. Once submitted, staff will generate an invoice for the fee payment. This invoice will appear on the Dashboard, or you can pay the invoice by clicking 'Pay Invoice' on the main navigation bar.

Finally, to complete your rezoning application, drop off the hard copy application – including original owner signatures – and two sets of envelopes to the Department of City Planning on the 3rd floor of One Exchange Plaza.