

# 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](https://permitportal.raleighnc.gov)). Please see page 11 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:	- 4	Height:	Frontage:	Overlay(s):
Proposed zoning base district:	- 4	Height:	Frontage:	Overlay(s):
<b>Helpful Tip:</b> <a href="#">View the Zoning Map</a> 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):		

**RECEIVED**

*By Robert Tate at 3:07 pm, Oct 30, 2024*

Conditional Use District Zoning Conditions		
Zoning case #:	Date submitted:	<b>OFFICE USE ONLY</b> Rezoning case #
Existing zoning:	Proposed zoning:	

**OFFICE USE ONLY**  
Rezoning case #

Proposed zoning:

Narrative of Zoning Conditions Offered	

Printed Name: \_\_\_\_\_

*By Robert Tate at 3:07 pm, Oct 30, 2024*

Rezoning Application Addendum #1	
Comprehensive Plan Analysis	OFFICE USE ONLY Rezoning case # <hr/>
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	<b>OFFICE USE ONLY</b> Rezoning case # <hr/>
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.	
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.	
Proposed Mitigation	
Provide brief statements describing actions that will be taken to mitigate all negative impacts listed above.	

Rezoning Checklist (Submittal Requirements)					
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 <b>Rezoning Checklist</b> 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="#">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 guidelines					
8. Two sets of stamped envelopes addressed to all property owners and tenants of the rezoning site(s) and within 500 feet of area to be rezoned.					
9. Trip generation study					
10. Traffic impact analysis					
<b>For properties requesting a Conditional Use District:</b>					
11. Completed zoning conditions, signed by property owner(s).					
<b>If applicable, see page 11:</b>					
12. Proof of Power of Attorney or Owner Affidavit.					
<b>For properties requesting a Planned Development or Campus District:</b>					
13. Master plan (see Master Plan submittal requirements).					
<b>For properties requesting a text change to zoning conditions:</b>					
14. Redline copy of zoning conditions with proposed changes.					
15. Proposed conditions signed by property owner(s).					

Master Plan (Submittal Requirements)					
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 <b>Master Plan Checklist</b> 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 & 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 2 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.

## **Clarendon Rezoning Application - Additional Info**

### **Current Owner Information**

#### **118 Clarendon Cres**

- Owner: Hudson Tillett
- Address: 118 Clarendon Cres, Raleigh NC 27610
- Email: [Hudtill@gmail.com](mailto:Hudtill@gmail.com)
- Phone 9196066972

#### **122 Clarendon Cres**

- Owner: New Crescent Properties LLC
- Address: 50211 Manly, Chapel Hill NC 27517
- Email: [Gary.Twigg@gmail.com](mailto:Gary.Twigg@gmail.com)
- Phone 9196754065

#### **126 Clarendon Cres**

- Owner: Long Jam LLC
- Address: PO Box 27527 Raleigh NC 27611
- Email: [matt@jammypop.com](mailto:matt@jammypop.com)
- Phone 8608364891



## ATTESTATION TEMPLATE

### Attestation Statement

I, the undersigned, do hereby attest that the electronic verification document submitted herewith accurately reflects notification letters, enclosures, envelopes and mailing list for mailing the neighborhood meeting notification letters as required by Chapter 10 of the City of Raleigh UDO, and I do hereby further attest that that I did in fact deposit all of the required neighborhood meeting notification letters with the US. Postal Service on the 26th, day of July, 202~~0~~<sup>4</sup>. I do hereby attest that this information is true, accurate and complete to the best of my knowledge and I understand that any falsification, omission, or concealment of material fact may be a violation of the UDO subjecting me to administrative, civil, and/or, criminal liability, including, but not limited to, invalidation of the application to which such required neighborhood meeting relates.



\_\_\_\_\_  
Signature of Applicant/Applicant Representative

8/26/24

\_\_\_\_\_  
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:

What is the difference between R-10 and RX-3 when modified by -TOD

Is the City purchasing land around stations for development?

Do we know what we are building yet?

Is Urban Limited Frontage required?

Does the City own or trying to purchase the parcels at the corner of New Bern?  
or across the street from these lots?

TO ALL ADDRESSEES:

RE: NOTICE OF MEETING Regarding Potential Rezoning of:  
118, 122 & 126 Clarendon Cres  
PIN 1713799523, 1713798692 & 1713798742

Dear Property Owners and Tenants:

You are receiving this letter because you are the owner or tenant of property located in the vicinity of the above described property (the "Rezoning Property") for which a rezoning is being contemplated. The applicant plans to file a rezoning application to rezone 118, 122 & 126 Clarendon Cres, which is now zoned R-4 w/ NCOD Overlay to RX-3-TOD (Transit Overlay District) without the NCOD Overlay (the "Rezoning Application").

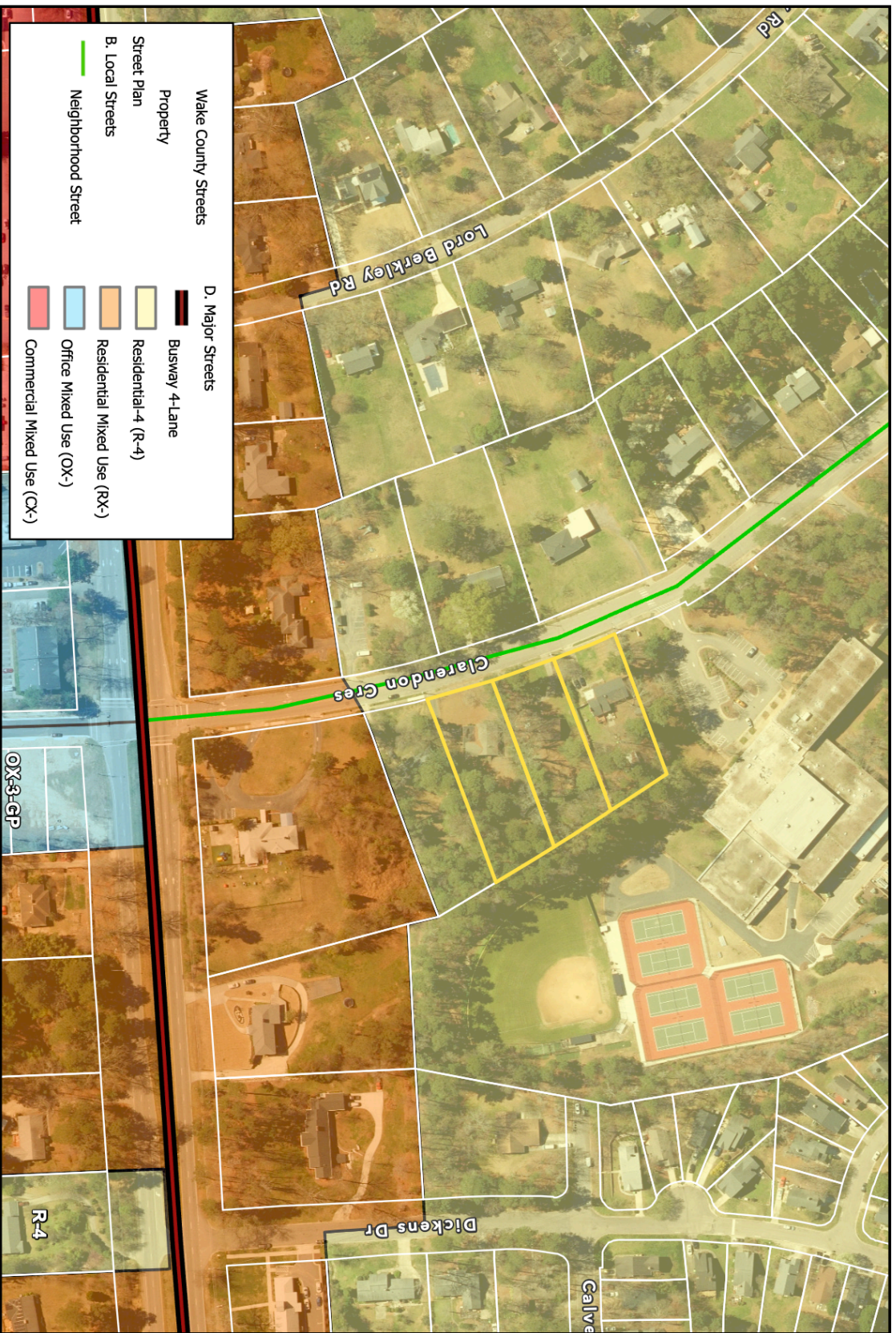
In accordance with the requirements of the Raleigh Unified Development Ordinance, notice is hereby given to you as the owner or tenant of the Rezoning Property, or the owner or tenant of property within 500 feet of the Rezoning Property, of a meeting to discuss the prospective rezoning to be held at Roberts Park Community Center, 1300 E. Martin Street, NC 27610 on Monday, August 12 at 5:30 PM.

To ensure that we are able to address as many questions as possible, please submit questions via email to [matt@jammypop.com](mailto:matt@jammypop.com) prior to the meeting. The meeting will include an introduction, explanation of rezoning request and process, answers to submitted questions, followed by a general question and answer session. To aid in your participation in the meeting, please find attached a GIS aerial photograph of the Rezoning Property and a zoning map of the Rezoning Property.

Once the Rezoning Application is filed, it will be vetted by City of Raleigh staff over the next few weeks and referred to the Planning Commission for review. Information about the rezoning process is available online and can be accessed by visiting [www.raleighnc.gov](http://www.raleighnc.gov) and searching for "Rezoning Process." If you have further questions about the rezoning process, please contact Matthew McGregor ([matthew.mcgregor@raleighnc.gov](mailto:matthew.mcgregor@raleighnc.gov) / 919-996-4637) or Metra Sheshbaradaran ([metra.sheshbaradaran@raleighnc.gov](mailto:metra.sheshbaradaran@raleighnc.gov) / 919-996-2638) in Raleigh Planning & Development. You can also contact me directly with any questions.

Sincerely,

Matthew Tomasulo  
Jammy Pop



## Clarendon Rezoning Map



0 100 200 400 ft  
1 inch equals 200 feet

**Disclaimer**  
iMaps makes every effort to produce and publish the most current and accurate information possible. However, the maps are produced for information purposes, and are **NOT** surveys. No warranties, expressed or implied, are provided for the data therein, its use, or its interpretation.

# Meeting Attendance Sign up

118, 122 & 126 CLarendon Cres Rezoning  
August 12, 2024, Robers Park @ 5:30pm

Please record your name and contact information so that we have confirmation of community attendance

	NAME (REQUIRED)	ADDRESS	PHONE #	EMAIL ADDRESS
1	Debra Smith			
2	Molly Stuart			molly m stuart@
3	Gary Kuiss			gmail.com
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				

## 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:

Concerns about there not being a plan

What is the City doing about traffic coming out of Dickens & general BRT concerns

Queuing for Enloe is a worry

Concerns about more housing here

Concerns about turning left out of Clarendon

Questions about R-4 vs R-10, R-10 is just "too much", but not clarity on too much

Complaints about communication issues around meeting location



## Meeting Attendance Sign Up

118, 122 & 126 Clarendon Cres Rezoning - 2nd Neighborhood Meeting  
Roberts Park October 22, 2024 @ 5:30pm

Please record your name and information so we have confirmation of your participation

	Name (Required)	Address	Email
1	Brett Feulner	209 Clarendon Cr	bmfewner@gmail.com
2	Damon Malass	221 Clarendo	dmalass@hotmail.com
3	Phyllis Jones	119 Clarendon Crescent	PhyllisJones119@gmail.com
4	Mary N. Ward	208 Dickens Drive	mana531@att.net
5	Christian ANASTASIADIS	2342 New Bern Av	christian@raleighcc.com
6	Mc Connell Golf	New Bern (win team) + 400 Dress	- N -
7	Cathy Hedgcock	217 Clarendon Crescent	cathyhedgcock@gmail.com
8	Amy MALASKY	221 CLARENDON CRES.	AMYLOUCATOOM@HOTMAIL.COM
9	Leslie Kingsley	Longview	LRKingsley@gmail.com
10	Charles Putterman	121 N. King Charles Rd.	Charlesputterman@icloud.com
11	Kristen Muktacian	Apple tree Daycare	SO2 Consulting inc@gmail.com
12			