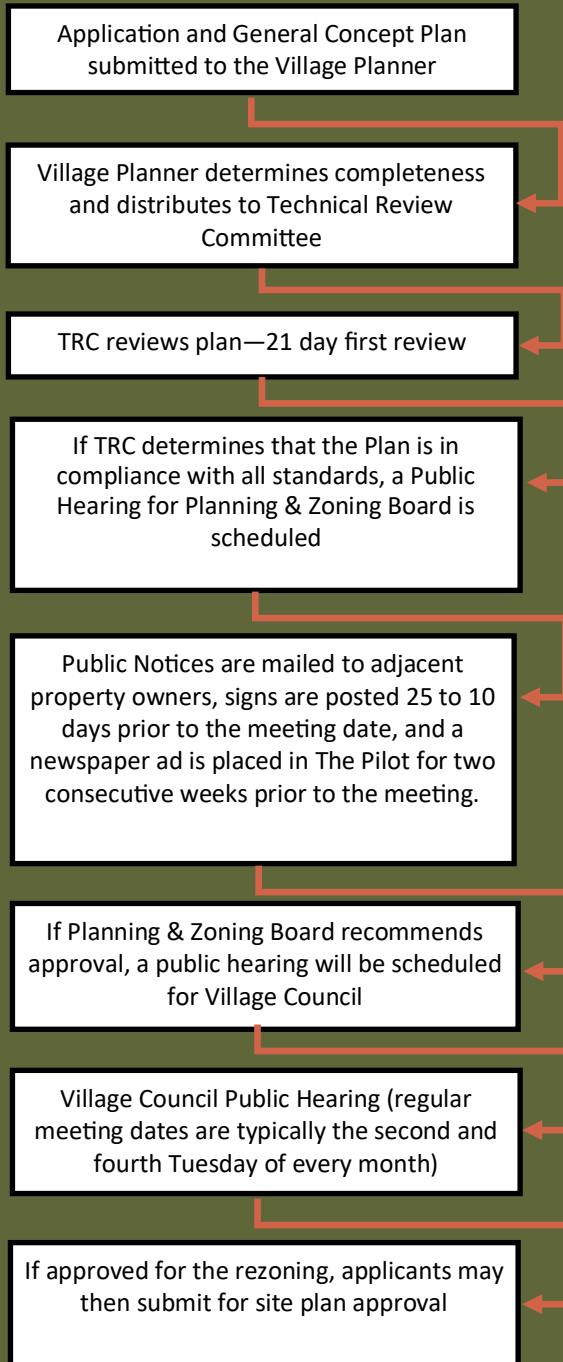


Rezoning Flowchart



Application and General Concept Plan submitted to the Village Planner

Village Planner determines completeness and distributes to Technical Review Committee

TRC reviews plan—21 day first review

If TRC determines that the Plan is in compliance with all standards, a Public Hearing for Planning & Zoning Board is scheduled

Public Notices are mailed to adjacent property owners, signs are posted 25 to 10 days prior to the meeting date, and a newspaper ad is placed in The Pilot for two consecutive weeks prior to the meeting.

If Planning & Zoning Board recommends approval, a public hearing will be scheduled for Village Council

Village Council Public Hearing (regular meeting dates are typically the second and fourth Tuesday of every month)

If approved for the rezoning, applicants may then submit for site plan approval

What is the Planning and Zoning Board?

The Planning and Zoning Board (P&Z) reviews all amendments to the Pinehurst Development Ordinance, all proposed rezoning of property under the Pinehurst Development Ordinance, all proposed major preliminary plats of subdivision, proposed General Concept Plans, and all proposed major site plans, and makes recommendations to the Village Council for final action.

When Does the Planning Board Meet?

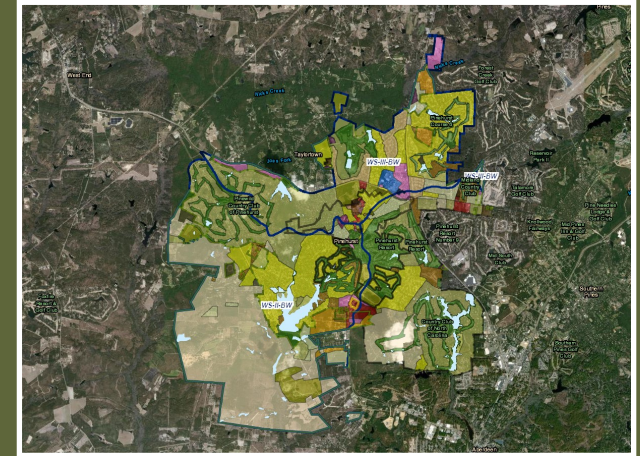
Planning Board Meetings are scheduled on the first Thursday of each month at 4:00PM. Meetings are held in Village Hall, 395 Magnolia Road.

When Does Village Council Meet?

Village Council Meets on the 2nd and 4th Tuesday of each month at 4:30pm at Village Hall, except for November and December.



A GUIDE TO REZONING



Village of Pinehurst
Planning & Inspections Department
395 Magnolia Road
Pinehurst, NC 28374
910-295-1900
www.vopnc.org/planning
planning@vopnc.org

Introduction

Zoning determines the types and intensity of land uses and development that are allowable on a property. When someone wants to change the zoning of a property, a rezoning request is required. A rezoning is an amendment to the Village's Zoning Map, therefore, a rezoning request is often referred to as a Zoning Map Amendment.

Who Can Apply?

An amendment to the text of the zoning map or a rezoning may be initiated by the Village Council, Planning & Zoning Board, any property owner, or any contract purchaser authorized by all property owners to file such application. An application for rezoning to a conditional district may only be initiated by the owner(s) of all of the property included in the amendment.

What is a Conditional District Rezoning?

It is recognized that certain types of zoning districts would be inappropriate at certain locations in the absence of special conditions. Conditional district rezonings are provided as a voluntary alternative method of petitioning the Village Council for a zoning map amendment. In accordance with NCGS §160A-382, the owner or their authorized agent is authorized to submit a rezoning application that proposes conditions and/or use limitations that are more restrictive than would otherwise be allowed in the corresponding general use zoning district.

Application Process

1. Prior to the submission of a rezoning application, applicants should arrange for a pre-application meeting with the Village Planner.

2. Following the pre-application meeting, applicants should submit a complete application through the Village of Pinehurst Online Permit Center (www.vopnc.org/permitcenter).
3. Incomplete or deficient applications are not considered official submissions. Until a complete application is submitted, the review process does not begin.

Application Requirements

- A completed application is submitted through the online permit center.
- Fees: a fee schedule can be found at www.vopnc.org/planning, however, fees are calculated automatically when applying online.
- Required Documents
 - Summary Report of Meeting with Adjacent Property Owners (if increased density/intensity of uses)
 - General Concept Plan Application, with Required Documents (if a conditional district rezoning).
 - Written authorization of property owner (if submitted by an owner's representative).

Rezoning Review/Approval Process

1. Application and GCP submitted to the Village Planner
2. Village Planner determines completeness and distributes to the Technical Review Committee (TRC) – takes up to 3 days
3. TRC initial review – takes up to 21 days for first review
4. Once TRC review determines compliance of the GCP, the P&Z hearing can be scheduled. Public hearings require notices to be in the local newspaper, mailed to adjacent property

owners, and a sign posted on the subject property. These notices must be no more than 25 days and no less than 10 days prior to the scheduled meeting.

5. TRC-provided compliance must be determined at least three weeks prior to the next scheduled P&Z meeting date.
6. P&Z Public Hearing Scheduled (regular meeting dates are the first Thursday of every month). Staff report will be completed and forwarded to P&Z one week before the scheduled hearing (all relevant material must be submitted by then).
7. P&Z holds required public hearing. P&Z can recommend approval or denial of the proposal **OR** continue the hearing to a future time and place. If a recommendation is given by P&Z, the item will be scheduled for the next available Council meeting using the same public hearing notification process in step 4 above.
8. Village Council Public Hearing (regular meeting dates are typically the second and fourth Tuesday of every month) Council can approve or deny the proposal, continue the hearing, or defer action until a later meeting.
9. If approved, the applicant may apply for site plan approval and or a building permit.

