



Town of Selma
Planning & Economic Development
114 N. Raiford St.
Selma, NC 27576
P: 919-965-9841
F: 919-965-4637
www.selma-nc.com

REZONING – CONDITIONAL ZONING DISTRICT APPLICATION COVER SHEET

This sheet shall be completed by the applicant and included with a completed application.

Name of Project: _____ **Date:** _____

Applicant Name: _____

Please complete the following checklist prior to submittal. Applications will not be reviewed until all required information is received. If not applicable, write “n/a.”

☐ Pre-Application Meeting held on: _____

☐ Application Review Fee (check or money order)

One (1) physical copy + one (1) digital copy of the following: *(ALL ITEMS MAY NOT BE REQUIRED DEPENDING ON SCOPE OF PROJECT. Required items are determined in pre-application meeting):*

Provided N/A

☐☐

Completed application

☐☐

Owner’s Consent Form

☐☐

Wastewater Allocation Request or Verification of Wastewater Allocation Request

☐☐

Signed/Sealed Traffic Impact Analysis (if required)

One (1) physical copy + one (1) digital copy of the plan set which includes the following pages *(ALL ITEMS MAY NOT BE REQUIRED DEPENDING ON SCOPE OF PROJECT. Required items are determined in pre-application meeting):*

More sheets/information may be provided as needed.

Provided N/A

☐☐

Cover Sheet

☐☐

Signed & Sealed Boundary Survey

☐☐

Existing Conditions Sheet (if not included on survey)

☐☐

Master Plan / Site Plan Sheet

☐☐

Phasing Plan Sheet

☐☐

Detail and Specification Sheet

The Planning Director/Administrator may allow more or less information to be submitted according to the needs of the particular case.



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REZONING APPLICATION: CONDITIONAL ZONING DISTRICT (Zoning Map Amendment)

Pursuant to Article XVII, PART 2 of the Selma Unified Development Code, a petition for conditional zoning must include a site plan and a master plan that specifies any proposed rules, regulations, and conditions and any proposed ordinances that will govern the development and use of the property in conjunction with the requirements of this Unified Development Ordinance and/or in lieu of specified portions of this Unified Development Ordinance. Rezoning requests are legislative in nature and are decided by the Town Council.

Prior to adopting or rejecting any zoning map or text amendment, the Council shall adopt a statement describing whether its action is consistent with any officially adopted comprehensive plan and any other officially adopted applicable plan and explaining why the Council considers the action taken to be reasonable and in the public interest.

Fee: < 3 acre: \$350.00 PLUS \$300.00 site review fee
3-6 acres: \$500.00
>6 acres: \$1,000.00 + \$15.00 / acre over 6 acres

SITE INFORMATION

Write "N/A" if not applicable. If unsure of the correct information, site data (i.e. zoning districts and overlay districts) may be found on the Johnston County GIS website (<http://www.johnstonnc.com/gis2/>)

Property Address: _____

Johnston County Tag #(s): _____

Total Property Size (acres or square feet): _____

Existing Zoning District: _____ Proposed Zoning District: _____

☐ City Limits ☐ Extraterritorial Jurisdiction

Provide a statement of the reasons why the petitioner believes the proposed map or text amendment would be in the public interest and how the request is consistent with the Future Land Use Plan. If the request is not consistent with the Future Land Use Plan, a statement explaining why the Plan should be amended. Use additional sheets if needed:

Completed by Staff:

Date Received: _____ Amount Paid: _____ Permit #: _____

APPLICANT INFORMATION

Owner's Consent Form is required if is not the property owner.

Applicant Name: _____

Contact Person: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Property Owner (if different than applicant):

Name: _____

Mailing Address: _____

Phone Number: _____

APPLICANT AFFIDAVIT

I, the undersigned, to hereby make application and petition to the Town Council of the Town of Selma to approve the subject Conditional Zoning District Zoning Map Amendment. I further certify that I have full legal right to request such action and that the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material, and all attachments become official records of the Town of Selma, and will not be returned.

Print Name

Signature of Applicant

Date

SITE AND SUBDIVISION PLAN REQUIREMENTS

The following information describes the required data for plan sets. Some information requested below may not be applicable. More or less information may be required at the Planning & Economic Development Director's discretion.

General Plan Requirements

1. All plan sets are limited to 24"x36" in size
2. Each plan sheet shall be drawn to the same engineering ratio, with the north arrow oriented in the same direction. (With the exception of detail sheets and architectural elevations)
3. All text shall be clear and legible
4. Line weight hierarchy shall be consistent with common drafting standards
5. Multiple sheets shall be consecutively numbered (e.g. Sheet 1 of 4)
6. All numerical references shall be rounded up to a maximum of two decimal points
7. A Master Plan or narrative may be provided to define the site plan elements that cannot be readily depicted in graphic format
8. PDF of the plans, provided on USB (one USB required)

Plan Elements and Data to be Included on All Sheets

1. Consultant Logo Box (name, address, phone, email, firm and license number)
2. Project Name
3. Type of Plan
4. Signature and Professional Seal with date (landscape plans, architectural elevations, engineering plans, surveys)
5. Original/Submittal Date and Revision Date of current plan set
6. Sheet Number
7. Vicinity Map showing the context of the project in the broad context of the town or planning jurisdiction
8. North Arrow
9. Graphic Scale (engineering or architectural graphic and written scale)

The following shall be provided as listed on each plan sheet.

SURVEY SHEET

1. A signed and sealed boundary survey (not more than a year old unless otherwise approved by the Planning Department) with the bearings and distances of every property line shown. Distances shall be in feet or meters and decimals thereof. The number of decimal places shall be appropriate to the class of survey required. The survey must include any and all easements of record (referenced by Deed Book and Page) and must be prepared by a surveyor registered in the State of North Carolina

EXISTING CONDITIONS SHEET	
1.	The existing topographical conditions of the property with a ten foot contour interval showing the location of any natural features such as water courses, wooded areas, steep slopes (above 25%), or other geological features. The Planning & Economic Development Director may allow or require other contour intervals
2.	Individual trees twelve (12) inches in diameter or more, identified by common or scientific name
3.	Other individual trees the applicant intends to preserve
4.	The existing streets and roadway improvements (medians, landscaping, signage, driveways, walkways, etc.) on and within 100 feet of project boundary, all designated by the type of surface material
5.	Existing right-of-way lines
6.	The existing structures (including dimensions) located on and of the subject property
7.	Existing structures within 100 feet of the subject property
8.	The existing utilities (including water, sewer, electric, telephone, gas, cable, inverts of pipes, rim elevations, wells and septic tanks, etc.) on and within 100 feet of project site
9.	Utility or other easement lines
10.	Existing fire hydrants
11.	Existing storm drainage patterns
12.	Curb and gutters, curb inlets and curb cuts and drainage grates on and within 100 feet of the project
13.	Label subject parcel and adjacent property acreage, owners, and zoning districts
14.	The location of any areas previously used for landfill or other waste disposal purposes that are known or reasonably should be known to the applicant

MASTER / SITE PLAN	
<i>Provide the following in Tabular Form. Multiple tables may be utilized as appropriate.</i>	
1.	Label table as Site Data Table (or similar)
2.	Name of Project
3.	Johnston County Tag #(s)
4.	Property Size (acres and square feet)
5.	Property Location (Town Limits or ETJ)
6.	Existing Zoning District
7.	Proposed Zoning District
8.	Proposed Zoning District Dimensional standards (max impervious, min setbacks, max height, etc)
9.	Overlay District (if applicable)
10.	Existing Use
11.	Proposed Use

12. Indicate proposed uses for each phase.
13. For each proposed use (per phase) indicate the maximum (and minimum if appropriate) limits for development, e.g. number of seats/students/fueling stations; square footage per use, number of housing units per housing unit type, etc.
14. Proposed minimum and maximum residential density (number of housing units per acre) – both overall and per phase or section
15. Maximum Impervious Surface Area (square feet and percentage of total site). If in Watershed Protection Overlay, indicate amount of impervious surface within the overlay (if totals are different)
16. Electric Provider
17. Water Provider
18. Sewer Provider
<i>Other master/site plan elements:</i>
1. Identify adjacent property owners, their parcel ID number, current zoning and present use
2. Identify general location of uses or buildings, as applicable. This may be in the form of a “bubble” plan which identifies different sections and proposed uses by colors. - Building locations shall be shown when necessary to describe a unique arrangement of buildings; for example, commercial or multi-family buildings lining a Main Street or alley-loaded homes fronting a green recreational space (this may alternatively be provided on the details and specifications sheet)
3. Identify existing right of ways and distinguish if public or private
4. Identify general traffic circulation plan, including major access points to the development and proposed stub-outs. Distinguish if public or private
5. Identify Watershed Protection Areas
6. Identify Special Flood Hazard Areas (list Zone and FIRM Panel Number) and all waterways
7. Identify existing streets and roadway improvements (medians, landscaping, signage, driveways, etc.) within 100 feet of project boundary
8. Identify existing easements by type, and distinguish if public or private, and identify as underground or above ground
9. Identify proposed easements by type, and distinguish if public or private, and identify as underground or above ground
10. Identify individual trees the applicant intends to preserve and forested/natural areas to remain undisturbed
11. Identify general location of Open Space/Common/Recreation areas, amenities. Indicate minimum size and whether areas shall be offered for dedication to public use or to remain privately owned
12. General location and circulation pattern of greenways or paths
13. Indicate general location of any special or focal point features (fountains, public art, special landscaping)
14. Indicate proposed landscape buffer around perimeter of property, where required to screen from abutting uses

PHASING PLAN SHEET

1. Provide a plan of the project showing all phases and phase lines, with each phase labeled.
2. Provide a table listing each Phase's estimated acreage (or square feet)

DETAILS / SPECIFICATIONS PLAN SHEET

1. Provide graphics/specifications of proposed elements of the plan which shall dictate the overall character and level of quality of the development. Graphics shall be in color.
Such elements may include but are not limited to:
 - Graphics of building types of each type of proposed use, including list of materials allowed/prohibited
 - Signage (indicate type of signs and proposed use)
 - Landscaping features
 - Focal point features such as fountains or public art
 - Cluster Mailbox Units
 - Recreational facilities and community amenities
 - Street sign design
 - Lighting
 - Dumpster/refuse area design
2. Provide graphic showing right-of-way cross section. If multiple cross-sections are used, correlate to type or name of roadways as labeled on plan
3. Include a note that all development is not required to duplicate the exact graphics shown herein, but shall adhere to the level of character and quality depicted in the images as determined by the Planning and Economic Development Director.

PRELIMINARY ENGINEERING PLAN SHEET, GRADING PLAN SHEET

Note: Preliminary/conceptual engineering and grading plans are not generally required for Conditional Zoning District Requests, but may be required in situations where the site is determined to have sensitive environmental features or unique development challenges. If required, staff shall provide a list of required items. These sheets shall be required at the site plan review phase for each component of the development.

STAFF ANALYSIS (completed by staff)

Existing Zoning District: _____ ☐ City Limits ☐ Extraterritorial Jurisdiction

Proposed Zoning District: _____

Property Size: _____

Associated Project Approval Project #(s): _____

Flood Zone: _____ FIRM Map: _____

Associated Special Flood Hazard Area Development Permit #: _____

Water Supply Watershed Protection District: ☐ Yes ☐ No Permit required? Y/N

Historic District: ☐ Yes ☐ No

Is Structure in the Right-of-Way of any of the following (check all that apply):

☐ City Utilities ☐ Railroad ☐ NCDOT or City Road ☐ Proposed Thoroughfare ☐ None

	Required	Provided
Lot Area		
% of Impervious Surface		
Lot Width		
Setbacks		
Front		
Side		
Rear		
Max Building Height - Principal		
Max Building Height - Accessory		
Building Separation		
% of Lot Coverage		
Accessory Building Setbacks from front and rear property lines		

Comments:



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AGENT AUTHORIZATION / OWNER'S CONSENT FORM

Pursuant to Section 17-602 of the Town of Selma Unified Development Ordinance, written authorization is required from the property owner(s) if an agent will act on their behalf. A separate form is required from each owner. All fields must be completed.

AGENT/APPLICANT INFORMATION:

(Name)

(Address)

(City, State, Zip)

I hereby give CONSENT to the above referenced agent/applicant to act on my behalf, to submit applications and all required materials and documents, and to attend and represent me at all meetings and public hearings pertaining to the following processes (*list applicable requests*):

Furthermore, I hereby give consent to the party designated above to agree to all terms and conditions which may arise as part of the approval of this application.

I hereby certify that I have authority to execute this consent form as/on behalf of the property owner. I understand that any false, inaccurate or incomplete information provided by me or my agent will result in the denial, revocation or administrative withdrawal of this application, request, approval or permits. I further agree to all terms and conditions which may be imposed as part of the approval of this application.

OWNER AUTHORIZATION:

(Name)

(Address)

(Owner's Signature)

(City, State, Zip)