



TOWN of
YOUNGSVILLE

Planning and Zoning Department
Youngsville Town Hall
134 US 1A South
Youngsville, NC 27596
t 919-925-3401
f 919-925-3402

CONDITONAL ZONING PERMIT APPLICATION

PROCESS INFORMATION and FILING INSTRUCTIONS

1. Before filing an application, the applicant shall meet with the Planning, Zoning, and Subdivision Administrator to discuss the proposal.
2. It is also required that the applicant for a rezoning meet with representatives of the neighborhood in which the property to be rezoned is located. A report of such meetings must be included with this application.
3. The applicant must complete this application in full. **This application will not be processed unless all requested information is provided.**
4. The application shall include site plans, landscape plans, building elevations, floor plans, and any other such information required to provide the approving bodies with a complete and accurate description of the proposed development.
5. This is a process that requires a public hearing and public notification including mailed notice to adjacent property owners and a sign posted on the property. The applicant will need to provide a list of adjacent property owners and their mailing addresses.
6. The petition **must** be submitted by close of business at least thirty (30) days in advance of the next month's Planning Board meeting.
7. Please see the adopted fee schedule for the current filing fee. This must be paid in full at the time of application submittal.
8. For additional information or assistance, call the Planning Department at 919-925-3401.



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GENERAL INFORMATION

Applicant Name: _____

Mailing Address: _____

Phone: _____ **Email:** _____

Property Owner Name (if different from applicant): _____

Mailing Address: _____

Phone: _____ **Email:** _____

PETITION INFORMATION

Property Address: _____

Tax Map ID/PIN: _____

Existing Zoning: _____ **Proposed Zoning:** _____

Existing Use: _____ **Proposed Use:** _____

Property Size (in acres): _____

Legal description of the property (metes and bounds, or, if subdivided, lot block and subdivision plat book and page number. Attach additional pages if necessary).



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Proposed use(s) requested:

Proposed condition(s):

Please provide a statement (attached to this form) regarding consistency of this request with the adopted Comprehensive Land Use Plan and with maintaining the spirit and intent of the original ordinance in terms of creating harmony within districts and creating general conformity with adopted long range plans for development of the Town of Youngville.

SIGNATURES

I certify that I am the owner or have consent of the owner and act on their behalf in apply for a change to the Youngville Development Ordinance.

Signature: _____ Date: _____

FOR DEPARTMENT USE ONLY

Date Filed: _____ Fee Paid: _____

Date Public Hearing Scheduled: _____ Date Hearing Advertised: _____

Petition Number: _____ Approved Denied

Authorized Signature: _____ Date Approved: _____



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NOTE: If the person who has requested the Board of Commissioners take action on a particular piece of property is not the owner of the property and does not have a binding option to purchase the property, then the actual owner(s) of the land must complete this form. If the person who is requesting the Board of Commissioners take action on a particular piece of property is the owner of this property or has a binding option to purchase the property, please disregard this form. Attach a copy of the option to purchase if the applicant has a binding option to purchase the property. Additional pages may be necessary if multiple properties are involved.

I/We _____ am/are the owner(s) of the property located at:

_____.

I/We hereby authorize _____

to appear by consent before the Town of Youngsville Board of Commissioners in order to request a conditional zoning district be applied at this location. I/we understand that conditional zoning, if granted, is permanent and runs with the land unless otherwise conditioned. I/we authorize the Town of Youngsville to advertise and present this matter in my/our name as the owner of the property. If there any questions you may contact _____ at my address,

or by telephone at (____) _____ or email address _____.

Respectfully yours,

Owner Date

Owner Date

_____ County, North Carolina

I certify that the following person(s) appeared before me this day, each acknowledging to me that he or she voluntarily signed the foregoing document for the purpose stated therein and, in the capacity, indicated: _____

Date: _____

Notary Public