

**TOWN OF BOLIVIA
PO BOX 93
BOLIVIA, NORTH CAROLINA 28422
(910) 253-5303**

APPLICATION FOR REZONING

A. Owner's Name in Full _____

Address _____

Phone Number _____

B. Description of Property:

C. Applicant's Interest in Property:

D. Present Zoning: _____ Change to: _____

E. Statement indicating why the above property should be rezoned:

- F. Attach an accurate map drawn to scale of one inch equals forty feet, of the property proposed for rezoning. Be sure to show the following:
1. All property lines with dimensions, north arrow
 2. Adjoining streets with right-of-way and paving width
 3. The location of all structures
 4. The use of all land
 5. Zoning classification of all abutting zoning districts
 6. Comprehensive site plan if the application is for commercial, industrial, or multi-family development.
- G. Attach the names and addresses and tax parcel numbers of the properties immediately adjacent to the property of the request, including property owner(s) directly opposite the proposed request but separated by a street right-of-way.
- H. The above application is respectfully submitted to request rezoning of the described property. I understand that the Planning Board can only make recommendations regarding rezoning to the Town Board of Aldermen and that a public hearing must be held before the Town Board of Aldermen can act on this request.

Signature of Property Owner or Owner's Agent

Zoning Compliance Process

Fee: \$25.00¹

Step 1.

Applicant visits Town Hall and fills out Zoning Compliance form and submits an accurate map indicating the following:

- a. Present zoning classification.
- b. Boundary lines and names of the owners and tax parcel numbers of property immediately adjacent to the site (includes property across the street).
- c. Structure size, height, and location (including accessory structures).
- d. Setbacks for front, rear, and sides (including accessory structures).
- e. Parking, driveways and internal circulation plan.
- f. Yards shown in compliance with the zoning district.
- g. Location of site relative to streets.
- h. Site lighting plan.
- i. Date of submittal.
- j. North arrow.
- k. Utilities locations. Water and sewer lines and septic tanks and wells.
- l. Additional information deemed necessary by the Planning Board or Town Board.

Step 2.

Zoning Compliance application form will be reviewed by Zoning Administrator.

Step 3.

Zoning Administrator prepares a memorandum for the record. This memo will consist of 3 sections:

- a. Briefly restate the request.
- b. Comments.
- c. Recommendations and requirements.

Step 4.

Building permit may be issued. If request is not consistent with the Zoning Ordinance, building permit may not be issued. The Conditional Use process may be necessary.

Step 5.

Applicant may resubmit a request revising the plan. Applicant may appeal the decision of the Zoning Administrator to the Board of Adjustment. Applicant may request a Zoning Ordinance amendment.

¹ The purpose of this fee is to cover administrative costs.