
TOWN OF GREEN LEVEL

Rezoning Procedure and Application

TYPES OF REQUESTS

General Purpose Rezoning

The Zoning Ordinance provides for a variety of residential, commercial, office-institutional and industrial zoning classifications. The zoning districts, along with accompanying regulations and a Table of Permitted Uses, are outlined within the ordinance. General purpose rezoning requests require Planning Board approval as well as consideration and approval by the Green Level Town Council at a public hearing.

CONSIDERATION OF REQUESTS

All general rezoning requests are first heard by the Planning Board Commission which then makes a recommendation to the Green Level Town Council. Final decisions as to approve or deny rezoning requests rest with the Council. In instances where the Planning Board recommends approval of a request, a public hearing is automatically scheduled before Town Council. When the Commission makes a recommendation for denial, the petitioner may appeal the request to Town Council and ask that a public hearing date be set to consider the rezoning.

The administration, amendment and enforcement of the Zoning Ordinance and Official Zoning Map are accomplished within the framework of the Town of Green Level Comprehensive Plan and its supporting documents. These documents include:

- Parks, Recreation and Open Space Plans.
- Capital improvement planning documents.
- Stormwater Management Control Regulations.
- Existing conditions.

These documents and the policies they represent are essential in the evaluation of the impact and appropriate uses of each rezoning request.

FILING

Filing for a rezoning or conditional rezoning requires:

- A completed and signed application form.
- Application fee.
- Any required utility or stormwater plans as may be required.

APPLICATION FEES¹

Less than one acre	\$250.00
One acre to 4.9 acres	\$500.00
Five acres or more	\$750.00

¹ Checks should be made payable to the Town of Green Level.

A completed and signed application form, site specific development plan or zoning sketch plan for a conditional rezoning request and any required utility or stormwater plans along with the application fee must be presented to the Planning Department prior to the submittal deadline date listed below. Failure to meet the submittal deadline date with a completed application and accompanying materials will delay the processing of the application.

2015 Planning and Zoning Board Meeting Schedule¹

Application Submittal Deadline 5:00 p.m.	P&Z Board Meeting 6:30 p.m.
TBA	TBA
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¹All deadlines and meeting times and dates are subject to change. Please check with the administrative staff at (336) 578-3443 to confirm dates and times.

BEFORE THE MEETING

Discussion With Interested Parties

It is recommended that the applicant discuss plans with adjoining property owners, neighborhood associations and other interested parties prior to the Planning Board meeting.

Staff Report

Approximately one week before the upcoming Planning Board meeting, staff will prepare an agenda and recommendations on either to approve or deny a rezoning request. A letter from the Planning Department and a copy of the Planning Board agenda will be mailed to the applicant to the address shown on the application form.

Withdrawals

A request to withdraw an agenda item must be made in writing, signed by the applicant and submitted to Planning staff.

Continuances

A continuance of a rezoning request may be granted at the discretion of the Planning and Zoning Board. If granted, The Planning and Zoning Board will continue the rezoning application until its next scheduled meeting.

PLANNING BOARD MEETING

The applicant or representative **must** be present at the Planning and Zoning Board meeting. Meetings are normally held the second Tuesday of every other month (Bi-monthly) at 6:30 p.m. in the Council Chamber of the Municipal Building, 2510 Green Level Church Road, Green Level, NC. If an item that requires Planning Board approval is submitted during

a month where a meeting is not scheduled, a special meeting can be scheduled to hear that item.

At the beginning of each meeting, the Chair of the Planning Board will review voting procedures. The applicant or representative and citizens will have an opportunity to address the Board. Maps, photographs, diagrams and other presentation materials may be incorporated into presentations to the Board. Any materials presented to the Board remain with the case file; therefore, duplicates should

be provided. This includes written petitions that should list the address of each signatory.

hearing will be published pursuant to state statutes and notice by first class mail is sent to all adjoining property owners.

This document is intended for public information purposes only. It summarizes and omits some provisions. It is not to be construed or used as an official interpretation of the Town of Green Level Zoning Ordinance in any legal proceeding.