



Robeson County Community
Development Department
Po Box 1284
Lumberton, NC 28359
(Ph) 910-272-6521 (Fax) 910-671-3303

APPLICATION ACCEPTANCE POLICY

REZONING MAP APPLICATION

Robeson County
Community Development
Department

PO Box 1284, Lumberton, NC, 28359
Telephone 910-272-6521 | Fax 910-671-3303

Robeson County understands that clear expectations make the application and development review processes easier for both applicants and staff. The policies outlined below will enable Robeson County Community Development Department staff to move the process along in a way that ensures that each application is reviewed thoroughly to avoid unnecessary delays. Staff desires to complete review of projects in an accurate and timely manner. Due to the Robeson County Community Development Department staff sufficiency review, preparation, reviews, and legislative hearing schedules, working with incomplete materials detracts from the timely review of applications.

1. Applications are to be reviewed for completeness by staff prior to being officially accepted for review. Applications that are dropped off or mailed in cannot be accepted without prior approval from the Robeson County Community Development Administrator.
2. Checklists for each type of request are provided with each application package. If the application does not contain all required items on the checklist, it will be considered incomplete and shall not be accepted. **PLEASE REVIEW ARTICLE 10 FOR REZONINGS IN THEIR ENTIRETY TO MAKE SURE ALL AREAS FOR SUBMISSION ARE COVERED.**
3. Application fees must be paid at the time an application is submitted for acceptance. **Please provide ONE complete set of the application and all supporting materials when submitting.**
4. In order to allow time to process fees, applications will not be accepted after 4:00 pm each day.
5. For your convenience, applicants may schedule an appointment with staff to review the application package before the official submission.

The Robeson County Community Development Department staff looks forward to working with you during the application process. If you have questions or need further assistance, please call 910-272-6521.



APPLICATION FOR
REZONING REQUEST

Applicant Information:

NAME: _____

ADDRESS: _____

CONTACT PH: () _____

EMAIL: _____

Landowner Information:

NAME: _____

ADDRESS: _____

CONTACT PH: () _____

EMAIL: _____

PROPERTY IDENTIFICATION

Physical (911) Address: _____

PARCEL (MAP#) No.: _____

Township: _____

Total Acreage: _____

Acreage to be Rezoned: _____

(Do not round acreage. Use exact acreage from tax record or survey)

Deed Book: _____, Page(s): _____, Robeson County Registry.
(Attach copy of deed of subject property as it appears in Registry).

CURRENT ZONING DISTRICT/CLASSIFICATION: _____

PROPOSED ZONING DISTRICT/CLASSIFICATION:

- R-A Residential Agricultural
 A-D Agricultural District
 R-1 Residential Single-Family
 R-2 Residential
 C-1 Neighborhood Commercial
 H-1 Highway District
 I-2 Heavy Industrial
 O-S Open Space

FEMA Flood Map Information:

Flood Map No. : _____

Map Date: _____

Flood Zone: _____

WATERSHED Information:

Current Watershed Classification: _____

APPLICATION SUBMITTAL REQUIREMENTS

Attach the following as required in Article 9 of the zoning ordinance:

1. Map of the property showing the parcel or portions thereof that are affected by this rezoning request.
2. Written legal description of such land

Please address the following on a separate summary attachment:

1. Any alleged error in the Ordinance, if any, which would be remedied by the proposed amendment

2. The changed or changing conditions, if any, which make the proposed rezoning reasonably necessary
 - a) Need and Desirability <Required> The application should describe why there is a need for the proposed use in the area being applied for. Describe how this was determined (for example, an analysis of present or projected demands on existing similar uses). This is an opportunity for the applicant to establish the benefit to the county that will result from approval of this permit. Why is the proposed use more desirable than other uses permitted under the existing zoning?
 - b) Survey of Similar Uses <Required> How many other instances of this use are currently in Robeson or within an adjacent county? Are there similar uses already approved for the requested use on adjacent properties? Provide summary of existing similar uses. If there are already a number of such uses allowed in the County or another similar use in reasonably close proximity to the new requested site, why is this new instance of this use essential? Are these other instances currently in operation and successful?
 - c) Public Provided Improvements <Required> Identify any public improvements, services, etc., that the county would be required to provide in support of this site if the use is approved. If no additional public improvements are needed, then state this as the case.
 - d) Tax considerations <Optional> If appropriate, or of advantage to the application, provide an estimate of the tax revenue (direct and indirect) to the County that this use would provide. Describe how this estimate was determined. What is the net result of expenditure of County services and facilities required vs. the tax revenue generated?
 - e) Employment <Optional> Discuss the number of jobs that would be created by this use. Designate these positions as full time or part time. If possible, describe the salary ranges of the employees.
3. List all other circumstances, factors, and reason which the applicant offers in support of the proposed amendment
 - a. Traffic <Required> Document projected traffic generated by the use. Document current capacity for the road that serves this site (available for all/most roads from NCDOT). What kinds of traffic will this be (car, bus, truck, etc.,) and what will be the peak time of day for the traffic? Do you anticipate changes to the speed limit on the principal service road for this site? Are modifications to the road system needed (e.g. a turning lane)? How will these road improvements be financed? A letter of opinion from NCDOT would be required if introduction of significant new traffic loads were expected or there is already a high accident rate at this location. Will the road(s) included in the County Thoroughfare Plan accommodate these anticipated requirements?
 - b. Visual Impact & Screening <Required> Describe the visual presentation of the completed project in context with the adjoining properties. How will fencing and/or plantings alter the future visual presentation?
 - c. Lighting <Required> Will there be lights associated with the use? This includes but is not limited to pole lights whether for security or decorative post mounted lights, lights on buildings/structures, landscape lighting, flood lights, etc. If so, describe the wattage, type, method of support (if on poles, give height of pole), and times of night the lights would be in use. What considerations and methods have been considered to the shielding of the light from adjacent properties? Are similar lights in use elsewhere that can be evaluated?
 - d. Noise <Required> Will there be noise generated by the use? If so, what will be the source of this noise? Provide an estimate of the level of noise in decibels at the property lines of the site. Provide the basis for this estimate. If the noise generated is anticipated to exceed the County Noise Ordinance, a permit must be requested and approved to exceed the ordinance requirements.

- e. Chemicals, Biological and Radioactive Agents <Required>. Identify types and amounts of chemicals, explosives, biological and radioactive materials that will be utilized by the requested use. What is the estimated amounts of these agents that will be generated as waste; how will they be disposed? Identify the possible biochemical or radioactive hazards that may be associated with this use; how will these be handled? Identify the potential for emissions into the air. Identify the potential for discharges or runoff of liquids that would pollute the surface and/or groundwater sources.
 - f. Signs <Required> Will the use include the display of a sign (advertisement or identification)? If so, describe the method of display, lighting, color, size, number and location on the site.
 - g. Emergency Services <Optional>
 - 1. Fire Protection - Document the impact on respective volunteer fire department's ability to service the site with the requested use. This should come from the Robeson County Fire Marshal as a letter.
 - 2. Police Protection - Document the impact to the Robeson County Sheriff Department's ability to provide protection for the site with the requested use. This should come from the Sheriff in the form of a supporting letter.
 - 3. Rescue 911 - Document the impact to rescue and ambulance ability to provide support to the site; provide approximate arrival time to site after a 911 call is placed.
 - h. Impact to surrounding Land Values <Optional> What will be the impact to surrounding land values as a result of the proposed use? Is this impact anticipated to change with time or create possible changes in use of the surrounding properties? Note that if the applicant does choose to provide this information to support the application, then the basis for the information must be provided. For example, if a real estate appraiser's opinion is presented, then the opinion is expected to be derived from an analysis of comparison sites with requested use, some other real estate study or survey.
4. All other information required on this application or as offered by the applicant in support of the request.
- a) Water Source and Requirements <Required>. How much water will the use require? What is the source of the water (county water or private well)? If the supply is to be supplied by the county, then with the help of the Public Works Dept. (910-671-3485) identify how the water connections are to be provided.
 - b) Wastewater Management <Required>. What is the wastewater capacity needs for this use? Specify the treatment and disposal methods to be used. WWTP, public (i.e. Aqua of NC), or private septic. If individual septic, provide septic improvements permit letter from the Robeson County Environmental Health Department. If other than individual septic systems are to be used, submit a plan for wastewater management. If system requires approval from NCDENR or Aqua of NC or any other state or public source, please provide preliminary approval towards getting approval.

- c) Water/Sewer Impact Statement <Required>. All applications where a public utility is to be utilized, (water or sewer) must state clearly the amount of usage that is anticipated. The usage estimate must be validated by the County Public Works Director, along with an updated usage vs. capacity statement. The impact statement should provide a projection of the demand after the site is fully developed.

- d) Access Roads <Required>. Describe the access to and from the site to public highways or private roadways. If the requested use will require a new driveway or enhancement to existing highway(s), address the following questions. If a new driveway access is part of the proposal, has NCDOT approved this access (include copy of the preliminary approval for a commercial driveway permit)? If the site is located on a road designated as a “major collector”, is the site accessed by an existing or proposed service road? Describe any upgrades of public or private roads necessary to serve the property.

- e) Stormwater Runoff <Required>. Detail the methods and various structures that will be used to control stormwater runoff. (If disturbing more than 20,000 square feet of area, a stormwater management plan must be submitted with this application) This information will detail all points of offsite discharge with design techniques used and projected impact on neighboring properties.

