

## Catawba County General Rezoning Checklist

**Note:** When a rezoning request is approved, it does not necessarily mean that the structures located on the property are suitable for a particular use. It is recommended that the applicants discuss with Building Inspections and Environmental Health Departments what changes will be necessary to bring the structures in conformity with the State Building Code and other applicable codes prior to submitting the request for rezoning. In most cases, but especially when residential structures are converted for use as a commercial structure, there are changes to the structure that will be required prior to the issuance of a Certificate of Occupancy.

- Contact the Planning, Parks, and Development office to discuss the type of rezoning request that you have and to set up a time to meet with a staff member to review this request.
- Although a rezoning request may be approved, this does not mean that the building can automatically be occupied or that the new use may start immediately on the property that was rezoned. For new nonresidential uses, a detailed site plan must be submitted to the Planning Department for review. This site plan will have to be approved before the property can be developed. The applicant should call the Planning Department to schedule a meeting to review all zoning requirements that must be met before the use is permitted.
- If there are existing structures on the property, it is the responsibility of the applicant to communicate with the Building Inspections Department to find out what changes or alterations will need to be made to the structure to bring it up to current building code requirements. (For example, an existing residential structure that is to be converted for commercial use will have to be brought up to commercial specifications, such as handicap access, adequate rest room facilities, etc.).
- It is recommended that the applicant consult with the Environmental Health Department regarding any on-site septic and/or well requirements that may be needed. Also note that some establishments, such as restaurants and daycare centers, are required to have a license to operate.
- It is recommended that the applicant consult with the North Carolina Department of Transportation (NCDOT) regarding driveway connection permit requirements.
- If after meeting with staff you feel that you would like to pursue your rezoning request, then you can fill out an application. **The application must be submitted a minimum of 45 days prior to the regularly scheduled meeting of the Planning Board. The Planning Board regular scheduled meeting is on the last Monday of each month.**
- If the applicant is not the owner of the property a written verification from the property owner indicating that they are aware of the request being made is required.
- You will be scheduled for a hearing in front of the Planning Board, who will make a **recommendation** to the Board of Commissioners.
- The Board of Commissioners will make final decisions regarding rezoning requests. Staff will notify you by mail of the actual meeting dates and times (generally the third Monday of the month). With this notification, you will also receive a copy of the information that is to be presented by staff to the Board.
- If the Board of Commissioners denies a request, then another application for the same or similar amendment affecting the same property or a portion of it cannot be accepted until the expiration of a one-year period from the date of the denial.
- If the Board of Commissioners approves a request, then the change becomes effective immediately on the date of approval.
- All applicable Zoning, Environmental Health and Building Inspection requirements must be met before a Zoning Authorization Permit to begin construction can be issued for the development.