

CITY HALL • 801 WEST AVENUE NW • PO BOX 958 • LENOIR, NC 28645

For questions about this application form or approval process, please contact the Planning Department at 828.612.8442 to schedule a pre-application meeting. The public will be notified of this request and invited to participate at the Planning Board and City Council meetings. If a protest petition is filed pursuant to NCGS 160A-385, a 4/5 majority vote of City Council is necessary to approve the amendment.

**Submittal Checklist:**

**Application Form**

**Application Fee (\$250 — cash or check payable to City of Lenoir)**

**Legal Description of Property (see Page 2)**

**Other Requested Information:** \_\_\_\_\_

**Property Information:**

Current Zoning District(s): \_\_\_\_\_ Proposed Zoning District \_\_\_\_\_

Current use of subject property: \_\_\_\_\_ Proposed use of subject property \_\_\_\_\_

Reason for Request: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Contact Information:**

\_\_\_\_\_  
 Name of Applicant

\_\_\_\_\_  
 Name of Property Owner (and authorized agent if corporate-owned)

\_\_\_\_\_  
 Street Address

\_\_\_\_\_  
 Street Address

City State Zip

City State Zip

Phone Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Applicant's Signature:**

**Property Owner's Signature:**

\_\_\_\_\_  
 I certify that I have full authority to act on behalf of the owner and that all of the information presented by me in this application is accurate to the best of my knowledge, information, and belief.

\_\_\_\_\_  
 By signing, I authorize \_\_\_\_\_ ("Applicant") as my representative to request the land development approval on the real property listed in this application, and give full and complete permission for the Applicant to act on my behalf.

**OFFICIAL USE ONLY:**

Case Number: \_\_\_\_\_ Received : \_\_\_\_\_ PB meeting: \_\_\_\_\_ CC Meeting: \_\_\_\_\_

Advertised On : \_\_\_\_\_ and \_\_\_\_\_ Final Action of CC: \_\_\_\_\_ Related Applications: \_\_\_\_\_

Please provide as much information as possible to assist the Planning Department in preparing maps to illustrate the requested zoning map amendment. For each lot included in the request, provide the 911 address, NC PIN number, and legal description in the space provided below. For larger parcels, un-platted parcels, or zoning map amendments that do not follow lot lines, a more detailed “metes and bounds” legal description and a sketch of description by a surveyor may be required.

**Property Description**