



**CITY OF WHITEVILLE  
REQUEST FOR CHANGE OF  
ZONING GUIDELINES**

1. A pre-application meeting with the Director of Planning must be set up prior to application submittal.
2. A complete Change of Zoning Application must be received by the Director of Planning the 15<sup>th</sup> of the month prior to the month in which the case will be heard before the Planning & Zoning Board meeting.
3. All applications must be submitted with:
  - A. A non-refundable application fee per City of Whiteville Fee Schedule.
  - B. A plat of survey or other map showing the location and dimensions of the subject property.
  - C. Any additional information required by the Director of Planning determined at the pre-application meeting.
4. The City of Whiteville Planning & Zoning Board first reviews the change of zoning request. The Planning & Zoning Board then makes a recommendation to the City Council. The Council then will conduct its own public hearing on the request. The Council has the final determination in such requests.
5. Planning & Zoning Board meetings are normally held the 1<sup>st</sup> Monday of the month at 12:30 pm at City Hall.
6. Planning & Zoning Board policy requires attendance of the applicant or his/her Representative at the Planning & Zoning Board public hearing.



**CITY OF WHITEVILLE  
REQUEST FOR CHANGE OF  
ZONING APPLICATION FORM**

**P&Z Case #** \_\_\_\_\_  
**Date Received:** \_\_\_\_\_

**1. OWNER INFORMATION**

Petitioner (Person who will get mailings) : \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Owner (If different from above): \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

**2. LOCATION OF PROPERTY**

911 Address and General Location: \_\_\_\_\_  
\_\_\_\_\_

Tax Parcel No. \_\_\_\_\_

**3. ZONING REQUEST**

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

Requested Zoning District(s): \_\_\_\_\_

Purpose of Zoning Change Request: \_\_\_\_\_

**4. DESCRIPTION OF PROPERTY**

Current Land Uses: \_\_\_\_\_

Acreage: \_\_\_\_\_

As required by state law, please write a statement that addresses the change in use of property, degree of change of use, impact on surrounding properties, and any other information that may be of use in determining the need for this change.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Petitioner Signature

\_\_\_\_\_  
Owner Signature

# Owner's Authorization for Agent

NOTE: IF THE APPLICANT REQUESTING DEVELOPMENT APPROVALS OR PERMITS FOR A PARTICULAR PIECE OF PROPERTY IS NOT THE ACTUAL OWNER OF THE PROPERTY, THE ACTUAL OWNER MUST COMPLETE THIS FORM. IF THE PERSON WHO IS REQUESTING THE APPLICATION IS THE OWNER, PLEASE DISREGARD THIS FORM.

I am (We are) the owner(s) of the property located at \_\_\_\_\_.

I (We) HEREBY AUTHORIZE \_\_\_\_\_ TO ACT ON MY/OUR BEHALF to appear with my consent before the Whiteville City Council, Whiteville Zoning Board of Adjustment, and/or Whiteville Planning Board in order to request approval(s) for development and/or use of those lands described within the attached application, and as described in the attached deed or other such proof of ownership as may be required, or other action pursuant to one or more of the following:

- |   |  |
|---|--|
| <input type="checkbox"/> Rezoning Request       | <input type="checkbox"/> Administrative Appeal |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Zoning Variance       |
| <input type="checkbox"/> Text Amendment         |  |

I authorize you to advertise and present this matter in my name as the owner of the property. If there are any questions, you may contact me at address \_\_\_\_\_ or by telephone at \_\_\_\_\_.

BY: \_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Telephone Number

WITNESS: \_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Telephone Number