



# VILLAGE OF MARVIN

10006 Marvin School Road | Marvin, NC | 28173 | Tel: (704) 843-1680 | Fax: (704) 843-1660 | www.marvinnc.gov

Application Number: \_\_\_\_\_

## APPLICATION FOR CONDITIONAL DISTRICT

Address of Subject Property:

Applicant(s) Name: \_\_\_\_\_

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

Address of Applicant: \_\_\_\_\_

FAX: \_\_\_\_\_

Zip \_\_\_\_\_

Code: \_\_\_\_\_

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

Owner(s) Name: \_\_\_\_\_

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

Address of Owner: \_\_\_\_\_

FAX: \_\_\_\_\_

Zip \_\_\_\_\_

Code: \_\_\_\_\_

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

Request is for (check all that apply):

- Commercial Corridor Conditional District (CC-CD)
- Marvin Heritage District Residential Only (MHD-RO)
- Marvin Heritage District Commercial Only (MHD-CO)
- Marvin Heritage District Civic (MHD-CIVIC)
- Marvin Heritage District Mixed Use (MHD-MU)
- Individual Conditional District (Each individual conditional district shall be identified by a name determined by the Zoning Administrator.)
- Individual Conditional District Amendment    Name of ICD: \_\_\_\_\_
- Education Overlay District (EO)
- Conditional Zoning Amendment  
Approval Permit Number (or Conditional Zoning Ordinance Number): \_\_\_\_\_
- Education Overlay District (EO)

Does the applicant own one hundred percent (100%) of the area involved in the application (yes or no)? If no, a consent form must be completed.

\_\_\_\_\_

*Consent Form Attached*

Was this property the subject of any **previous application** (yes or no)? \_\_\_\_\_

If yes, list the previous application number(s): \_\_\_\_\_

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**Tax Parcel Numbers:** \_\_\_\_\_

Acreage \_\_\_\_\_ Current Zoning Classification: \_\_\_\_\_

Land Use Plan recommendation: \_\_\_\_\_

Existing Use of the Subject Property: \_\_\_\_\_

Existing Improvements on the Subject Property: \_\_\_\_\_

Provide a **detailed description** of the proposal. Attached additional pages or documentation if necessary.

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

Specify any specific ordinance(s), standard(s), condition(s), and/or regulation(s) sought to be modified. Attached additional pages or documentation if necessary.

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

**Oath:** The above information, to my knowledge and belief, is true and correct.

\_\_\_\_\_

\_\_\_\_\_

Signature(s) of Petitioner(s)

Signature(s) of Owner(s) (if different than petitioner)

STATE OF \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Subscribed and sworn to before me this

Subscribed and sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Notary Public

Notary Public

Printed Name of Notary Public

Printed Name of Notary Public

My Commission expires: \_\_\_\_\_

My Commission expires: \_\_\_\_\_

## APPLICATION FOR CONDITIONAL DISTRICT – PAGE 3

### A. Application

All applications must include three (3) site plan drawn to scale, prepared by an architect, landscape architect or engineer licensed to practice in the State of North Carolina and must include the information required per Chapter 151.251A of the Marvin Code of Ordinances.

Due to the amount of detailed information needed to be submitted to the Village, it is recommended that early contact with the Village of Marvin be accomplished to avoid unnecessary delays. Prior to submitting an application, the Zoning Administrator may review the proposed plans and advise the applicant as to its general compliance.

### B. Public Involvement Meeting (PIM) 1

The applicant shall schedule the **first** Public Involvement Meeting (PIM) in coordination with Village Staff. PIM's are designed to provide a framework for creating a shared vision with community involvement directed by the applicant with the following requirements:

- Applicant to provide an agenda, schedule, location and list of participants such as landscape architects, engineers and the like to answer questions from citizens and service providers.
- The meeting shall be a minimum of 2 hours. The PIM shall be scheduled during normal business hours. It is strongly recommended that this meeting take place at the proposed development site.
- Public Notice shall be provided in accordance with Chapter 151.251(C)(3).

### C. Planning Board Review 1

After the first PIM is held, the applicant shall submit ten (10) copies of the site plan to be submitted to the Planning Board at their next meeting. The Planning Board shall have the opportunity to recommend and make changes to the application based on the information and comments received.

### D. Public Involvement Meeting (PIM) 2

The **second** PIM shall be held after the 1<sup>st</sup> meeting of the Planning Board. The second meeting shall meet the requirements as listed above for the 1<sup>st</sup> PIM, except that:

- The second PIM shall be scheduled during evening hours at the Village Hall or other nearby location agreed upon by the applicant and planning staff.

### E. Zoning Administrator Review

The Zoning Administrator shall have up to 30 days following the second PIM or any revision of the application to make comments.

### F. Planning Board Review 2

The applicant shall submit at least ten (10) copies of the application for transmittal to the Planning Board and other appropriate agencies. The Planning Board shall have up to 60 days from the date that the application is presented to review the application and to take action.

### G. Action by Village Council

Conditional Zoning District decisions are a legislative process. Decisions shall be made in consideration of the t adopted Land Use Plan and other adopted land use policy documents and/or ordinances. Additional copies of the site plan may be required for transmittal to the Village Council.

Prior to making a decision on rezoning request, the Village Council shall hold a public hearing. Village Council may hold more than one public hearing and notice of such hearing(s) shall be given as prescribed in Section 151.250(G) of the Zoning Ordinance. Once the public hearing has been held, the Village Council shall take action on the petition.

## Application Checklist

## APPLICATION FOR CONDITIONAL DISTRICT – PAGE 4

- **Written legal description of the property.**
- **A boundary survey and vicinity map showing the property's total acreage, its zoning classification, the general location in relation to major streets, railroads and waterways, the date and north arrow.**
- **Written description of project, regulations and conditions. Include uses, lot sizes, setbacks, landscape and buffer standards and materials, etc.**
- **Elevations of all proposed structures with description of exterior materials.**
- **Proposed phasing of project, if any.**
- **Proposed number, location, type and size of all signs**
- **Site plan must include the following:**
  - **Zoning classification of all adjoining properties and all property lines with dimensions.**
  - **All existing easements, reservations and rights of way.**
  - **Existing and proposed structures, number and general location of all structures.**
  - **Proposed uses of all land and structures, including number of residential units and the total square footage of any nonresidential development.**
  - **Scale and physical relationship of buildings relative to abutting properties.**
  - **Lot lines and sizes.**
  - **All proposed setbacks, buffers, screening and landscaping required by the ordinance or proposed by applicant.**
  - **All existing and proposed points of access to public streets. Distances to access points from nearest intersections. Show adjoining streets, with rights of way and pavement widths.**
  - **Traffic, parking, pedestrian and circulation plans showing the proposed locations and arrangement of parking spaces including typical parking spaces, dimensions, locations and sidewalks, trails, greenways or multi-use paths.**
  - **Delineation of marginal lands including streams, wetlands, or other water bodies, steep slopes, regulatory floodplains as shown on the Official Flood Insurance Rate Maps.**
  - **The location of existing and proposed storm drainage patterns and facilities intended to serve the proposed development.**
  - **Existing and proposed topography at 5-foot contour intervals.**
- **Tree survey and preservation plan in accordance with the Tree Ordinance. The location of all trees with a caliper 12 inches or greater for canopy trees and 4 inches or greater for understory trees must be shown.**
- **Traffic Impact Analysis. Study area is to be determined by the Village Engineer.**
- **Side by side comparison of proposed project and corresponding zoning district.**
- **A written statement of justification if deviating from Ordinance Standards.**
- **The names and addresses of all adjoining property owners within 1300 feet, as show on the current records of the Union County Tax Assessors Office, typed on address labels (3 sets).**
- **Public Involvement Meeting Notices**