



ZONING MAP AMENDMENT- PLANNED DEVELOPMENT

PURPOSE

The purpose of rezoning to a Planned Development (PD) is to achieve greater flexibility and to provide greater benefit to the town than what would otherwise be allowed or achieved under the strict application of the Ordinance. This is done through the application of performance standards that integrates a mix of uses where a mix of uses is proposed, possess interconnectivity, reflects the small-town character of Benson, and preserves of natural features.

REVIEW PROCESS

All PD rezoning requests require an application and public hearing before both the Planning Board and Board of Commissioners the process following the process outlined below. In reviewing your PD rezoning application, the Planning Board and Board of Commissioners shall consider whether:

1. Consistency with the adopted plans and policies of the Town;
2. Suitability of the subject property for uses permitted by the current versus the proposed district;
3. Whether the proposed change tends to improve the balance of uses, or meets a specific demand in the Town;
4. The capacity of adequate public facilities and services including schools, roads, recreation facilities wastewater treatment and water supply facilities and stormwater drainage facilities for the proposed use.
5. It has been determined that the legal purposes for which zoning exists are not contravened;
6. It has been determined that there will be no adverse effect upon adjoining property owners unless such effect can be justified by the overwhelming public good or welfare; and
7. It has been determined that no one property owner or small group of property owners will benefit materially from the change to the detriment of the general public

Master Plan Approval Criteria

1. Compliance with §156.203K, Planned Development Districts Development Standards, and all other applicable requirements of this chapter;
2. Conformance of the proposal with the stated purpose of the requested planned development district;
3. Compatibility of the proposed development with the adjacent community;
4. The quality of design intended for each component of the project and the ability of the overall development plan to ensure a unified, cohesive environment at full build-out;
5. Compatible relationships between each component of the overall project;
6. Self-sufficiency of each phase of the overall project;

7. Documentation that the proposed infrastructure improvements accommodate the additional impacts caused by the development, or documentation to assure that the development, as proposed, will not overtax the existing public infrastructure systems;
8. The fiscal impact of the proposal and the proposed financing of required improvements;
9. The success of the proposal in providing adequate pedestrian and bicycle links within the development and with the adjacent community; and
10. The effectiveness with which the proposal protects and preserves the ecologically sensitive areas within the development.

1. **Pre-application Conference.** Contact the Planning and Zoning Department prior to submitting your PD Rezoning application. We will discuss the review procedures, application requirements, application deadlines, and the Town's goals, policies, and development standards as they relate to your proposed project. If your project involves more than one development action, for example a Major Site Plan Review or subdivision request, your applications can be processed concurrently. However, approval of your PD rezoning and PD Master Plan is required prior to approval of any development permit in a PD District and prior to approval of a subdivision application. Planning and Zoning Department staff will discuss the concurrent review process and application requirements with you during your pre-application conference.
2. **Neighborhood Meeting.** Prior to submitting your application, you are required to conduct a neighborhood meeting with the residents, businesses, and organizations in the area surrounding your proposed development. The purpose of the meeting is to inform your neighbors about your project and to give them an early opportunity to provide feedback.
3. **Prepare Your Application.** Concurrent with a request for Planned Development, you will need to submit a master plan to govern the development and maintenance of the land within the Planned Development. Planned Developments must provide a comprehensive set of design guidelines to demonstrate the development will be appropriate within the context of the surrounding properties and larger community. The master plan must be prepared by a professionally certified landscape architect, engineer architect. A master plan that meets the requirements for submittal of a preliminary plat may be approved as the master plan for the development and the preliminary plat concurrently. A traffic impact analysis may be required if the proposed plan development meets the threshold. Town staff, the Planning Board and Board of Commissioners will evaluate your application based on how well it demonstrates compliance with the Ordinance, and the Town's goals, policies, and plans. You may review the Unified Development Ordinance on the Town's website at www.townofbenson.com. Other approved plans also can be found on the Town's website under the individual department pages. Planning and Zoning staff will help guide you to plans and policies that may be applicable to your project.
4. **Submit Your Application.** Submit a copy of your completed application to the Planning and Zoning Department by the submittal deadline. Within five (5) business days of your submission, staff will review your application to determine whether it is complete. If it is incomplete, we will contact you with a list of the information needed to complete your application. You are encouraged to submit your application well in advance of the deadline to allow you time to supply any missing information. Submissions of missing information after the deadline will result in your application being delayed to a future Planning Board agenda.
5. **Technical Review Committee Meeting.** Upon submission of a completed application, staff will schedule the master plan for review with the Technical Review Committee to discuss their preliminary comments about your project. Following this meeting, you may be required to revise your application to respond to specific requests or suggestions made by staff. If significant, substantive changes are necessary you will be required to submit a new application in which case your hearing will be postponed.



TOWN OF BENSON
Planning and Zoning Department
303 E. Church St.
Benson, NC 27504
919-894-3553

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In order to process the petition/application the following items must be submitted BEFORE 4:30 PM on the submittal date outlined on the schedule below.

SUBMITTAL DATE BY 4:30 PM	PLANNING BOARD MEETING DATE	BOARD OF COMMISSIONERS MEETING DATE
Friday, December 8, 2023	Tuesday, January 2, 2024	Tuesday, January 9, 2024
Friday, January 5, 2024	Tuesday, February 6, 2024	Tuesday, February 13, 2024
Friday, February 9, 2024	Tuesday, March 5, 2024	Tuesday, March 12, 2024
Friday, March 8, 2024	Tuesday, April 2, 2024	Tuesday, April 9, 2024
Friday, April 5, 2024	Tuesday, May 7, 2024	Tuesday, May 14, 2024
Friday, May 10, 2024	Tuesday, June 4, 2024	Tuesday, June 11, 2024
Friday, June 7, 2024	Tuesday, July 2, 2024	Tuesday, July 9, 2024
Friday, July 5, 2019	Tuesday, August 6, 2024	Tuesday, August 13, 2024
Friday, August 9, 2024	Tuesday, September 3, 2024	Tuesday, September 10, 2024
Friday, September 6, 2024	Tuesday, October 1, 2024	Tuesday, October 8, 2024
Friday, October 4, 2019	Tuesday, November 5, 2024	Tuesday, November 12, 2024
Friday, November 8, 2024	Tuesday, December 3, 2024	Tuesday, December 10, 2024

Name of Project: _____

Date: _____

Applicant Name: _____

The following checklist to be completed by applicant:

- Pre-Application Meeting on: _____
- Completed Application
- Signed & Sealed Boundary Survey
- Adjacent Property Owner’s List
- Three (3) paper copies of the map for staff review.
- Copy of signed & sealed boundary survey in PDF or USB
- Owner’s Consent Form
- Application Fee
- Neighborhood Meeting Notice letter

The application must be signed by the landowner(s) or by an authorized agent. If signed by an authorized agent, the landowner must sign and have notarized the section of the application that grants the agent authority to act on the owner’s behalf.

Reviewed by: _____

Date: _____



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APPLICATION FOR ZONING MAP AMENDMENT- PLANNED DEVELOPMENT

THE FILING FEE SHALL BE IN ACCORDANCE WITH THE SCHEDULE OF FEES

SITE INFORMATION

Name of Project: _____
 Acreage of Property: _____
 Parcel Number: _____
 Address/Location of Property: _____
 Existing Zoning District: _____ Proposed Zoning District: _____

UTILITIES	
Water: Public <input type="checkbox"/> Private <input type="checkbox"/>	Sewer: Public <input type="checkbox"/> Private <input type="checkbox"/>
Water Provider: Town of Benson <input type="checkbox"/> Johnston Co. <input type="checkbox"/>	Johnston Co. Well/Septic Permit #
Electric Provider: Town of Benson	
Premise #:	
Gas Company:	

APPLICANT INFORMATION

Applicant: _____
 Mailing Address: _____
 Phone Number: _____
 Contact Person: _____
 Email Address: _____
 Applicant's Legal Interest in the Property: _____

PROPERTY OWNER INFORMATION

Owner Name: _____
 Mailing Address: _____
 Phone Number: _____
 Email Address: _____

OFFICE USE ONLY

Date Received:	Amount Paid:
Received By:	File Number:

EXPLANATION OF PROJECT

Please provide detailed information concerning all requests. Attach additional sheets if necessary.

APPROVAL CRITERIA

All applications for a Rezoning must address the following:

1. Consistency with the adopted plans and polices of the Town.

2. Suitability of the subject property for uses permitted by the current vs. the proposed district.

3. Whether the proposed change tends to improve the balance of uses, or meets specific demand in the Town.

4. The capacity of adequate public facilities and services including schools, roads, recreation facilities, wastewater treatment, potable water supply and stormwater drainage facilities is available for the proposed use.

5. It has been determined that the legal purposes for which zoning exists are not contravened.

6. It has been determined that there will be no adverse effect upon adjoining property owners unless such effect can be justified by the overwhelming public good or welfare.

7. It has been determined that no one property owner or small group of property owners will benefit materially from the change to the detriment of the general public.

APPLICANT AFFIDAVIT

I/We, the undersigned, do hereby make application and petition to the Board of Commissioners of the Town of Benson to amend the Zoning Ordinance and change the Official Zoning Map of the Town of Benson as requested. I hereby certify that I have full legal right to request such action and that the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material and all attachments become official records of the Planning Department of the Town of Benson, North Carolina, and will not be returned.

Print Name _____ Signature of Applicant _____ Date _____

OWNER CONSENT FORM

Consent is required from the property owner(s) if an agent will act on their behalf. A separate form is required from each owner. All fields must be completed.

Project Name: _____ **Address or PIN #:** _____

AGENT/APPLICANT INFORMATION:

(Name – type, print clearly)

(Address)

(City, State, Zip)

I hereby give **CONSENT** to the above referenced agent/applicant to act on my behalf, to submit applications and all required materials and documents, and to attend and represent me at all meetings and public hearings pertaining to the following processes *(list applicable requests)*.

Furthermore, I hereby give consent to the party designated above to agree to all terms and conditions which may arise as part of the approval of this application.

I hereby certify that I have authority to execute this consent form as/on behalf of the property owner. I understand that any false, inaccurate or incomplete information provided by me or my agent will result in the denial, revocation or administrative withdrawal of this application, request, approval or permits. I further agree to all terms and conditions which may be imposed as part of the approval of this application.

OWNER AUTHORIZATION:

(Name – type, print clearly)

(Address)

(Owner’s Signature)

(City, State, Zip)

STATE OF _____

COUNTY OF _____

Sworn and subscribed before me _____, a Notary Public for the above State and County, this the _____ day of _____, 20____.

SEAL

Notary Public

My Commission Expires: _____