



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

INSTRUCTIONS FOR FILING AN ORDINANCE AMENDMENT

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
- Application Fee
- Strikethrough/underline copy of the Code section(s) proposed for revision. Digital and paper copy.
- Draft of new language/text you desire to be added to the Development Ordinance. Digital and paper copy.



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APPLICATION FOR ORDINANCE AMENDMENT

Pursuant to Article 7, Section 156.703 of the Unified Development Ordinance, the Board of Commissioners, Board of Adjustment, Planning Board, Planning Director, or the general public may petition the Board of Commissioners to amend the Unified Development Ordinance.

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

AMENDMENT INFORMATION

Name of Project: _____

Existing title of Code Section(s) _____

Code Section Number(s): _____

APPLICANT INFORMATION

Applicant: _____

Mailing Address: _____

Phone Number: _____

Contact Person: _____

Email Address: _____

DESCRIPTION OF REQUESTED CHANGES

Please provide a general justification of the requested ordinance amendment. Attach additional sheets if necessary.

OFFICE USE ONLY

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

APPROVAL CRITERIA

All applications for Ordinance Amendment must address the following criteria:

- 1. The extent to which the proposed text amendment is consistent with the remainder of the chapter, including specifically, any purpose and intent statements.

- 2. The extent to which the proposed text amendment represents a new idea not considered in the existing chapter, or represents a revision necessitated by changing circumstances over time.

- 3. Whether or not the proposed text amendment corrects an error in the chapter.

- 4. Whether or not the proposed text amendment revises the chapter to comply with state or federal statutes or case law.

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 Unified Development Ordinance 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