



ALEXANDER COUNTY
North Carolina

Case #: _____

Date Submitted: _____

Text Amendment Application

A) APPLICANT / AGENT INFORMATION:

1) APPLICANT: _____

ADDRESS: _____

TELEPHONE #: _____ FAX #: _____ EMAIL: _____

2) Will an attorney or other agent represent the applicant in this matter?

REPRESENTATIVE: _____

ADDRESS: _____

TELEPHONE #: _____ FAX #: _____ EMAIL: _____

B) ORDINANCE INFORMATION:

1) PLEASE SELECT THE ORDINANCE YOU ARE REQUESTING AN AMENDMENT FOR:

- SUBDIVISION ORDINANCE
- WATERSHED ORDINANCE
- ZONING ORDINANCE

2) CHAPTER: _____ SECTION: _____

C) AMENDMENT REQUEST

1) PLEASE DESCRIBE THE REQUESTED CHANGE BELOW:

2) THE ORDINANCE SHOULD READ AS FOLLOWS:

D) REQUIRED SIGNATURES:

To the Planning and Zoning Commission and the Board of County Commissioners, I/We, the undersigned, do hereby make application and petition to amend an ordinance of Alexander County as herein requested. I/We, the undersigned, do hereby certify that all information given above is true, complete and accurate to the best of my/our knowledge, and do hereby request the Board of Commissioners to take action as sought by this application.

(Applicant's Name-*please print*) (Applicant's Signature) (Date)

(Applicant's Name-*please print*) (Applicant's Signature) (Date)

STAFF USE ONLY – APPLICANT: DO NOT WRITE BELOW THIS LINE

Staff Initials: _____ Date: _____ Receipt #: _____

PZC Meeting Date: _____ BOC Meeting Date: _____
Advertised on: _____ Advertised on: _____

PZC Recommendation: Approved Denied Applicant Notified: _____

BOC Action: Approved Denied Applicant Notified: _____

Staff Signature: _____ Date: _____

Staff Comments: _____

**GUIDELINES FOR THE APPLICATION
TO AMEND AN ORDINANCE**

1. The petition must be filed with the Director of Planning and Development at least twenty (20) days prior to the meeting at which it is to be considered by the Planning and Zoning Commission. The following items are required at the time of submission:
 - A) A completed application.
 - B) A filing fee of \$175.00.
2. An application may only be withdrawn by written request from the applicant. If such request is received prior to submitting public notices to the newspaper, filing fees may be refunded. However, if the application is withdrawn after public notices are published, application fees cannot be refunded.
3. All exhibits, including maps, pictures, drawings, mounted materials, models, etc., presented at the public hearing become part of the application and the permanent record, and shall be considered the property of the County. Such items shall not be returned to the petitioner. Where an identical copy not yet mounted can be provided for the County's record, then the petitioner may request in writing the retrieval of mounted documents.
4. All meetings are held at 6pm in Multi-Purpose Room 103 located in the CVCC-Alexander Campus at 345 Industrial Boulevard.
5. The Alexander County Planning and Zoning Commission meet on the 1st Thursday of every month and calls for a public hearing on all amendment applications. A notice of public hearing is published in the *Taylorsville Times* and after holding the public hearing, the Planning and Zoning Commission will submit their recommendation to the Board of Commissioners.
6. The Alexander County Board of Commissioners meet the 1st and 3rd Monday, unless otherwise scheduled, of every month and shall also call a public hearing. The Board of Commissioners may approve or deny the application. The Board of Commissioners action is final unless appealed in a court of law.