



CITY OF BELMONT

PLANNING & ZONING



ZONING MAP AMENDMENT APPLICATION GUIDE

This application should be used for projects proceeding as a conventional or conditional district rezoning AFTER a sketch plan review has been completed.

THE PROCESS

NOTE: Before completing a Zoning Map Amendment application, a completed sketch plan review is required. Please see the Sketch Plan Application Guide for additional information.



* = Conditional Zoning Only

APPLICATION SUBMITTAL AND REVIEW

NOTE: Refer to LDC Chapter 15.6 for more details on the Zoning Map Amendment process.

1. **Formal Submission of Zoning Map Amendment Application.** Applicant submits an application and all required documentation (see reverse side) for consideration and review. Upon submittal of an online application, an invoice will be sent via email noting the associated application fees. Once all fees are paid and the project planner deems the application complete, the planning department will begin review of the submitted application.
2. **Install/Update Development Sign (Conditional Zoning Only).** After initial review, the project planner will request the applicant to install or update the site plan on the development sign as needed.
3. **Second neighborhood meeting open to the public (Conditional Zoning Only).** Once the development sign has been updated, and the planning department has completed an initial review, the developer will be requested to schedule their second community meeting.
4. **Planning Staff and TRC review (Conditional Zoning Only).** Project will be reviewed by TRC and planning staff to determine plans comply with the code.
5. **Review and Recommendation of Schematic Plan & Zoning Map Amendment by planning board.** Once the planning department determines the project is ready to move forward, the project will be placed on the planning and zoning board (PZB) agenda for recommendation.
6. The planning department will post signs on the property and mail out written notices to owners of properties adjacent to land under consideration at least 10 days, but not more than 25 days, prior to the PZB meeting.
Note: The applicant is responsible for all costs associated with required notices and must pay invoiced expenses prior to the project being placed on city council agenda for consideration.
7. The project will be heard at a PZB meeting and the board will have 40 days from the date of their first review to recommend the zoning map amendment be approved, approved with conditions, or denied.
8. **Review and Approval of Schematic Plan and/or Zoning Map Amendment by city council after Public Hearing.** Following the PZB review, the zoning map amendment request will be placed on the city council agenda for review and approval, and a public hearing will be scheduled on the same date.
9. The planning department will place a legal ad in the newspaper, post signs on the property, and mail out written notices to owners of properties adjacent to land under consideration at least 10 days, but not more than 25 days, prior to city council meeting.
10. The project will be presented at a city council meeting and the council will have 90 days from the date of their first review to approve, approve with conditions, or deny the schematic design.
11. The approval of a zoning map amendment shall constitute final city council approval for all phases of the development (if applicable) except for any required approval of construction documents.

NEXT STEP: Construction Document Application

Update: August 7, 2025



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INFO TO BE INCLUDED ON SCHEMATIC PLANS

NOTE: *For more detailed information on schematic design plan requirements, refer to chapter 16.8 of the LDC.*

- ☐ Boundary of the area to be developed and/or rezoned
- ☐ Scale
- ☐ North arrow
- ☐ Vicinity map
- ☐ Location of proposed buildings, parking and loading areas, streets, alleys, easements, parks, open spaces, site reservations, property lines, and building setback lines.
- ☐ All site calculations
- ☐ Watershed protection calculations and plans
- ☐ Proposed name of development with street names, owner names and address, and names of adjoining subdivisions.
- ☐ Cross sections of proposed streets
- ☐ Timetable for estimated project completion
- ☐ Original contours

REQUIRED ATTACHMENTS

- ☐ Letter of Intent
- ☐ Map of the subject property(ies)
- ☐ Schematic design and/or Site plan in accordance with **Chapter 16.8**
- ☐ Conditional Zonings Only:
 - ☐ Community meeting supplement form (initial)- second meeting form to be uploaded when complete
 - ☐ Tree protection plan in accordance with **Chapter 11.3.8**
 - ☐ Illustrative elevations
 - ☐ Environmental Impact Statement*
 - ☐ Written comments from Duke Energy*
 - ☐ Watershed Development Permit Application*
 - ☐ Traffic Mitigation Agreement (TMA) - when complete

** = If applicable*

***Digital plans to be provide to the City of Belmont Planning and Zoning Department.
No hard copies required unless requested by the project planner.***

For more information or any feedback, please contact the Planning Department at 704-901-2610 or at planning@cityofbelmont.org.

Updated: August 7, 2025