



CITY OF BELMONT PLANNING & ZONING

Date Filed	12/21 /2020	To be completed by City of Belmont Application Number ZA-_____
To be completed by City of Belmont: Hearing Date(s) P&Z	/ / / / / /	To be completed by City of Belmont City Council / / / / / /

I (we) the undersigned do hereby respectfully make application and request the Planning and Zoning Board and City Council to amend the zoning map of the City of Belmont:

In support of this application, the following facts are shown:

Current Zoning (circle one)	R-R	S-R	G-R	NC-R	INF-R	MH-R
	NC-C	H-C	R-C	BC-D	IC-D	TN-D

Proposed Zoning (circle one)	R-R	S-R	G-R	NC-R	INF-R	MH-R
Conditional District? (CD) <input checked="" type="checkbox"/>	NC-C	H-C	R-C	BC-D	IC-D	TN-D

Physical Property Address: 6500 S. New Hope Rd., Belmont, NC 28012	
Physical Description of Location: Main entrance to Daniel Stowe Botanical Garden (STOWE BOTANICAL GARDEN TRACT J 15 111A 009 00 000)	
Tax Parcel Number: (PID Number) 193710, 193702, 193704, 193705, 193706, 220008, 221689, 193703, 193707, 193709, 193708, 204297, 221690, 193221, 193216, 200974	
Property Owner: Daniel Jonathan Stowe Conservancy Inc.	
Owner's Address: 6500 S. New Hope Rd.	
Phone Number: (704) 825 - 4490	Email Address: hoffman@dsbg.org
Applicant Name if different than owner:	Applicant Phone Number if different than owner:
Applicant Email Address if different than owner:	
Applicant's address: SAME	
Primary Contact: Jim Hoffman	

SUBMITTAL REQUIREMENTS

- Completed Application
- Letter of Intent – Description of proposed project
- 5 copies of Concept Plan (paper and digital version must be drawn to scale by architect, landscape architect, professional surveyor, or engineer licensed in North Carolina). Additional plans will be requested for the public meetings.
- Boundary Survey (acreage, current zoning, location of existing buildings, setbacks)
- Community Meeting Form
- Adjacent Property Owner List – provide a copy of address labels for all adjacent property owners. The City will use this list for public notices for the Planning Board Meeting and the Public Hearing meeting.
- Traffic Impact Analysis, if required, refer to Chapter 16 of the LDC
- Fees associated with review

PROCESS & SCHEDULE – See Section 15.6 of the Land Development Code

Pre-Design Meeting with Planning Staff	
Informal Review of Sketch Plan Including Environmental Survey	The plans will be reviewed internally by city staff. Any deficiencies or request for information will be sent to you within 30-days.
Formal Submission of Schematic Plan & Rezoning to Planning Staff for Review and Recommendation	Staff will notify the applicant when the schematic plans are ready to be presented to the public at the required community meeting.
Applicant holds at least one neighborhood meeting open to the public.	
Review and Recommendation of Schematic Plan & Rezoning by Planning Board	Community Meeting: the scheduling, notification, and meeting report, as described in the supplemental community meeting form, are the responsibility of the applicant. This meeting shall be held a minimum of two weeks (14-days) prior to the scheduled Planning Board meeting.
Review and Approval of Schematic Plan & Rezoning by City Council after Public Hearing	
Formal Submission of Construction Documents to Technical Review Committee	
Approved Preliminary Plat or Site Plan	
Review and Approval of Final Plat or Site Plan by Planning Staff	The Planning Board will hear the request in a public meeting and provide a recommendation to the City Council.


The City Council will hold the public hearing and render a decision on the project. Please refer to Section 20.2 of the LDC for further details.



Signature of Property Owner



Signature of Applicant, if different than the property owner



Application Fee (Dept Use Only)

-Please note...The applicant is responsible for the costs of all public notices required by state law. The City will be responsible for the dissemination of the advertisements and will arrange to have the bills sent directly to the applicant. Any changes to this policy must be made prior to the submission of the application.

-This application must be signed by the property owner or their authorized agent.

