City of Lowell, NC ZONING MAP & DEVELOPMENT ORDINANCE (LDO) AMENDMENT FLOW CHART*

Applicant attends a required pre-filing meeting with the Planning, Zoning & Subdivision Administrator (Administrator) to discuss the proposed amendment (text or map)



Applicant submits amendment application to the Administrator



Administrator conducts completeness check of submitted application (Incomplete applications are returned to the Applicant)



Applicant is required to meet with representatives of the neighborhood in which the property is located & coordinate meeting with the Administrator (map amendment only)



Administrator evaluates application for compliance with the City Plan 2040 & other applicable adopted plans (Applicant may also be required to apply for a land use plan &/or comprehensive plan amendment to ensure compatibility)



Planning Board reviews the application during a public meeting (Planning Board to make a recommendation to City Council prior)



Public Legislative Hearing notices are advertised in the newspaper, hearing notices are mailed & signs for map amendments are posted



Application reviewed by the City Council during a public legislative hearing (Applicants of denied applications cannot reapply for the same property for 4 months)

*NOTES: This flow chart is for general information only. Applicants should review requirements of the LDO, Art. 5 to gain a full understanding of this process.