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.

City of Lowell, NC VARIANCES & ADMINISTRATIVE APPEALS FLOW CHART*

Applicant attends a required pre-filing meeting with the Planning, Zoning & Subdivision Administrator (Administrator) to discuss the proposed variance or appeal application



Applicant submits application with the Administrator



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



Evidenciary Hearing notices are mailed & signs are posted



Planning, Zoning & Subdivision Administrator prepares a staff recommendation to the Board of Adjustment



Board of Adjustment reviews the application during quasi-judicial meeting (Board of Adjustment may deny, conduct additional hearing or grant the request)



Following a denial of the Board of Adjustment, the Applicant may make application for a rehearing (An appeal from any decision of the Board of Adjustment may be made by an aggrieved party to the Superior Court)

*NOTES: This flow chart is for general information only. Applicants should review requirements of the LDO, Art. 6 to gain a full understanding of this process.

City of Lowell, NC ZONING COMPLIANCE PERMIT FLOW CHART*

Applicant submits application with the Planning, Zoning & Subdivision Administrator (Administrator)



Administrator conducts completeness check of submitted application (Within 10 working days of receiving the application, the Administrator shall notify the Applicant of any deficiencies, incomplete applications are returned to the Applicant)



Upon receiving a complete application, the Administrator shall review the application & issue a zoning compliance permit only upon finding that the proposed development, use or structure satisfies the requirements set forth in the Lowell Development Ordinance (LDO) (Permit is valid for one year unless otherwise authorized by the LDO)



When a construction project is the focus of the zoning permit, the Applicant shall contact the County & submit required drawings & other information for the County's building permit review prior to start of construction

*NOTES: This flow chart is for general information only. Applicants should review requirements of the LDO, Art. 7 to gain a full understanding of this process.

City of Lowell, NC

MAJOR SUBDIVISION - PRELIMINARY PLAT FLOW CHART*

Applicant attends a required pre-application meeting with the Planning, Zoning & Subdivision Administrator (Administrator) to discuss the proposed subdivision plat (Applicant submits a sketch plan to the Administrator prior or at the pre-application conference so the Administrator can determine whether the proposed subdivision is a major subdivision)



After Administrator determines application is a major subdivision, a Preliminary Plat & Site Development Plan is required



Staff conducts completeness check of submitted application



The Administrator & other agencies evaluates the Preliminary Plat/Site Development Plan application for compliance with applicable requirements



Planning Board reviews the Preliminary Plat/Site Development Plan and provides input to Administrator



Approval of Major Subdivision Preliminary Plats/Site Development Plans are valid for two (2) years from the date of approval, one extension may be granted (Final Plat for Major Subdivision shall be presented for approval prior extension)



Prior to construction, a complete set of Site Construction Plans shall be submitted for all Preliminary Plat/Site Development Plans for Major Subdivisions (The submittal shall be accompanied by the approved Preliminary Plat/Site Development Plan for Major Subdivisions)



Applicable agencies review, & if compliant with all applicable development standards, approve Site Construction Plans



Construction commences in compliance with approved site construction plans & inspections conducted by applicable agencies

(Refer to Major Subdivision - Final Plat flow chart for subsequent steps)

*NOTES: This flow chart is for general information only. Applicants should review requirements of the LDO, Art. 7 to gain a full understanding of this process.

City of Lowell, NC MAJOR SUBDIVISION – FINAL PLAT FLOW CHART*

(Refer to Major Subdivision – Preliminary Plat flow chart for previous steps)

Major Subdivision Final Plat prepared in accordance with applicable standards shall be submitted to Planning, Zoning & Subdivision Administrator (Administrator)



The Administrator evaluates the Final Plat for compliance with applicable requirements & conformance with the approved Preliminary Plat (Final Plat shall not be approved until all improvements are installed, fees are paid in lieu, or their execution guaranteed as permitted by the Lowell Development Ordinance (LDO) & all certificates required for Final Plats or approvals by law have been properly completed & signed)



Provided the Final Plat is complete, & no further review is required, the Administrator shall act on the Final Plat within ten (10) working days of receipt of the Mylar Plat



The approved Final Plat shall be signed by all applicable agencies with applicable certificates shown where applicable



The Final Plat shall be recorded in the office of the Register of Deeds within 60 days following approval by the City of Lowell



Following completion of all improvements and inspection by a qualified professional, presents it to the City Council to grant acceptance of dedications by resolution

*NOTES: This flow chart is for general information only. Applicants should review requirements of the LDO, Art. 7 to gain a full understanding of this process.

City of Lowell, NC MINOR SUBDIVISION FLOW CHART*

Applicant attends a required pre-application meeting with the Planning, Zoning & Subdivision Administrator (Administrator) to discuss the proposed minor subdivision plat while the Administrator provides clarification & assistance



Applicant submits a minor subdivision plat & application containing all information required by the City of Lowell



The Administrator conducts a review for compliance to applicable requirements, plat shall be signed by the property owner(s) & certificates & language for the certificates shall appear on the plat



Approval of a plat for a minor subdivision by the Administrator



The applicant shall record the plat in the office of the County Register of Deeds within 60 days following approval by the Administrator or the approval becomes invalid)

NOTE: No plat shall be considered fully approved until the plat has been recorded. No lots in a subdivision shall be sold prior to approval by the Administrator & recording of a plat for the subdivision.