

TOWN OF WRIGHTSVILLE BEACH
REZONING PETITION PROCESS OUTLINE
Individual Lot Re-Zonings

1. A petition to rezone property may be obtained from the Planning and Inspection office, Wrightsville Beach Town Hall, 321 Causeway Drive.
2. The petition must be completed by the owner or petitioner and signed by the property owner(s). The petition should be submitted to Planning and Inspections with a \$400 filing fee not later than 30 days prior to the regular meeting of the Planning Board. The Planning Board meets the first Tuesday of each month except November (2nd Tuesday)
3. Supplementary information required as part of the petition:
 - a. Property plat showing outline of property requested for rezoning and its location relevant to street rights-of-way and adjacent properties.
 - b. Legal description of property petitioned for rezoning, by metes and bounds.
 - c. Adjacent Property. A list of names of owners, the tax parcel numbers and mailing addresses of all properties immediately adjacent to the property of the petition, including the property owner(s) directly opposite the property of the petition but separated by a street right-of-way.
 - d. Envelopes. Two (2) sets of a number of plain, letter sized envelopes equal to the above list of names. The envelopes are to be unsealed, stamped and addressed for mailing to the adjacent property owners and bearing the return address of the Town of Wrightsville Beach, PO Box 626, Wrightsville Beach, NC 28480.
4. After receipt of necessary documentation and required notification, the Planning Board will hear the petition at their next regular meeting. The petitioner or authorized representative must be present at the meeting. Meetings are held at 7:00 p.m. in Town Hall, Wrightsville Beach. Following the meeting, recommendation of the Planning Board will be forwarded to the Board of Aldermen by the Planning and Inspections Director.
5. Upon receiving the recommendations of the Planning Board, the Board of Aldermen will schedule a public hearing on the petition. Adjacent property owners and the public will be notified of the hearing in accordance with the Zoning Code requirements. The petitioner or owner, or authorized representative must be present at the hearing.

Town of Wrightsville Beach
PETITION FOR CHANGE OF ZONING (Z-2001)

The petitioner requests that the Wrightsville Beach Planning Board recommend to the Board of Aldermen to change the Zoning Map of the Town as follows:

Location: Street Address: _____
Between _____ and _____ streets, on the
(check one) ☐ North ☐ South ☐ East ☐ West side of the street.

Total property square footage: _____
Lot Dimensions: Front _____ Side _____ Side _____ Rear _____

Deed recorded in Book _____ Page _____,
Registry of New Hanover County.

Zoning: Present zoning district _____ Requested Zoning district for proposed use: _____
Proposed use (occupancy) of property, if rezoned: _____

Owner(s): Name _____
Address _____ Phone _____

Petitioner(s) if other than Owner _____
Name _____
Address _____

ADJACENT PROPERTY OWNERS

I furthermore certify that the following persons are owners of properties adjoining this property as shown on the most current New Hanover County tax listing. A copy of the applicable tax map is attached.

NAME

ADDRESS

- | | | |
|----|--|--|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |

(attach sheet if additional space is needed)

Signature of Owner _____ Date _____

Petitioner (if other than Owner) _____ Date _____