



OFFICIAL USE ONLY:
Case Number: _____
Date Filed: _____
Received By: _____
Amount Paid: _____

Town of Spindale

Zoning Text Amendment Petition

Applicant Information:

Name:

Address:

City, State, Zip:

Phone:

Request Information:

Designate the specific section(s) of the Zoning Ordinance being requested for amendment:

Requested text amendment (attach additional sheets if necessary):

Describe the purpose for this request (attach additional sheets if necessary):

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The following steps are required in order for your application to be considered complete.
Incomplete applications will be returned to the applicant and will not be processed

The Zoning Text Amendment Petition Process:

1. Hold a pre-application meeting or call with staff to discuss your request and the zoning text amendment process (recommended)
2. Submit a *complete* application to the Town of Spindale Planning Department. **All applications must be submitted thirty (30) days prior to the next scheduled Planning Board meeting to be appear on the agenda for consideration.** Prior to the meeting, planning staff will review your application and prepare a staff report to the Board. All applications must include:
 - a. Cash or check made payable to the Town of Spindale. The cost of a text amendment request is \$350
 - b. Please note that payment must be received prior to an application being considered complete
3. Planning Board meetings are normally held on the first Tuesday of the month at 5:30 p.m at the Spindale House Board of Commissioners Room, located at 119 Tanner Street, Spindale NC 28160. At this time, the Board will hold a public meeting and make a recommendation. The Board's recommendation is then forwarded on to the Town Board of Commissioners for them to approve or deny the request
4. The Town of Spindale Board of Commissioners meets at the same location at 5:30 PM on the third Monday of each month. Following the Planning Board's recommendation, the Board of Commissioners will schedule a Public Hearing and consideration of the request at a regularly Scheduled Board meeting

Signature

Date

I certify to the best of my knowledge that all of the above listed information is correct