



# Town of Zebulon

## Planning Department

1003 N. Arendell Avenue, Zebulon, NC 27597  
Phone: (919) 823-1810 Fax: (919) 887-2824  
[www.townofzebulon.org](http://www.townofzebulon.org)

## PLANNED DEVELOPMENT APPLICATION

### GENERAL INFORMATION:

A Planned Development in accordance with Section 2.2.15 and 3.5.5 of the UDO is intended to provide flexibility by establishing site specific regulations including permitted uses, dimensional standards, phasing schedules and additional details to allow for a development that is better than what would otherwise be permitted under the strict interpretation of the UDO. All site-specific standards and conditions must be consistent with the objectives of these regulations, the adopted Comprehensive Land Use Plan, Transportation Plan, and Vision 2030 Strategic Plan. The review process established in this part provides for the accommodation of such uses by a reclassification of property into a Planned Development, subject to site-specific standards and conditions.

### INSTRUCTIONS:

**PRE-APPLICATION MEETING:** A pre-application meeting with staff in accordance with Section 2.3.2 of the UDO to verify the application requirements, processes, and procedures regarding a proposed request. To schedule a meeting, applicants must e-mail a pdf map, drawing, model, site or sketch plan to the Planning Department ([Planning@townofzebulon.org](mailto:Planning@townofzebulon.org)) no later than five (5) working days prior to the desired meeting day.

**NEIGHBORHOOD MEETING:** Neighborhood meetings are required in accordance with Section 2.3.4 of the UDO prior to application submission. The applicant is required to notify property owners and any neighborhood association that represents citizens within that area within 750 feet of the subject property via first class mail a minimum of 10 days in advance of the neighborhood meeting. The applicant shall use their own return address on the envelopes as the meeting is a private meeting between the developer and the neighbors. The applicant shall submit the "Certified List of Property Owners" and "Neighborhood Meeting Packet" forms included in this application packet with their initial submittal.

**ANNEXATION REQUIREMENTS:** If a property or portion thereof subject to this rezoning is outside the corporate limits and ETJ, an annexation petition is **required** to be submitted on the same day as this application in accordance with section 2.2.2 of the UDO.



## APPLICATION FOR PLANNED DEVELOPMENT

**APPLICATION PROCEDURE** – The applicant requesting a Planned Development must submit an application through the Town of Zebulon GeoCivix Web Portal. As noted below some materials must be brought in person to the Zebulon Planning Department to complete the application process. Access to GeoCivix can be found on the Town of Zebulon Website or through this link (<https://townofzebulon.geocivix.com/secure/>)

• **Materials to Submit through the Town of Zebulon GeoCivix Web Portal:**

- Completed Application Form
- PDF Plan Set (See site plan checklist)
- Comprehensive Planned Development Document
- One (1) Legal Description (metes and bounds) of subject property
- Registered survey of subject property
- Certified List of Property Owners within 750 feet of subject property
- Owner's Consent Form
- Neighborhood Meeting Packet
- Utility Allocation Checklist

**Materials to Submit in Person with the Town of Zebulon Planning Department:**

- Stamped envelopes addressed to Certified List of Property Owners all the homeowners associations of those properties within 750 feet of the outer boundary subject property or properties. Affixed with the following return address:  
Town of Zebulon  
Planning Department  
1003 N. Arendell Ave  
Zebulon, NC 27597
- Petition Fee (Please See Fee Schedule)  
(Can be paid online but applicants must let Planning Staff know prior to paying)

**PUBLIC HEARING PROCEDURE** – Upon submittal of a complete application, the Planning Department will schedule the application for a joint public hearing before the Planning Board and the Board of Commissioners. **APPLICANTS ARE STRONGLY ENCOURAGED TO CONTACT PLANNING STAFF AS SOON AS POSSIBLE TO ADDRESS ANY QUESTIONS ABOUT THE PUBLIC HEARING.** Notices of the public hearing will be mailed to all adjacent property owners of the property being considered for a Planned Development Amendment. At the public hearing, the applicant, proponents, and opponents will be given the opportunity to offer evidence in favor of or against the proposal. After completion of the public hearing, the Planning Board will deliberate and forward its recommendation to the Board of Commissioners for final consideration. Deadline dates and Joint Public Hearing dates can be found on the Town of Zebulon's website.



# APPLICATION FOR PLANNED DEVELOPMENT

<b>PART 1. DESCRIPTION OF REQUEST/PROPERTY</b>		
Street Address of the Property:		Acreage:
Parcel Identification Number (NC PIN):	Deed Book:	Deed Page(s):
Existing Zoning of the Property:	Proposed Zoning of the Property:	
Existing Use of the Property:	Proposed Use of the Property:	
Reason for rezoning to a Planned Unit Development:		

<b>PART 2. APPLICANT/AGENT INFORMATION</b>		
Name of Applicant/Agent:		
Street Address of Applicant/Agent:		
City:	State:	Zip Code:
Email of Applicant/Agent:	Telephone Number of Applicant/Agent:	Fax Number of Applicant/Agent:
Are you the owner of the property? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you the owner's agent? <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Note: If you are not the owner of the property, you <u>must</u> obtain the Owner's consent and signature giving you permission to submit this application.</b>

<b>PART 3. PROPERTY OWNER INFORMATION</b>		
Name of Property Owner:		
Street Address of Property Owner:		
City:	State:	Zip Code:
Email of Property Owner:	Telephone Number of Property Owner:	Fax Number of Property Owner:
<b><i>I hereby state that the facts related in this application and any documents submitted herewith are complete, true, correct, and accurate to the best of my knowledge.</i></b>		
<b><i>Signature of Applicant:</i></b>	<b><i>Print Name:</i></b>	<b><i>Date:</i></b>
<b><i>Signature of Owner:</i></b>	<b><i>Print Name:</i></b>	<b><i>Date:</i></b>



**LEGISLATIVE CONSIDERATIONS – PLANNED DEVELOPMENT**

The applicant shall propose site-specific standards and conditions that take into account the following considerations, which are considerations that are relevant to the legislative determination of whether or not the proposed planned development is in the public interest. These considerations do not exclude the legislative consideration of any other factor that is relevant to the public interest. Failure to adequately address the findings below may result in denial of the application. Please provide responses to the following standards as outlined in Section 2.2.15 of the Unified Development Ordinance.

<p>1. Please provide details on how the proposed Planned Development advances the public health, safety, or welfare</p>
<p>2. Please provide details on how the proposed Planned Development is appropriate for its proposed location, and is consistent with the purposes, goals, objectives, and policies of the Town’s adopted policy guidance.</p>
<p>3. Please provide details on how the proposed Planned Development is reasonable and in the public interest.</p>
<p>4. Please provide details on how the proposed Planned Unit Development provides for innovative land planning and site design concepts that support a high quality of life and achieve a high quality of development, environmental sensitivity, energy efficiency, and other Town goals and objectives.</p>
<p>5. Please provide details on how the proposed planned unit development provides improved means of access, open space, and design amenities;</p>



# APPLICATION FOR PLANNED DEVELOPMENT

6. Please provide details on how the proposed Planned Unit Development provides a well-integrated mix of residential and nonresidential land uses in the same development, including a mix of housing types, lot sizes, and densities;

7. Please provide details on how the proposed Planned Unit Development creates a system of incentives for redevelopment and infill in order to revitalize established areas;

8. Please provide details on how the proposed Planned Unit Development promotes a vibrant public realm by placing increased emphasis on active ground floor uses, pedestrian-oriented building façade design, intensive use of sidewalks, and establishment of public gathering areas;

9. Please provide details on how the proposed Planned Unit Development provides for efficient use of land resulting in smaller networks of utilities and streets and thereby lowering development and housing costs; and

10. Please provide details on how the proposed Planned Unit Development provides quality design and environmentally sensitive development that respects surrounding established land use character and respects and takes advantage of a site's natural and man-made features, such as trees, estuaries, shorelines, special flood hazard area, and historic features.

11. Other factors as the Board of Commissioners may determine to be relevant.





**CONCEPT PLAN REQUIREMENTS**

Every applicant requesting Planned Development approval shall submit **8 copies** and **1 pdf (e-mail or USB Drive)** of a concept plan drawing with the application for a Planned Development. The concept plan shall contain sufficient information to adequately determine the type of development being proposed. The concept plan drawing shall include, at a minimum, the following features unless otherwise specified by the Planning Department:

**CHECK IF  
SUBMITTED**

**ITEM**

- 1. Plot plan showing all existing and planned structures, building setback lines, perimeter boundaries, and easements. \_\_\_\_\_
- 2. Elevation drawings of all buildings indicating the proposed exterior finish materials. \_\_\_\_\_
- 3. Landscaping plan, lighting, fencing, screening, and walls, indicating all heights and locations. \_\_\_\_\_
- 4. Location of all ingress and egress. \_\_\_\_\_
- 5. Off-street parking and loading facilities, with calculations showing how the quantities were obtained. \_\_\_\_\_
- 6. All pedestrian walks and open areas for use by residents, tenants, or the public. \_\_\_\_\_
- 7. Proposed land uses indicating areas in square feet. \_\_\_\_\_
- 8. The location and types of all signs, including lighting and heights, with elevation drawings. \_\_\_\_\_
- 9. Existing and/or proposed street names. \_\_\_\_\_
- 10. Proposed potable or reuse water, wastewater connections, and storm sewer line; proposed grading and drainage patterns; proposed water and sewer allocations. \_\_\_\_\_
- 11. Such additional items and conditions, including design standards as the Planning Board and Board of Commissioners deems necessary. \_\_\_\_\_
- 12. Trip generation data and TIA if applicable in accordance with Section 6.13 of the UDO. \_\_\_\_\_



### PROPOSED USES

An application has been duly filed requesting that the property described in this application be rezoned from \_\_\_\_\_ to \_\_\_\_\_. It is understood and acknowledged that if the property is rezoned as requested, the property described in this request will be perpetually bound to the use(s) authorized and subject to such conditions as imposed, unless subsequently changed or amended as provided for in the Unified Development Ordinance. It is further understood and acknowledged that final plans for any specific development to be made pursuant to any such Planned Development shall be submitted for site or subdivision plan approval. Use additional pages as needed.

The Rezoned Lands may be used for, and only for, the uses listed immediately below. The permitted uses are subject to the limitations and regulations stated in the Use Table and any additional limitations or regulations stated below. For convenience, some relevant sections of the Unified Development Ordinance may be referenced; such references do not imply that other sections of the Unified Development Ordinance do not apply.

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