



## COUNTY OF RANDOLPH DEPARTMENT OF PLANNING & ZONING

### REZONING REQUEST INFORMATION

#### Overview

The *Randolph County Unified Development Ordinance* contains provisions where citizens can rezone their property. It also contains information about the rezoning process.

#### Requests

The *Unified Development Ordinance* provides many different zoning districts such as residential, commercial, industrial, and specialty overlay zoning districts that are available as options. A “straight rezoning” (with no conditions) requires the Randolph County Planning Board to consider all of the possible uses that are permitted by right in the requested zoning district. A “conditional district” requires the Planning Board to consider only the use that is requested by the applicant and as submitted on a site plan.

#### Public Hearing

The decision to approve or deny a rezoning request rests with the Randolph County Planning Board. Decisions of the Planning Board are final unless appealed to the Randolph County Board of Commissioners within 15 days of the Planning Board public hearing. An appeal application and any associated fees must be submitted to the County Manager’s Office at 725 McDowell Rd, Asheboro.

The administration, amendment, and enforcement of the *Unified Development Ordinance* and the Official Zoning Maps are assisted with the use of the *Randolph County Growth Management Plan* and maps. These documents contain vital information in the rezoning process to ensure the consistency and reasonableness of each request.

#### Procedures

It is always advisable, but not required, for a citizen seeking to rezone the property to contact the Randolph County Planning and Zoning Office before making an application. The office is located at 204 E Academy St, Asheboro. The phone number is (336) 318-6555. Speaking with a member of the County Planning Staff allows the citizen to learn more about the rezoning process, the appropriate proposed district as well as the requirements for a site plan, fees, and the public hearing process.

#### Filing

Filing for a rezoning requires the following:

- A completed and signed rezoning application form;
- The applicable fee for rezoning;
- Site plan; and
- Letter from property owner if the applicant does not own the property.

These items **must be submitted** by noon on the application deadline. Failure to submit any of the required information may delay your request and public hearing. The

application deadline can be found by visiting the County Planning Department website page.

### Notifications

After the application has been received, County Planning Staff further reviews the request, prepares reports, and fulfills the legal notification process as established by State law. The notification process includes mailing first-class notifications to all adjoining property owners, a legal advertisement in the local newspaper, and posting a public hearing sign on the property. The County will also place the Planning Board Agenda on the County website, <http://www.randolphcountync.gov>, and will try to post more details regarding the case on the County Public Hearing page. Often these notifications will cause public inquiries. The Staff tries to pass the information along to the Planning Board.

### Discussion with Interested Parties

The County Planning Staff also encourages applicants for rezoning to discuss the request with any other interested parties such as adjoining property owners and residences. Many times this will aid in the rezoning process by allowing the interested parties to hear from the applicant before the public hearing and better understand the request.

### Technical Review Committee

The Technical Review Committee, consisting of various County department staff as needed, will meet to review the application for the rezoning including the site plans and any reports supplied by the applicant or created by staff as a part of the rezoning process. The Technical Review Committee, after reviewing all known facts, makes a recommendation to the Planning Board including policies from the *Growth Management Plan* that supports the recommendations.

### Withdrawals

A request to withdraw a rezoning application must be made in writing, signed by the applicant, and submitted to the County Planning Staff as soon as possible. If the request to withdraw is submitted before any public notifications, a refund may be possible. If public notifications have already been sent, a refund will not be possible. The decision to withdraw the request from the agenda after the notifications have been sent is made by the Planning Director.

### **Public Hearing**

**The applicant for the rezoning request or their representative must be present for the Planning Board Public Hearing.** The Planning Board meetings are usually held on the Tuesday following the first Monday of each month in the Commissioner's Meeting Room in the 1909 Historic Courthouse located at 145-C Worth St, Asheboro. The meeting begins at 6:30 p.m. The meeting date may change due to other events (ex. elections, weather, etc.) or a meeting may be canceled if there are no requests for the Planning Board to consider. Always consult the County website for details of upcoming meetings.

### Meeting Process

After the meeting is called to order, the Planning Board will do a roll call to ensure that a quorum is present and the Planning Board can conduct business. The Planning Board

will then approve the minutes from their previous meeting. After that, the Planning Director will call the first case for consideration.

The Chair of the Planning Board will open the public hearing. During the public hearing, the applicant or their representative will be allowed to present their request. Planning Board members may ask questions of the applicant for clarification. Anyone else present in support of the request will be allowed time to address the Planning Board. Those present in opposition to the request will also be allowed time to address the Planning Board. After all citizens have had an opportunity to address the Planning Board, the Chair of the Planning Board will close the public hearing.

The Planning Board will then hold discussions and entertain motions to approve or deny the request. Once that decision has been made, the Planning Board must find that the request is consistent and reasonable with the *Unified Development Ordinance* and the *Growth Management Plan*. A simple majority is required to approve or deny a request.

Any interested party that does not agree with the decision of the Planning Board can be appealed to the Randolph County Board of Commissioners within 15 days of the Planning Board public hearing. An appeal application and any associated fees must be submitted to the County Manager's Office at 725 McDowell Rd, Asheboro.

*The information contained in this document is for informational purposes only.  
It is a summary of the rezoning process and does not include all steps in the rezoning process.  
It is not a legal interpretation of the Randolph County Unified Development Ordinance.*