

**PROCEDURE FOR OBTAINING AMENDMENT
TO ZONING ORDINANCE
OF THE TOWN OF NORTH WILKESBORO**

Please note that the Town Board Policy requires that you or a Representative attend the Public Hearing. The Town Board will not take any action on this petition unless you or a representative attend the public hearing!

1. **PETITION**. Complete the enclosed petition by filling in the date, the description of the property requested to be rezoned, the zoning district now applicable to the property, the zoning district desired to be applicable to the property, and the reasons for desiring this change. Present this petition to the Chairman of the Zoning Board.

2. **NOTICES**. Complete the notices by inserting the names of the petitioners and the description of the property to be rezoned, the zoning district now applicable to the property and the zoning district desired to be applicable to the property. Do not complete any dates on the notices. Present these notices to the Chairman of the Zoning Board at the same time you present the petition. The Chairman of the Zoning Board will insert the date on the notice of the Planning Board Meeting and, if the Planning Board approves the change, the Town Manager will insert the date of the Town Board Meeting. Insert on petition the names and addresses of all adjoining property owners. The Town Manager will mail a copy of this notice to each adjoining property owner.

3. **FILING FEE**. **At the time you file this with the Chairman of the Zoning Board, enclose a check made payable to the "Town of North Wilkesboro" in the amount of \$200.00.** If the Zoning Board turns down your petition, this money will be refunded unless you appeal to the Board of Commissioners. If the Zoning Board approves your request and recommends it to the Board of Commissioners, or if they disapprove your request and you appeal this decision to the Board of Commissioners, the \$200.00 is not refundable from the time the matter reaches the Town Clerk's Office whether the Board of Commissioners approves or disapproves your petition. The filing fee pays for the cost of legal notices and advertisement.

4. **MEETINGS**. This involves a meeting of the Zoning Board and a meeting of the Board of Commissioners of the Town of North Wilkesboro. Except in most unusual cases, the Zoning Board will not act upon your petition until at least 14 days after you have presented it to the Chairman. **You must attend the meeting of the Zoning Board unless the Chairman notifies you to the contrary. If the matter then goes before the Board of Commissioners of the Town of North Wilkesboro, you must attend the public hearing on the question of rezoning the property. It is important to note that you must attend. If you fail to attend, no action will be taken.**

5. **ORDINANCE**. If the Board of Commissioners approves your petition, the town attorney will draft the ordinance rezoning the property.

TOWN OF NORTH WILKESBORO

William H. Perkins, Jr.
Town Manager

DATE: _____, 20____

TO THE ZONING BOARD AND BOARD OF COMMISSIONERS OF THE TOWN OF NORTH WILKESBORO:

The undersigned respectfully request the Zoning Board and the Board of Commissioners of the Town of North Wilkesboro to rezone the property described from () _____ to () _____.

The property petitioned to be rezoned is described as follows:

Petitioners request that the property described above be rezoned as set out above for the following reasons:

Respectfully submitted the day and year first above written (**signatures & phone #**)

_____ Ph # _____	_____ Ph # _____
_____ Ph # _____	_____ Ph # _____
_____ Ph # _____	_____ Ph # _____

List below all names and mailing addresses of property owners adjoining your property. Adjoining means on either side, to the immediate rear and front, to include directly across the street if applicable.

Name

Mailing Address

The Zoning Board of the Town of North Wilkesboro met on the ____ day of _____, 20____, at which meeting the foregoing petition was (approved) (disapproved) by a vote of _____ FOR and _____ AGAINST.

CHAIRMAN

**NORTH CAROLINA
WILKES COUNTY**

NOTICE OF PUBLIC HEARING

Notice is hereby given that the Board of Commissioners of the Town of North Wilkesboro will, at their regular meeting to be held on Tuesday the _____ day of _____, 20____, at 7:00 p.m. in the commissioners' room in the Town Hall located on Main Street in the Town of North Wilkesboro, act upon a petition filed with the Town of North Wilkesboro by

requesting that the property hereinafter described be rezoned from () _____
to () _____. The property for which this zoning amendment is requested is described as follows:

This _____ day of _____, 20_____.

**TOWN OF NORTH WILKESBORO
William H. Perkins, Jr., Town Manager**