

Rezoning Process

Step 1
Optional Pre-Application Meeting

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Prior to the submittal of the Rezoning application to the Development Customer Service Center, applicants are encouraged to participate in an optional pre-application meeting with the Development Review Committee (DRC) which includes representatives from various Town departments. This process is intended to provide the applicant with clear direction and understanding of the amendment process, schedule, fees and submittal requirements.

Step 2
Formal Application Submittal

Step 2 Application Submittal

The applicant shall submit the completed application form, fees and any other supporting documents deemed necessary by the applicant or staff. After receipt, staff will review the application for completeness. Incomplete applications will be returned to the applicant. A checklist of the required materials for a "complete" Rezoning application is provided on the Town's Web site (www.townofcary.org/Departments/Planning_Department/Forms).

Step 3
Case Manager Assigned

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Once the application is deemed complete, a case manager is assigned as the point of contact for the applicant. The case manager will review and analyze the proposed request. The case manager is responsible for coordinating comments from Town staff regarding the proposed rezoning and preparing reports to the Planning & Zoning Board and Town Council.

Step 4
Required Neighborhood Meeting

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A neighborhood meeting will be held within approximately 4 weeks of the published submittal deadline, with the meeting date, time and location established and scheduled by staff. Staff will begin the meeting with an overview of the rezoning process. Following that, each applicant will conduct a meeting with any attendee interested in that proposed rezoning. The purpose of this neighborhood meeting is to ensure that nearby property owners are aware of the request and have an opportunity to inform the applicant of issues and concerns prior to the public hearing.

Step 5
Public Hearing Notification

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Approximately 2-3 weeks prior to the hearing, staff will mail notification of the proposed rezoning to property owners within 800 feet of the site. A sign advertising the public hearing will be posted on the site of the proposed rezoning and notices are published on the Town's website at www.townofcary.org/Departments/Town_Clerk_s_Office/publicnoticesportal.htm.

Step 6
Public Hearing

Step 6 Public Hearing

Town Council Public hearings are generally held on the second and fourth Thursday of each month (www.townofcary.org/Town_Council/Meetings___Public_Notices_Calendar.htm). At the public hearing, staff introduces the facts of the proposed rezoning. Town Council then opens the public hearing and hears comments from the applicant and anyone in favor of or opposed to the request. Following the public hearing, Town Council forwards the case to the Planning & Zoning Board for their consideration and recommendation.

Step 7
Planning & Zoning Board Meeting or Public Hearing

Step 7 Planning & Zoning Board Meeting or Public Hearing

The Planning & Zoning Board generally meets the third Monday of each month (www.townofcary.org/Town_Council/Meetings___Public_Notices_Calendar.htm). The P&Z Board will review the rezoning request and make a recommendation to the Town Council to approve or deny the proposed rezoning. The P&Z Board will conduct a public hearing if the applicant proposes any changes to the request since the initial public hearing.

Step 8
Town Council Action

Step 8 Town Council Action

Within 90 days of the P&Z Board meeting, the Town Council will either approve, deny the rezoning request, table the request or send the request back to P&Z or to a committee of the Town Council for further consideration.

Step 9
Town Council Action

Step 9 Letter of Approval/Denial

Shortly following the Town Council action, staff provides a letter to the applicant stating the official action by the Town Council. If approved, staff amends the zoning map to reflect Council action and notifies the appropriate County Tax Assessor.



Unless waived by the Town Council, when an application for rezoning has been either approved, denied or withdrawn by the applicant after notice has been given of the public hearing, no rezoning application covering the same property can be filed within 12 months after the date of the approval, denial or withdrawal.