

**STOKES COUNTY**  
**CONDITIONAL ZONING GUIDELINES**

1. Meet with the Planning Department to discuss proposal and begin application process. This can be done in the office or at the location of the proposed site, Contact Eric Nance at 336-593-2408. Contact Stokes County Environmental Health at 336-593-2403 for septic evaluation.
2. Hold Public Information Meeting:  
**Planning Department must be made aware of Date, Time and Location of Public Information Meeting prior to meeting being held. Applicant must meet in person with Planning Department prior to scheduling Public Information Meeting.**

The applicant is required to hold a public information meeting prior to the application deadline for a conditional zoning district rezoning. The applicant shall provide notice of the meeting as follows:

- a. Notice of **date, time and place** of the meeting shall be provided to owners of all abutting property as listed with the Stokes County Tax Department as well as owners of all properties directly across a street, easement, or public or private right of way.
- b. Notice may be sent to additional property owners by the applicant.
- c. At a minimum, the notice shall be sent by **first class mail and be postmarked at least fourteen (14) days prior to the date of the public information meeting.** Additional types of notice may be provided by the applicant. Applicant should supply proof of mailings. Applicant should provide a copy of the notice to the Stokes County Planning & Inspections Department.
- d. A sign shall be posted with dimensions no less than **12 inches x 17 inches** on tracts of land one (1) acre or less. On tracts greater than one (1) acre additional signs may be required based on the size, shape and topography of the proposed Conditional Zoning request. **Sign must be posted at least fourteen (14) days prior to the meeting on the property of the proposed Conditional Zoning request advertising the Public Information Meeting giving notice of the date, time and place of the meeting.** Applicant shall take a photograph of sign and submit it with application.

**Deadline dates to have Public Information Meeting (PIM) notices postmarked are as follows:**

<u>Postmarked date by:</u>	for	<u>Planning Board Meeting date</u>
December 16, 2022		January 26, 2023
February 14, 2023		March 23, 2023
April 17, 2023		May 25, 2023
June 16, 2023		July 27, 2023
August 18, 2023		September 28, 2023
October 18, 2022		November 16, 2023

3. Submit application, fees, Environmental Health approval for septic and a **typed written report** of the public information meeting and the manner and date of the notification; the time, date and location of the meeting; a roster of the persons in attendance at the meeting, a summary of issues discussed at the meeting; and a description of any changes to the rezoning application made by the applicant as a result of the meeting.

**Deadline for Conditional Rezoning applications are as follows:**

<u>Planning Board Meeting</u>	<u>Application deadline</u>
For January 26, 2023	December 30, 2022
For March 23, 2023	February 28, 2023
For May 25, 2023	April 28, 2023
For July 27, 2023	June 30, 2023
For September 28, 2023	August 31, 2023
For November 16, 2022	October 31, 2023

**County Commissioners Planning Meeting dates: All meetings are held at 6:00 pm in the County Commissioners Chambers in Danbury**

Tuesday, February 7, 2023  
Tuesday April 4, 2023  
Tuesday, June 6, 2023  
Tuesday, August 1, 2023  
Tuesday, October 3, 2023  
Tuesday, December 5, 2023

**Requirements for submittal of a Conditional Rezoning petition after all Conditional Zoning guidelines have been met.**

1. Complete Application for Conditional Rezoning
2. Application Fee - \$650.00 plus \$6.00 per surrounding property owner for certified mail notification
3. Improvement Permit from Environmental Health (if required)
4. NCDOT driveway approval (if required)
5. Seventeen (17) copies of the survey (site plan) map of property proposed to be rezoned

If you have any further questions please contact the Planning & Community Development Department at 336-593-2439 or 336-593-2444.

**STOKES COUNTY  
CONDITIONAL REZONING  
APPLICATION**

Petition # \_\_\_\_\_  
Date Filed: \_\_\_\_\_  
Received By: \_\_\_\_\_  
*Office Use Only*

**OWNERSHIP INFORMATION:**

Property Owner: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Deed Book/ Page: \_\_\_\_\_ Parcel Identification Number(s): \_\_\_\_\_

**LOCATION OF PROPERTY** (Address or Description): \_\_\_\_\_

Size (Sq. Ft. or Acres): \_\_\_\_\_ Date of Public Information Meeting: \_\_\_\_\_

**ZONING INFORMATION:**

Current Zoning District: \_\_\_\_\_ Proposed Zoning District: \_\_\_\_\_

Purpose of Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name of Agent

\_\_\_\_\_  
Name of Petitioner(s)

\_\_\_\_\_  
Agent's Address

\_\_\_\_\_  
Address of Petitioner(s)

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Signature of Property Owner if other than Petitioner

\_\_\_\_\_  
Signature