



Comprehensive Long Range Plan Amendment

REQUIRED APPLICATION MATERIALS:

- _____ **Application fee** in the amount of **\$750.00**.
- _____ **Completed Application** for an amendment to the Comprehensive Long Range Plan (CLRP) signed by the applicant.
- _____ **Deed** copy to provide proof of ownership and property boundaries.
- _____ **Description of proposed amendment** to the text and/or maps in the CLRP.
- _____ **Reasons for proposed amendment:** Describe the need for the proposed changes to the text and/or maps in the CLRP.
- _____ **Additional documentation:** Additional text and/or maps to demonstrate consistency with the approval criteria in **UDO §2.16**.
- _____ **Electronic copy (PDF) of all application materials** submitted to plan@southernpines.net.

PLEASE SUBMIT ONLY ONE (1) COMPLETE SET OF ALL MATERIALS.

REVIEW AND APPROVAL:

1. **Staff review:** Planning staff will review the application and notify the applicant if additional materials are needed.
2. **Public hearings:** The applicant is expected to attend a public hearing on the application before the Planning Board followed by a public hearing before the Town Council the following month. (Please refer to the **Application Processing Timeline** to determine the hearing dates.) The Planning Board will recommend approval, conditional approval or denial to the Town Council. The Town Council will consider that recommendation, as well as evidence and testimony presented, and approve, conditionally approve or deny the request.
3. **Approval:** The approval of an amendment to the CLRP does not authorize the use, occupancy or development of property until the applicant receives necessary development approvals, such as zoning changes, subdivision and site plan approval. (**UDO §2.16.7**)

COMMUNITY DEVELOPMENT DEPARTMENT
TOWN OF SOUTHERN PINES
180 SW BROAD STREET
SOUTHERN PINES, NORTH CAROLINA 28387
plan@southernpines.net (910) 692-4003 www.southernpines.net



Comprehensive Long Range Plan Amendment Application

Date Received: _____ Fee Paid: _____ Case No.: _____ - _____

Applicant:

Name: _____

Email: _____ Phone: _____

Mailing Address: _____

TO THE TOWN OF SOUTHERN PINES PLANNING BOARD AND TOWN COUNCIL:

I, the undersigned, do hereby make application to and petition the Planning Board and Town Council to amend the Comprehensive Long Range Plan as required by the Town of Southern Pines Zoning Ordinance.

The amendment sought is based upon Section(s) _____ of the **Town of Southern Pines Unified Development Ordinance**. The proposed amendment is as follows:

Date: _____

Applicant

UDO §2.16.6. Criteria

In determining whether the proposed amendment shall be approved, the Planning Board and Town Council shall consider the change is needed to address:

- (A) Original Errors or Omissions: Whether there was an error or omission in the adoption of the Comprehensive Plan, or in the supporting premises and findings.
- (B) Subsequent Events: Whether events subsequent to the Comprehensive Plan adoption have invalidated portions of the Plan, changed the character of the Town, or demonstrated new information, such that an amendment, is acceptable.