Zoning Applicant’s Checklist

It is strongly encouraged that all pending zoning applications be discussed with Matthews Planning and Development staff prior to submission. For proposals that may include new street or driveway connections to a state-maintained road, that will generate new school-age children likely to attend CMS facilities, or that will require mitigation and/or variances for infrastructure elements, petitioners are strongly encouraged to contact the appropriate County or State agencies and begin discussions with them as well.

Refer to more detailed information provided in the “Instructions for Filing an Application for a Change in a Zoning Classification or Change in Conditions for Property in the Town of Matthews,” attached to the Town Zoning Application form.

Before you submit:

- Schedule a meeting with Planning staff
- Schedule a meeting to discuss Post Construction Ordinance (PCO) requirements with the County and Town
- Schedule a Traffic Impact Analysis (TIA) Scoping meeting with Town, County, and NC Department of Transportation staff. (Scoping information must be sent to the Town and NCDOT two weeks prior to this meeting)

These meetings must take place at least ten days prior to the submittal deadline date and may take time to schedule.

Rezoning Application Submittal:

Submit a complete application package by selected deadline date. A complete application will generally consist of:

- A zoning application form with all information completely filled in
- The printed name, original signature, and contact information of all property owners and agent/representative(s). (Note the requirement of an original signature for all property owners)
- A boundary survey of the subject site (may be combined with a conditional zoning site plan)
- A tax map outlining the land area subject to the requested rezoning action
- A list of all adjacent property owners using the most current data supplied by the Mecklenburg County Tax Office—parcels touching any point of the subject property, across the street from the subject property, and those within 100 feet of the subject property, using full subject property boundaries, whether or not the full site is proposed for zoning action)
- Addressed, unsealed envelopes, ready for mailing to each identified adjacent owner within the 100-foot buffer
- If it meets the threshold, a Traffic Impact Analysis (TIA) or traffic study—or a request for a waiver with required documentation
• A written explanation of how this request is reasonable and in conformance with adopted development goals and polies of the Town

For a conditional zoning request, the following must also be submitted:

• A site plan showing the proposed layout of buildings, parking, traffic circulation, storm drainage facilities, fire truck maneuvering areas as necessary, and required/provided landscape locations and/or undisturbed open spaces. The plan should also identify property street addresses and property owners’ names, and show driveways on all parcels within 150’ of the subject site.

• Proposed street cross-sections, if appropriate

• Any other documents being offered as voluntary conditions, such as building renderings/elevation drawing, easements, proposed covenants and restrictions, etc.

• All documents must be submitted in both digital and hard copy format. Quantities are specified in the instructions.

Following the application submission and prior to the Public Hearing (for conditional zoning requests):

• Schedule a neighborhood meeting and send first-class mail notice to all adjacent property owners within 200’ of the subject property. Submit the neighborhood meeting information package to the Planning Department staff at least twelve (12) calendar days prior to the scheduled public hearing

• Submit a copy of the letter sent to adjacent owners and the list of names and addresses

• Submit a list/sign-in sheet of meeting attendees

• Submit minutes of the discussion at the neighborhood meeting and any changes made to the request as a result of the meeting

Any application submitted by the deadline date found to be incomplete will be held by Planning and Development staff for a later schedule. It is the applicant’s responsibility to verify that all required items have been submitted and accepted by Planning and Development staff.