

## 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.*

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(s) for all property owners)
- a boundary survey of the subject site (may be combined on conditional zoning site plan)
- a tax map outlining the land area subject to the requested zoning 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 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
- if it meets the threshold, a traffic impact analysis or traffic study or a request for waiver of such study with required documentation
- a written explanation of how this request is reasonable and in conformance with adopted development goals and policies of the Town of Matthews
- a vegetation survey of the site
- for a conditional zoning request, a site plan footprint drawing showing the proposed layout of buildings, parking, all traffic circulation, storm drainage facilities, fire truck maneuvering areas as necessary, required/provided landscape locations and/or undisturbed open spaces, identify property street addresses and property owner names, and show driveways on all parcels within 150' of subject site. Provide in both digital and print formats.
- for a conditional zoning request, proposed street cross-sections, if appropriate
- for a conditional zoning request, written conditions being offered
- for a conditional zoning request, any other documents being offered as voluntary conditions, such as building renderings/elevation drawings, easements, proposed covenants and restrictions, etc.

## ZONING APPLICANT CHECKLIST, PAGE 2

- for a conditional zoning request, all documents in both digital and hard copy format, quantities as specified in the Instructions

Following application submission and prior to Public Hearing:

- for a conditional zoning request, schedule and send first class mail notice of a neighborhood meeting to all adjacent property owners within 200' of the subject property (and any others at petitioner's desire). Meeting notices must be mailed to adjacent property owners no less than one (1) week prior to the neighborhood meeting. Submit the neighborhood meeting information package to Planning and Development staff at least twelve (12) calendar days prior to the scheduled public hearing
- a copy of the letter sent to adjacent owners and the list of names and addresses to which the letter was sent
- a list (sign-in sheet) of attendees to the neighborhood meeting
- minutes of the discussion at the neighborhood meeting and any changes made to the request as a result of that meeting
- audio or video recording of the neighborhood 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.**