

Town of Waxhaw
Conditional Zoning Policy and Procedures

Conditional Zoning Districts Established

A conditional zoning district is a zoning district in which the potential permitted use or uses are, except as limited by the conditions imposed on the district, of the same character or type as the use(s) permitted in the general zoning district having a parallel designation or name. Subject to conditions that may be imposed, all regulations which apply to a general zoning district shall also apply to the parallel conditional zoning district.

Pre-Application Meeting

Applicants must schedule a pre-submittal conference with Waxhaw planning staff to discuss procedural and substantive matters related to the proposed application.

At this meeting or prior to application submittal, the applicant must provide planning staff with an existing features analysis. An existing features analysis should include environmental features of the site such as slopes, wetlands, floodplains, trees, natural design constraints, and any existing structures. Staff and the applicant will review the existing features analysis to ensure the aforementioned elements are taken into consideration when developing the site.

Neighborhood Meeting Required

Prior to any recommendation by the Planning Staff and prior to going before the Planning Board and Board of Commissioners, the applicant must hold one or more Neighborhood Meetings. Please refer to the neighborhood meeting procedures outlined in Section 16.2.2.5 of the Waxhaw Unified Development Ordinance.

Application Submittal Requirements

Application packets must be complete in order to be processed.

Submission Timelines:

*****See submittal calendar for full break down of exact dates*****

A complete application submittal consists of the following:

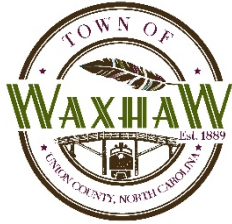
- ⑤ Completed Town of Waxhaw Conditional Zoning Application
- ⑤ Application Fee (see fee schedule)
- ⑤ Conceptual Site Plan drawn to scale (3 copies for initial staff review, 10 copies for Planning Board)
- ⑤ Digital copy of application requirements
- ⑤ Neighborhood Meeting report(s) ↗ not required as part of the application packet but must be submitted at least 10 days prior to the Planning Board meeting.

Conceptual Site Plans shall include the following information:

- ⑤ Name, address and phone number of the property owner (or his agent) and the tax parcel number of the property.
- ⑤ A boundary survey and vicinity map, showing the property's total acreage, zoning classification(s), general location in relation to adjoining streets, railroads, and/or waterways; date and north arrow.
- ⑤ Existing and proposed topography at two-foot contour intervals or less on the site and within 300 feet of the site boundary.
- ⑤ The owner's names and addresses, tax parcel numbers and existing land uses(s) of all adjoining properties.
- ⑤ Proposed use of all land and structures including the number of residential units (if applicable).
- ⑤ Proposed number and location of all structures, their approximate area and their approximate exterior dimensions, to include height of structure. ([UDO Section 11.2 delineates lot development requirements setbacks, height](#))
- ⑤ A description of all screening and landscaping required by these regulations and/or proposed by the applicant. ([UDO Section 9.8](#))
- ⑤ All existing easements, reservations and rights-of-way.
- ⑤ Proposed phasing, if any, and approximate completion time for the project.
- ⑤ Delineation of areas within the regulatory floodplain as shown on the official Federal Emergency Management Agency (FEMA) Flood Hazard Boundary Maps for Union County.
- ⑤ Traffic, parking and circulation plans, showing the proposed location and arrangement of parking spaces and ingress and egress to adjacent streets, existing and proposed. ([UDO Section 12](#))
- ⑤ Typical building front elevation drawings proposed for the development that depicts exterior features and characteristics of the building(s). Such drawings shall also depict the relationship such buildings will have with the streetscape.
- ⑤ Proposed number, type and location of signs. ([UDO Section 13](#))
- ⑤ Tree Survey ([UDO Section 9.21 Tree Preservation, specifically Section 9.21.7F Tree Survey](#))

Relevant Unified Development Ordinance (UDO) sections to consider in conceptual site plan development include:

1. [Section 9.8: Buffers, Screening, and Landscaping](#)
2. [Section 9.21: Tree Preservation](#)
3. [Section 11.2: Lot Development Requirements](#)
4. [Section 12: Parking and Lighting](#)
5. [Section 13: Signs](#)
6. [Section 16.2: Conditional Zoning Districts](#)
7. [Section 20: Architectural Standards](#)



Town of Waxhaw
Development Services Department
1150 N. Broome Street, PO Box 617
Waxhaw, NC 28173
704-843-2195 (Phone)
704-243-3276 (Fax)
www.waxhaw.com

Date Received

Received By

Fee

CONDITIONAL ZONING APPLICATION

Application Number: CD-_____ Date of Application: _____

Applicant Information

Applicant Name: _____

Applicant Mailing Address: _____

Applicant Telephone: _____

Property Owner Name: _____

Property Owner Mailing Address: _____

Property Owner Telephone: _____

Relationship of Applicant to Property Owner: _____

Subject Property Information

Property Location: _____

Tax Map and Parcel Number(s): _____

Existing Zoning: _____ In Flood Area? _____

Requested Conditional Zoning District: _____

Proposed Use: _____

Comments: _____

No application will be considered complete unless it has been properly completed and submitted to the Zoning Administrator by the deadline for the Planning Board Meeting.

To the best of my knowledge, all of the information herein submitted is accurate and complete.

(Signature of Property Owner)

(Date)

(Signature of Applicant)

(Date)

All of the information herein required has been submitted by the applicant and is included or attached with this application.

(Signature of Zoning Administrator)

(Date)

TO BE FILLED OUT BY ZONING ADMINISTRATOR

Completed application submitted on: _____

Date of Neighborhood Meeting: _____

Reviewed by Planning Board on: _____

Action of Planning Board: _____

Town Board Public Hearing Held On: _____

Date of Town Board Decision: _____

Action Taken by Town Board: _____

****Newspaper Affidavit should be attached***

Public Hearing Notice Filed in (Newspaper): _____

Date(s) Notices Published: _____

Notification to adjacent property owners mailed on: _____

Property Posting Date: _____