



Town of
**INDIAN
TRAIL**
north carolina

Planning and Development Department

PO Box 2430

Indian Trail, NC 28079

Telephone (704) 821-5401

Fax (704) 821-90

COMPREHENSIVE PLAN AMENDMENT APPLICATION



PLANNING AND NEIGHBORHOOD SERVICES

PO Box 2430

Indian Trail, NC 28079

Telephone (704) 821-5401

Fax (704) 821-9045

ONLY COMPLETE APPLICATIONS ACCEPTED

Processing Fee \$1,000.00

****A TECHNOLOGY FEE, 10% OF PROCESSING FEE, WILL BE APPLIED TO THE TOTAL FEE.****

Submittal Requirements

- Completed Application
- Notarized signatures of applicant and property owner
- Letter of Intent (which has separate explanation(s) as to the Comprehensive Plan amendment(s) specifically being offered, along with the purpose of the amendment(s))
- Articles of Incorporation, Certificate of Incorporation, Articles of Organization, Corporate Charter, or similar (unless applicant is an individual)
- Fees associated with review
- ****A TECHNOLOGY FEE, 10% OF PROCESSING FEE, WILL BE APPLIED TO THE TOTAL FEE.****

Timeline/Procedures

- The Town Council meets the 2nd and 4th Tuesday of every month; the Planning Board meets the 3rd Tuesday of every month.
- All submittal requirements must be met by the first day of the month before the Comprehensive Plan Amendment is heard. For instance, if you wanted to present your Comprehensive Plan Amendment before the 3rd Tuesday in March, then you need to have all of your materials in to us by February 1st.
- There will be a called joint meeting/public hearing of the Town Council and Planning Board to discuss and present the proposed Comprehensive Plan Amendment, which is either held on the second or fourth Tuesday, when the Town Council normally meets.
- Following this joint meeting, the Planning Board will meet on the 3rd Tuesday of that same month to discuss and transmit a recommendation to the Town Council at their next meeting regarding the proposed Comprehensive Plan Amendment.
- A public hearing will be called for by the Town Council at their next scheduled meeting (either the second or fourth Tuesday of the month) to discuss the proposed Comprehensive Plan Amendment.
- You must demonstrate to the Planning Board and to the Town Council that this amendment of the Comprehensive Plan conforms to the intent and letter of the Indian Trail Comprehensive Plan.



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Contact Information – Applicant

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email _____

Applicant's Certification

Signature _____ Date _____

Printed Name/Title _____

Signature of
Notary Public _____ Date _____

Notary Seal

TOWN OF INDIAN TRAIL OFFICE USE ONLY

CASE NUMBER: _____

DATE RECEIVED: _____

AMOUNT OF FEE: _____



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RECEIVED BY: _____

RECEIPT #: _____