



APPLICATION FOR TEXT AMENDMENT

<i>Official Use Only</i>	
P&Z #:	_____
Date Rec'd:	_____
Rec'd By:	_____
Amount Paid: \$	_____

Town of Shallotte • PO Box 2287, Shallotte, NC 28459 • 116 Cheers Street, Shallotte, NC 28470 • Phone: (910) 754-4032 • Fax: (910) 754-2740

All applications to amend the text of the Town of Shallotte Unified Development Ordinance (UDO) must be complete and accompanied by the application fee of **\$330.00** (\$150.00 plus \$180.00 advertising fee), payable in cash or by check made to the Town of Shallotte. Applicants will also be responsible for any additional cost of public notices, which will be billed at a later time. All fees must be paid in full before a public hearing on the item will be scheduled, the Planning Board or Board of Aldermen will review the proposed amendment, or any other applications from the applicant will be accepted by the Town. Applications must be filed no later than fifteen (15) working days prior to the Planning Board meeting at which the amendment is to be considered and applicants are responsible attending all Planning Board and Board of Aldermen meetings where the proposed amendment will be considered.

The procedures for amendment to the UDO are regulated by Article 4 of the UDO and by applicable state law. Ordinance amendments must be approved by the Board of Aldermen with a recommendation by the Planning Board. Please consult the Planning and Zoning staff before submitting an application for UDO text amendment for assistance in proper preparation of the amendment text.

SECTION 1: APPLICANT INFORMATION		
Applicant Name:		
Mailing Address:		
Phone:	Fax:	Email:
SECTION 2: PROPOSED AMENDMENT INFORMATION		
Detailed description of why an amendment is necessary (attach additional sheets as necessary):		
Detailed description of proposed amendment (attach additional sheets as necessary):		

SECTION 2: PROPOSED AMENDMENT INFORMATION (continued)

Proposed text, including section numbers, new text in double underline, and deleted text in strikethrough (attach additional sheets as necessary):

SECTION 3: SUPPLEMENTAL INFORMATION REQUIRED

Each application for conditional use must include:

- An application fee of \$330.00 in cash or check made payable to the Town of Shallotte.
- A complete application, including proposed text amendment language and justification.

SECTION 4: APPLICANT SIGNATURE

In filing this application, I hereby certify that I am authorized to submit this application and that all of the information presented in this application is accurate to the best of my knowledge, information, and belief.

Signature: _____ Date: _____

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Staff Comments: _____

Planning Board Hearing Date: _____ Recommendation: _____ Staff: _____

Board of Aldermen Hearing Date: _____ Action: _____ Staff: _____