

**TOWN OF ROSEBORO**  
**Post Office Box 848**  
**Roseboro, North Carolina 28382**  
**910-525-4121**  
**910-525-3133 (fax)**

**REQUEST FOR CHANGE OF ZONING  
APPLICATION FORM**

FEE \_\_\_\_\_ PETITION Z- \_\_\_\_\_  
RECEIPT # \_\_\_\_\_ DATE REC'D \_\_\_\_\_

**1. OWNER INFORMATION**

Petitioner:

Name \_\_\_\_\_

Address \_\_\_\_\_

**All Adjacent/Adjoining property owners as listed with Sampson County Tax Office  
(persons who will receive public hearing notices)**

Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Owner: \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

**2. LOCATION OF PROPERTY**

Street Address or General Location:

County Parcel Identification Number

**3. ZONING REQUEST**

Current Zoning District(s): \_\_\_\_\_

Requested Zoning District(s): \_\_\_\_\_

Purpose of Zoning Change

Request: \_\_\_\_\_

**4. DESCRIPTION OF PROPERTY**

Current Land Uses: \_\_\_\_\_

Acreage: \_\_\_\_\_

Petitioner Signature

Owner Signature

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## APPLICATION GUIDELINES

1. All applications must be submitted with:
  - A. A non-refundable application fee of \$250.00; and
  - B. A plat of survey or other map showing the location and dimensions of the subject property.
2. The Roseboro Planning & Zoning Board first reviews changes of zoning requests. The Planning & Zoning Board then makes a recommendation to the Town Board at regular scheduled meetings. ~~The Board then may determine whether to conduct their own public hearing on the request.~~ **A public hearing is scheduled at the Town Board of Commissioners meeting where the Board will make a final decision.** ~~The Board has the final determination in such requests.~~
- 3. Requests for change of zoning must be received by the Town Office of the Clerk not less than 15 days before the Planning & Zoning Board meeting.**
4. Planning & Zoning Board meetings are normally held the **1<sup>st</sup>** Tuesday of the month at **6** ~~7~~-P.M. at Town Hall
5. Planning & Zoning Board policy requires attendance of the applicant or his/her representative at the Planning Board **meeting and** public hearing.