



CITY OF SALISBURY

ONE STOP SHOP

Rezoning Submittal Requirements

Complete applications include the following:

- Complete Rezoning Application (through online portal)
- Owner Authorization Form (ONLY if the applicant is not the property owner)
- Fee
- Community Meeting documents
 - Copy of notice sent to adjoining property owners
 - Mailing List
 - Sign-In sheet
 - Copy of all materials distributed with a report on the communication with adjoining property owners.

Additional items required for Conditional Districts

- Site/Subdivision Plan
- Landscape Plan
- Building Elevations

**Please submit applications digitally through our Citizen Self Service Portal at:
<https://salisburync.gov/energov>



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Rezoning Procedures

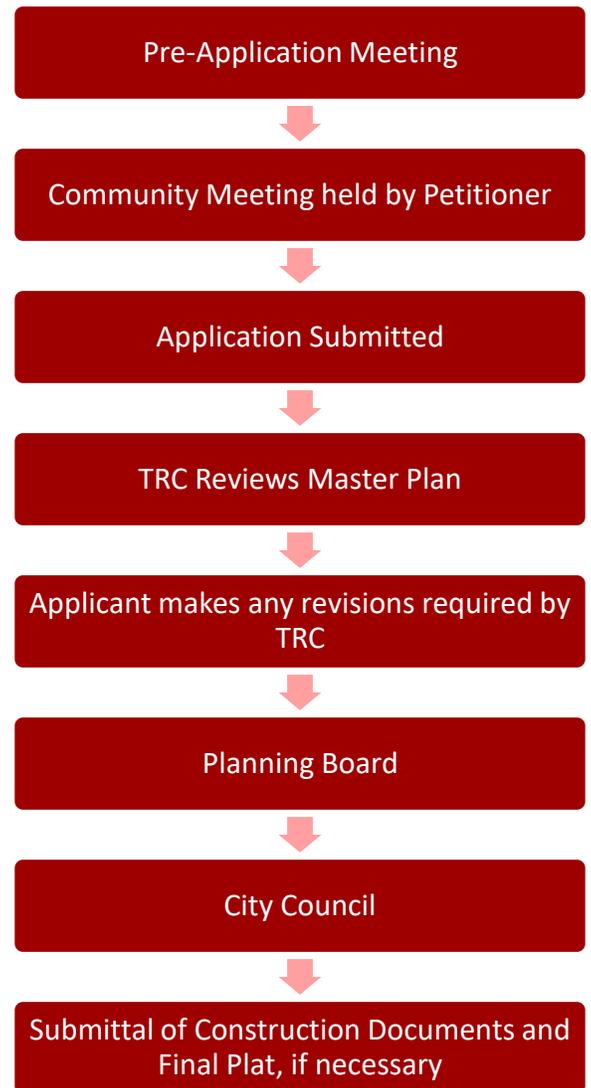
General Rezoning

The General District rezoning process, from Application submittal to City Council decision, generally takes approximately 1.5 - 2 months depending upon meeting dates.



Conditional District

The Conditional District rezoning process, from Application submittal to City Council decision, generally takes approximately 3 – 3.5 months if the Applicant makes complete and timely submittals.





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Community Meeting Requirements

Meeting Requirements

- The Community meeting is held by the applicant prior to petitioning for a rezoning, but no more than 3 months in advance of petition submittal.
- The meeting may be held on site or at another nearby location such as a church or community center. This should be a handicap accessible location. The City of Salisbury does not provide meeting spaces.
- There are currently no time or day of the week restrictions, though choosing a time that would be convenient for most of the public is preferable.
- The meeting must be held in-person, however, holding an additional virtual meeting is encouraged.
- The applicant should present their proposed project and proposed rezoning district to the attendees and be available to answer questions following the presentation.

Notice Requirements

- The applicant is responsible for mailing notices (letters) for the Community meeting to property owners within 250 feet of the parcel(s) in question.
- Letters must be sent by first class mail at least 10 days but not more than 25 days prior to the meeting.
- If the petitioner is not the owner of the property, the notice to the owner of the property should be sent by registered or certified mail instead of first class.
- If you do not wish to use the letter template provided in this packet, your custom Letter should state the following:
 - Date, Time, Location of the meeting
 - Petitioner name and contact information
 - The proposed change in zoning
 - A brief summary of the proposed project



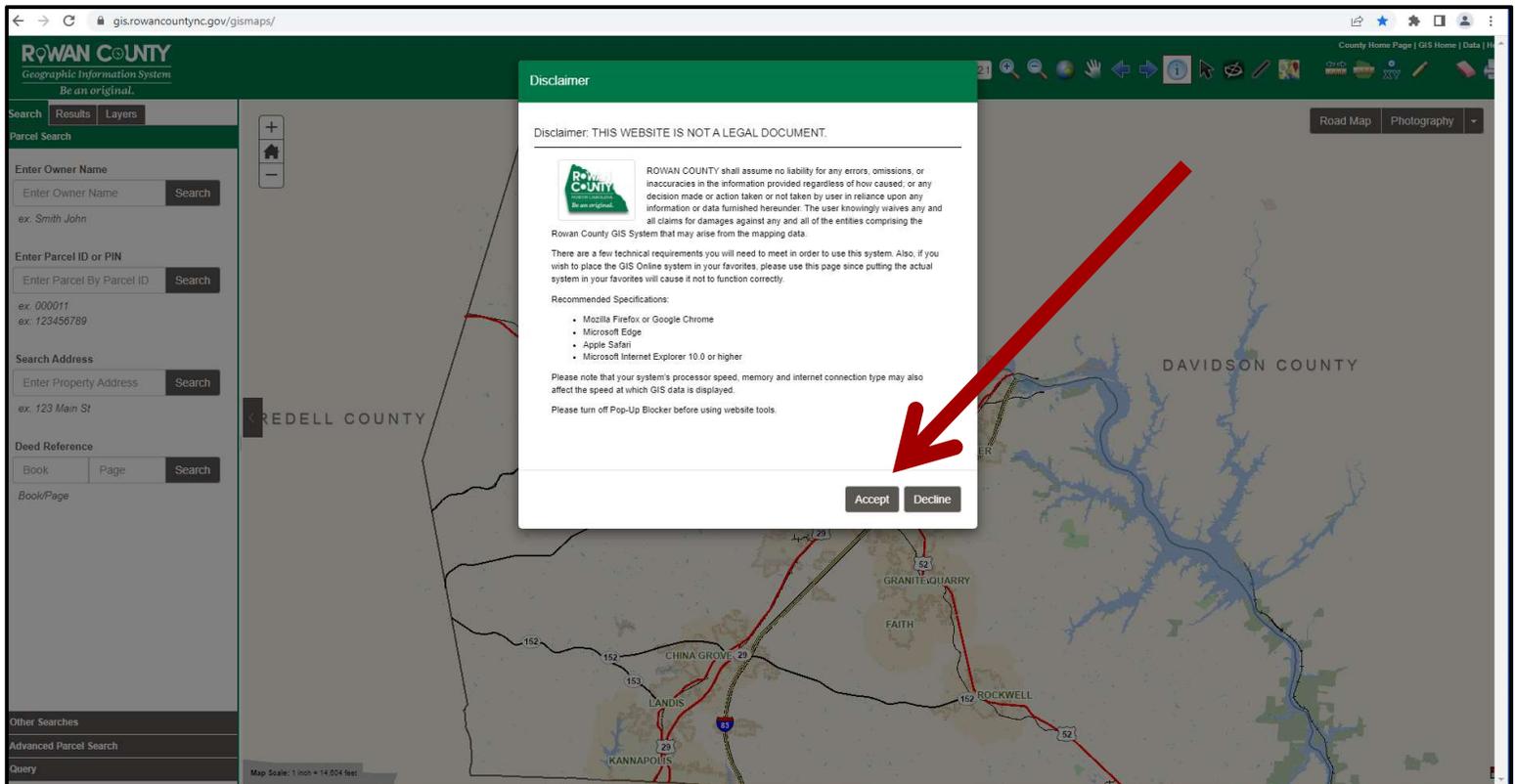
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How do I create a Mailing List of Adjoining properties?

Step 1:

- In your internet browser visit the following webpage:
gis.rowancountync.gov/gismaps/
- A Disclaimer should appear as soon as you reach the website, click "Accept."



Step 3:

- In the left-hand panel, use the scroll bar to scroll down to the bottom of the panel and click the “Buffer” button directly below the “Streetview” button.

The screenshot displays the Rowan County Geographic Information System (GIS) interface. The header includes the logo for Rowan County and the tagline "Be an original." Below the header are tabs for "Search", "Results", and "Layers". The "Results" tab is active, showing a "Results List" and a "Details" section. The details section contains the following information:

CALCULATED ACRES: 0.28
TAX DISTRICT: SALIS-DOWNTOWN
TOWNSHIP: SALISBURY - 1
LAND FMV: \$179,685
LAND LUV: \$0
IMP_FMV: \$4,405,330
TOTAL MARKET VALUE: \$4,585,015
DEED REF: 703 / 524
DEED YEAR: 1992
PLAT REF: 0905 / 2317
DATE SOLD: 12/18/1992
SALE AMOUNT: \$0
LEGAL DESC: -
PARENT_PIN
ADDRESSES:
FIRM PANEL: 3710576000
ELEMENTARY SCHOOL: OVERTON
MIDDLE SCHOOL: KNOX
HIGH SCHOOL: SALISBURY

Below the details section is a "Permits" section with a table:

Permit Number	Permit Type	Date Issued
No Permits Found		

At the bottom of the interface, there are several buttons: "Zoom To", "Clear", "Property Record Card", "Adjoiners", "NBH Parcels", "Directions", "Streetview", and "Buffer". A red arrow points to the "Buffer" button. The "Buffer" button is highlighted in a darker shade. The bottom of the screen shows the text "Buffer" and "Map Scale: 1 inch".

Step 4:

- A new screen should appear in the left-hand panel.
- Insert the distance (in feet) of your required buffer in the top box.
 - For Legislative decisions (rezonings, conditional districts) the distance should be 250 feet.
 - For Quasi-judicial decisions (special use permits) the distance should be 100 feet.
- Click the “Search” button at the bottom once you have entered your specified distance.

Search Results Layers

Results List

Details

Buffer

250 Zoom To

Select the layer you would like to search

Parcels

Owner Name

Property Address

Neighborhood

Total Value

min to max

Acreage

min to max

Sales Price

min to max

Sale Date

from Date to Date

Search Reset

ROWAN
Map Scale:

Step 5:

- The left-hand panel should fill with the list of properties located in your buffer and the map should automatically zoom out to show the properties highlighted in a magenta color.

The screenshot shows the Rowan County Geographic Information System interface. The map displays a grid of properties, with several highlighted in magenta. The left-hand panel shows a search results list with 34 records found. The map scale is 1 inch = 167 feet.

PARCEL_ID	Owner	Property Addr
0103228	ROWAN COUNTY	118 W LIBERTY ST
010C308	KOONTZ EARLE A & SMITH PETER C	225 N MAIN ST
010C101	FARMERS & MERCHANTS BANK OF GO	225 N MAIN ST
0103448	ROWAN COUNTY	210 N MAIN ST
0103446	ROWAN COUNTY	232 N MAIN ST
0104229	BELLE REALTY DEVELOPMENT CO & WALLACE REALTY CO OF SALISBURY	301 N MAIN ST
010C408	A & H INVESTMENTS INC	225 N MAIN ST
0104231	HOLSHOUBER JOHN L JR HOLSHOUBER NANCY COLEMAN	309 N MAIN ST
0103447	ROWAN COUNTY	232 N MAIN ST
010C408	HENDERLITE JOHN M JR & WF HENDERLITE HENRIETA I	225 N MAIN ST
010C404	ACREE TINA J & HUS	225 N MAIN ST

- In the left-hand panel, click the down arrow on the “Options” button and select “Export to CSV File.”



The close-up screenshot shows the 'Options' dropdown menu with the following options: 'Export to CSV File', 'Show Results in Table', and 'Label Search Results'. The 'Export to CSV File' option is selected. The results list on the right shows the same data as the previous screenshot.

PARCEL_ID	Owner	Property Addr
0103228	ROWAN COUNTY	118 W LIBERTY ST
010C308	KOONTZ EARLE A & SMITH PETER C	225 N MAIN ST
010C101	FARMERS & MERCHANTS BANK OF GO	225 N MAIN ST
0103448	ROWAN COUNTY	210 N MAIN ST
0103446	ROWAN COUNTY	232 N MAIN ST

Step 6:

- An export.csv file will appear at the bottom of your browser window.
- Click the up arrow, and then select "Open."

0103448	ROWAN COUNTY	210 N MAIN ST
0103448	ROWAN COUNTY	232 N MAIN ST
0104229	BELLE REALTY DEVELOPMENT CO & WALLACE REALTY CO OF SALISBURY	301 N MAIN ST
010C406	A & H INVESTMENTS INC	225 N MAIN ST
0104231	HOLSHOUSER JOHN L JR HOLSHOUSER NANCY COLEMAN	309 N MAIN ST
0103447	ROWAN COUNTY	232 N MAIN ST
010C408	HENDERLITE JOHN M JR & WF	225 N MAIN ST

Details

Buffer

Map Scale: 1 inch = 167 feet

export (4).csv ^

Step 7:

- Your Excel file should open and you should be able to save the document to your computer or print the Excel sheet. This is your mailing list.
- Column B lists the Parcel ID numbers, Columns C & I list the owners, and Columns D through H list the address.

The screenshot shows an Excel spreadsheet titled 'export (4) - Excel'. The spreadsheet contains a table with the following columns: OBJECTID, PARCEL_ID, TOWN, TAXADD1, TAXADD2, CITY, STATE, ZIPCODE, OWN2, DEEDACRE, CALCACRE, DISTCODE, TAX_DIST, TWP, CODE, TOWNSHIP, NEIGCLAS, NEIGCODE, LANDFMV, LANDLUV, IMP_FMV, TOT_VAL, DEEDBOO, DEEDPAGI, DEEDYEAR, PLATPAGE, DATESOL, SALE_AMT, LEG_DESC, and PA. The data rows contain parcel information for various locations in Salisbury, NC, including owners like SMITH PE, HENDERLI, ACREE TIN, HAMMON, GRAEBER, BURGINSI, WHITLEY, DAVIS MA, HAZEL, and ST LUKES.

OBJECTID	PARCEL_ID	TOWN	TAXADD1	TAXADD2	CITY	STATE	ZIPCODE	OWN2	DEEDACRE	CALCACRE	DISTCODE	TAX_DIST	TWP	CODE	TOWNSHIP	NEIGCLAS	NEIGCODE	LANDFMV	LANDLUV	IMP_FMV	TOT_VAL	DEEDBOO	DEEDPAGI	DEEDYEAR	PLATPAGE	DATESOL	SALE_AMT	LEG_DESC	PA	
1	4738	103228	ROWAN C 130 W INN		SALISBURY NC	NC	28144-437			0.21	131	SALIS-DOV	1	SALISBURY	110	00110E		112200		90331	202531	875	1	2000		#####	912500	-		
2	4105	010C306	KOONTZ E 225 N MAI		SALISBURY NC	NC	28144	SMITH PE				131	SALIS-DOV	1	SALISBURY	110	00110R			147127	147127	1142	550	2009	82	#####	370000	UNIT 306		
3	4552	010C101	FARMERS 221 N MAI		SALISBURY NC	NC	28144			0.01	131	SALIS-DOV	1	SALISBURY	110	00110R			943564	943564	1046	414	2005	82	#####	488000	UNIT 101			
4	4351	103448	ROWAN C 130 W INN		SALISBURY NC	NC	28144-437			0.74	131	SALIS-DOV	1	SALISBURY	110	00110R		493020		3160836	3653856					2317	1/1/1900		.74AC	
5	4520	103446	ROWAN C 130 W INN		SALISBURY NC	NC	28144-437			0.28	131	SALIS-DOV	1	SALISBURY	110	00110R		179685		4405330	4585015	703	524	1992	2317	#####	-			
6	4065	104229	BELLE REA PO BOX 10		SALISBURY NC	NC	28145-010	WALLACE		0.18	131	SALIS-DOV	1	SALISBURY	110	00110R		146112		448247	594359	921	324	2001	1527	#####	202000	PT 3		
7	5331	010C406	A & H INV 120 E COU		SALISBURY NC	NC	28144-000								SALISBURY	110	00110R			147127	147127	923	942	2002	82	1/1/2002		UNIT 406		
8	4066	104231	HOLSHOU 13 DOGW		SALISBURY NC	NC	28144	HOLSHOU		0.32	131	SALIS-DOV	1	SALISBURY	110	00110R		176000		135506	311506	637	985	2005	1527	1/1/2005		2		
9	4521	103447	ROWAN C 130 W INN		SALISBURY NC	NC	28144-437			0.32	131	SALIS-DOV	1	SALISBURY	110	00110R		378756		3133081	3511837					2317	1/1/1900			
10	4555	010C408	HENDERLI 3 NORTH F		SALISBURY NC	NC	28144-090	HENDERLI							SALISBURY	110	00110R			169589	169589	1237	606	2014	82	#####	173500	UNIT 408		
11	4764	010C404	ACREE TIN 234 CONF		SALISBURY NC	NC	28144-271	ACREE MII							SALISBURY	110	00110R			206491	206491	1090	947	2007	82	4/2/2007	330000	UNIT 404		
12	4355	104445	DAVIS JAN 215 NORTI		SALISBURY NC	NC	28144-430	HAMMON		0.18	131	SALIS-DOV	1	SALISBURY	110	00110R		71040		396496	467536	1383	119	2021		#####	250000	-		
13	4106	010C308	GRAEBER 1225 N MAI		SALISBURY NC	NC	28144-000	GRAEBER							SALISBURY	110	00110R			169589	169589	1211	848	2013		#####	UNIT 308			
14	4518	103225	HANCOCK 316 N MAI		SALISBURY NC	NC	28144-434			0.08	131	SALIS-DOV	1	SALISBURY	110	00110R		46000		189757	235757	1226	69	2013		#####	-			
15	4742	104448	FARMERS 221 N MAI		SALISBURY NC	NC	28144		1.25	1.22	131	SALIS-DOV	1	SALISBURY	110	00110R		681750		3011664	3693414	873	255	1999		#####	1.25AC			
16	4556	010C501	BURGINSI 225 N MAI		SALISBURY NC	NC	28144			0.01	131	SALIS-DOV	1	SALISBURY	110	00110R				127393	127393	957	64	2002	82	#####	537500	UNIT 501		
17	4347	103215	ROWAN C 130 W INN		SALISBURY NC	NC	28144-437			0.47	131	SALIS-DOV	1	SALISBURY	110	00110E		299880		299880	875	1	2000			#####	912500	-		
18	4519	103226	ROWAN C 130 W INN		SALISBURY NC	NC	28144-437			0.4	131	SALIS-DOV	1	SALISBURY	110	00110R		176000		711985	887985	875	1	2000		#####	912500	-		
19	4072	104453	A & H INV 120 E COU		SALISBURY NC	NC	28144-000			0.41	131	SALIS-DOV	1	SALISBURY	110	00110R				2	2	923	942	2001	4292	#####	378000	.40AC COF		
20	4553	010C201	NORMAN PO BOX 82		SALISBURY NC	NC	28145			0.01	131	SALIS-DOV	1	SALISBURY	110	00110R				636923	636923	996	545	2004	81	1/1/2004		UNITS 202		
21	4739	103443	ROWAN C 130 W INN		SALISBURY NC	NC	28144-437			0.46	131	SALIS-DOV	1	SALISBURY	110	00110H		148629		3333299	3481928					2317	1/1/1900			
22	4350	103445	ROWAN C 130 W INN		SALISBURY NC	NC	28144-437			0.42	131	SALIS-DOV	1	SALISBURY	110	00110H		142643		4870566	5013209	703	524	1992	2317	#####	-			
23	4069	104245	SRA PARTI 309 N MAI		SALISBURY NC	NC	28144-437			0.09	131	SALIS-DOV	1	SALISBURY	110	00110R		30256		2900	33156	1293	167	2017	1527	#####	4			
24	4554	010C302	RUTHERFC 225 N MAI		SALISBURY NC	NC	28144			0.59	131	SALIS-DOV	1	SALISBURY	110	00110R				115450	115450	1169	738	2010	82	#####	UNIT 302			
25	4439	010 136	CEMETERY CITY OF		SALISBURY NC	NC	28144			1.37	131	SALIS-DOV	1	SALISBURY	110	00110E		414720			414720						1/1/1900			
26	4740	103449	ROWAN N 202 N MAI		SALISBURY NC	NC	28144			0.45	131	SALIS-DOV	1	SALISBURY	110	00110R		274973		124170	399143	1151	940	2009	2317	#####	TR5_46AC			
27	4107	010C402	ACREE TIN 234 CONF		SALISBURY NC	NC	28144-271	ACREE MII							SALISBURY	110	00110R			127393	127393	1090	947	2007	82	4/2/2007	330000	UNIT 402		
28	4070	104427	DAVIS MA 117 HAZEL		SALISBURY NC	NC	28144			0.3	131	SALIS-DOV	1	SALISBURY	110	00110R		266500		29190	295690	703	603	1992		#####	135000	-		
29	4743	104449	WHITLEY 1305 N MAI		SALISBURY NC	NC	28144-430	LAW OFFI		0.13	131	SALIS-DOV	1	SALISBURY	110	00110R		109200		42624	151824	0	0	2007	1527	#####	PT 3			
30	4557	010C502	BURGINSI 225 N MAI		SALISBURY NC	NC	28144			0.01	131	SALIS-DOV	1	SALISBURY	110	00110R				450533	450533	957	64	2002	82	#####	537500	UNIT 502		
31	4737	103227	ROWAN C 130 W INN		SALISBURY NC	NC	28144-437			0.44	131	SALIS-DOV	1	SALISBURY	110	00110R		389664		23760	413424						1/1/1900			
32	4348	103216	ROWAN C 130 W INN		SALISBURY NC	NC	28144-437			0.24	131	SALIS-DOV	1	SALISBURY	110	00110R		73500		14250	87750	875	1	2000		#####	912500	-		
33	4064	103442	ST LUKES 1211 N CHU		SALISBURY NC	NC	28144			0.92	131	SALIS-DOV	1	SALISBURY	110	00110S		431244		1288134	1719378						1/1/1900			
34	4763	010C304	KOONTZ E 225 N MAI		SALISBURY NC	NC	28144	SMITH PE							SALISBURY	110	00110R			206491	206491	1142	550	2009	82	#####	370000	UNIT 304		

Date of Letter:

Community Meeting Invitation

Dear Adjacent Property Owner,

You have been invited to attend a meeting regarding the rezoning of a nearby property. You are being notified of this meeting because you are the owner of property located within 250 feet of the property we wish to have rezoned. Please attend this meeting if you wish to find out more about our rezoning request and our goals for the property. We would also like to hear any comments or concerns you may have regarding the request.

Meeting Information

Date:

Time:

Location:

Our application for rezoning has not yet been submitted, however, should we decide to move forward with our rezoning application, a Public Hearing will be held at both the City of Salisbury Planning Board and City Council meetings. The City will send out mailed notices 10 days prior to these meetings to owners of properties located within 250 feet of the proposed rezoning.

Information regarding our rezoning request:

Address of proposed rezoning:

Parcel ID number:

Current Zoning District:

Proposed Zoning District:

Intended Use:

Applicant Name:

Email Contact:

Phone Contact:

Please feel free to contact us with any questions or concerns.

Thank you.

OWNER AUTHORIZATION FORM

Required if Rezoning Applicant is not the Owner

PROPERTY LEGAL DESCRIPTION:

PARCEL ID: _____ PARCEL SIZE: _____

STREET ADDRESS: _____

Property Owner Name(s): _____

The undersigned, registered property owner(s) of the above noted property, do hereby authorize

_____, of _____
(Contractor / Agent) *(Name of consulting firm if applicable)*

to act on my behalf and take all actions necessary for the processing, review, and approval of the rezoning of my property.

Property Owner's Address (if different than property above):

Property Owner Telephone: _____

Property Owner E-mail: _____

We hereby certify the above information submitted in this application is true and accurate to the best of our knowledge.

Owner Authorized Signature Date: _____

Agent Authorized Signature Date: _____