



# 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>**



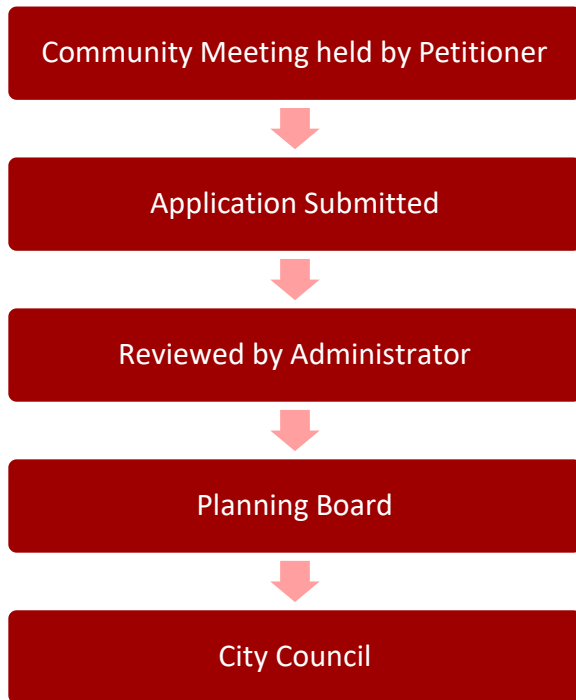
# CITY OF SALISBURY

## ONE STOP SHOP

## Rezoning Procedures

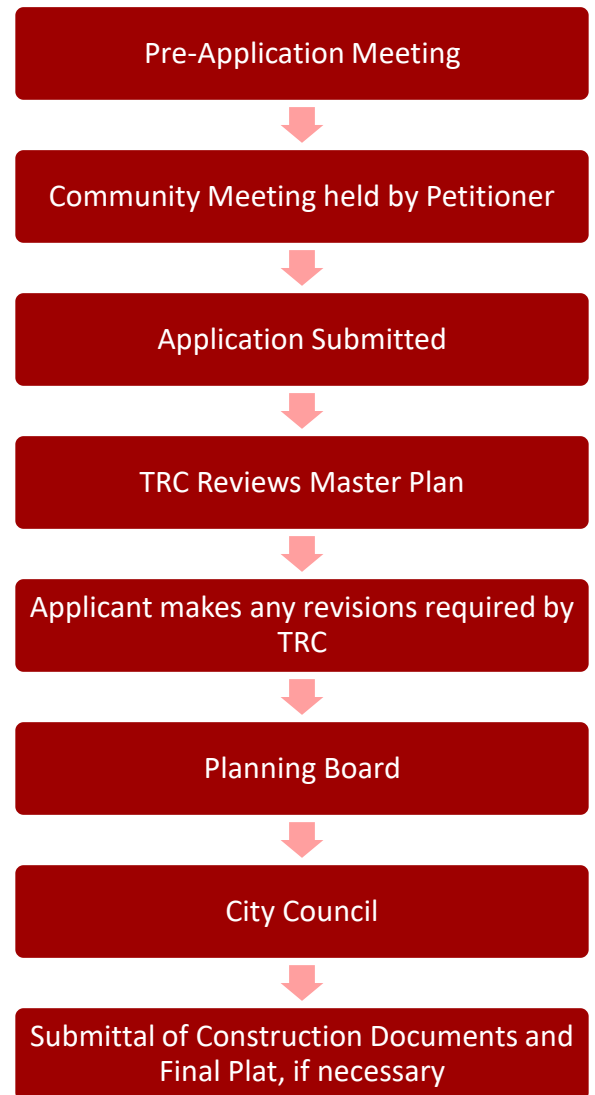
### General Rezoning

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.





# CITY OF SALISBURY

## ONE STOP SHOP

# 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



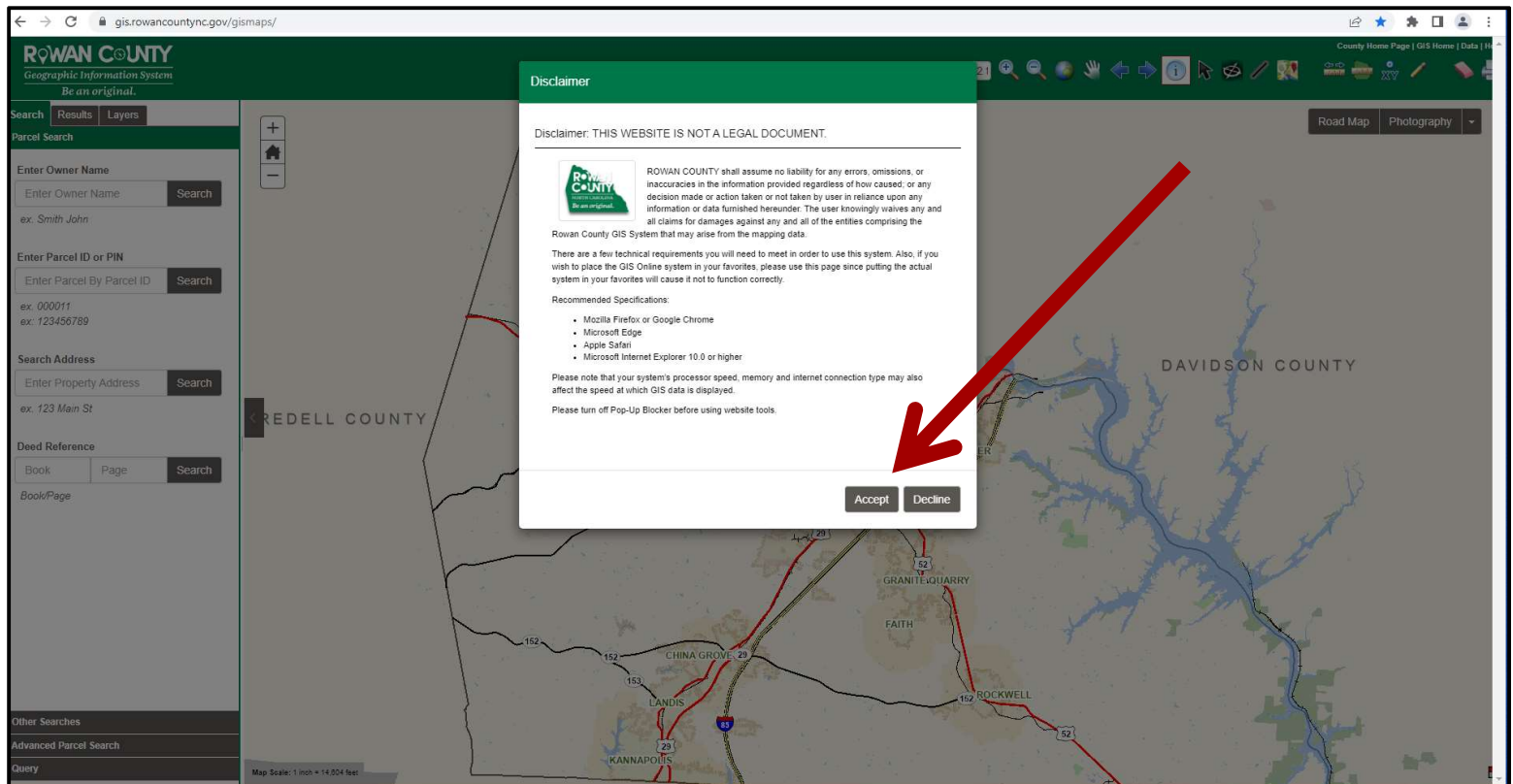
# CITY OF SALISBURY

## ONE STOP SHOP

## How do I create a Mailing List of Adjoining properties?

### Step 1:

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





## Step 2:

- Enter the parcel ID and click search.

**ROWAN COUNTY**  
Geographic Information System  
Be an original.

1 Inch = 177,265 ft

Search Results Layers

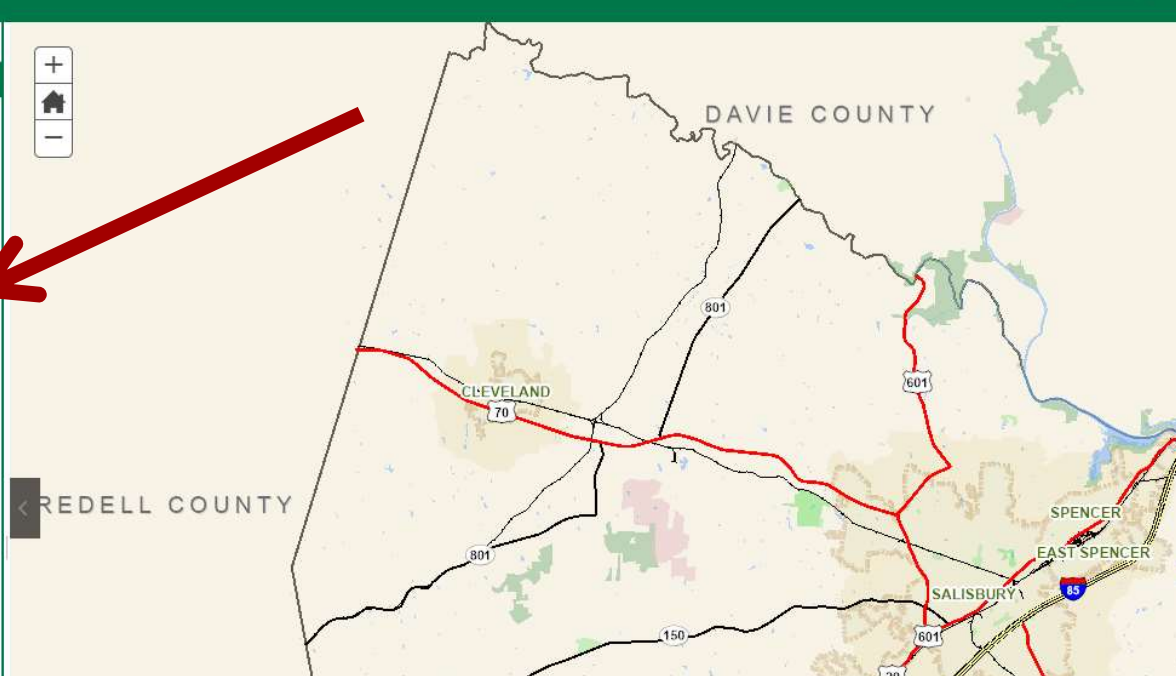
Parcel Search

Enter Owner Name  
Enter Owner Name Search  
ex. Smith John

Enter Parcel ID or PIN  
0103446 Search  
ex. 000011  
ex. 123456789

Search Address  
Enter Property Address Search  
ex. 123 Main St

Deed Reference  
Book Page Search  
Book/Page



- The map should automatically zoom to your parcel and highlight it in teal.

**ROWAN COUNTY**  
Geographic Information System  
Be an original.

1 Inch = 32 ft

County Home Page | GIS Home | Data | Help

Search Results Layers

Results List

Details

Real Estate Sketch  
Real Estate Summary  
Property Record Card  
Parcel Report

PARCEL ID: 0103446  
PIN: 5750-19-31-0754  
OWNER: ROWAN COUNTY  
130 W INNES ST  
SALISBURY, NC 28144-4375  
PROP ADDRESS: 232 N MAIN ST  
DEEDED ACRES: 0  
CALCULATED ACRES: 0.28  
TAX DISTRICT: SALIS-DOWNTOWN  
TOWNSHIP: SALISBURY - 1  
LAND FMV: \$170,885  
LAND LUV: \$0  
IMP FMV: \$4,405,330  
TOTAL MARKET VALUE: \$4,585,015  
DEED REF: 703 / 024  
DEED YEAR: 1992  
PLAT REF: 9905 / 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  
[Click here for Rowan/Salisbury Public Schools Query](#)

Permits

Permit Number	Permit Type	Date Issued
No Permits Found		

0103446

ROWAN CO. JAIL

ROWAN CO. COURT HOUSE

ROWAN COUNTY

ST LUKES EPY

0103442

0103445

0103446

0103447

0103448

0103449

0103450

0103451

0103452

0103453

0103454

0103455

0103456

0103457

0103458

0103459

0103460

0103461

0103462

0103463

0103464

0103465

0103466

0103467

0103468

0103469

0103470

0103471

0103472

0103473

0103474

0103475

0103476

0103477

0103478

0103479

0103480

0103481

0103482

0103483

0103484

0103485

0103486

0103487

0103488

0103489

0103490

0103491

0103492

0103493

0103494

0103495

0103496

0103497

0103498

0103499

0103500

0103501

0103502

0103503

0103504

0103505

0103506

0103507

0103508

0103509

0103510

0103511

0103512

0103513

0103514

0103515

0103516

0103517

0103518

0103519

0103520

0103521

0103522

0103523

0103524

0103525

0103526

0103527

0103528

0103529

0103530

0103531

0103532

0103533

0103534

0103535

0103536

0103537

0103538

0103539

0103540

0103541

0103542

0103543

0103544

0103545

0103546

0103547

0103548

0103549

0103550

0103551

0103552

0103553

0103554

0103555

0103556

0103557

0103558

0103559

0103560

0103561

0103562

0103563

0103564

0103565

0103566

0103567

0103568

0103569

0103570

0103571

0103572

0103573

0103574

0103575

0103576

0103577

0103578

0103579

0103580

0103581

0103582

0103583

0103584

0103585

0103586

0103587

0103588

0103589

0103590

0103591

0103592

0103593

0103594

0103595

0103596

0103597

0103598

0103599

0103600

0103601

0103602

0103603

0103604

0103605

0103606

0103607

0103608

0103609

0103610

0103611

0103612

0103613

0103614

0103615

0103616

0103617

0103618

0103619

0103620

0103621

0103622

0103623

0103624

0103625

0103626

0103627

0103628

0103629

0103630

0103631

0103632

0103633

0103634

0103635

0103636

0103637

0103638

0103639

0103640

0103641

0103642

0103643

0103644

0103645

0103646

0103647

0103648

0103649

0103650

0103651

0103652

0103653

0103654

0103655

0103656

0103657

0103658

0103659

0103660

0103661

0103662

0103663

0103664

0103665

0103666

0103667

0103668

0103669

0103670

0103671

0103672

0103673

0103674

0103675

0103676

0103677

0103678

0103679

0103680

0103681

0103682

0103683

0103684

0103685

0103686

0103687

0103688

0103689

0103690

0103691

0103692

0103693

0103694

0103695

0103696

0103697

0103698

0103699

0103700

0103701

0103702

0103703

0103704

0103705

0103706

0103707

0103708

0103709

0103710

0103711

0103712

0103713

0103714

0103715

0103716

0103717

0103718

0103719

0103720

0103721

0103722

0103723

0103724

0103725

0103726

0103727

0103728

0103729

0103730

0103731

0103732

0103733

0103734

0103735

0103736

0103737

0103738

0103739

0103740

0103741

0103742

0103743

0103744

0103745

0103746

0103747

0103748

0103749

0103750

0103751

0103752

0103753

0103754

0103755

0103756

0103757

0103758

0103759

0103760

0103761

0103762

0103763

0103764

0103765

0103766

0103767

0103768

0103769

0103770

0103771

0103772

0103773

0103774

0103775

0103776

0103777

0103778

0103779

0103780

0103781

0103782

0103783

0103784

0103785

0103786

0103787

0103788

0103789

0103790

0103791

0103792

0103793

0103794

0103795

0103796

0103797

0103798

0103799

0103800

0103801

0103802

0103803

0103804

0103805

0103806

0103807

0103808

0103809

0103810

0103811

0103812

0103813

0103814

0103815

0103816

0103817

0103818

0103819

0103820

0103821

0103822

0103823

0103824

0103825

0103826

0103827

0103828

0103829

0103830

0103831

0103832

0103833

0103834

0103835

0103836

0103837

0103838

0103839

0103840

0103841

0103842

0103843

0103844

0103845

0103846

0103847

0103848

0103849

0103850

0103851

0103852

0103853

0103854

0103855

0103856

0103857

0103858

0103859

0103860

0103861

0103862

0103863

0103864

0103865

0103866

0103867

0103868

0103869

0103870

0103871

0103872

0103873

0103874

0103875

0103876

0103877

0103878

0103879

0103880

0103881

0103882

0103883

0103884

0103885

0103886

0103887

0103888

0103889

0103890

0103891

0103892

0103893

0103894

0103895

0103896

0103897

0103898

0103899

0103900

0103901

0103902

0103903

0103904

0103905

0103906

0103907

0103908

0103909

0103910

0103911

0103912

0103913

0103914

0103915

0103916

0103917

0103918

0103919

0103920

0103921

0103922

0103923

0103924

0103925

0103926

0103927

0103928

0103929

0103930

0103931

0103932

0103933

0103934

0103935

0103936

0103937

0103938

0103939

0103940

0103941

0103942

0103943

0103944

0103945

0103946

0103947

0103948

0103949

0103950

0103951

0103952

0103953

0103954

0103955

0103956

0103957

0103958

0103959

0103960

0103961

0103962

0103963

0103964

0103965

0103966

0103967

0103968

0103969

0103970

0103971

0103972

0103973

0103974

0103975

0103976

0103977

0103978

0103979

0103980

0103981

0103982

0103983

0103984

0103985

0103986

0103987

0103988

0103989

0103990

0103991

0103992

0103993

0103994

0103995

0103996

0103997

0103998

0103999

0104000

0104001

0104002

0104003

0104004

0104005

0104006

0104007

0104008

0104009

0104010

0104011

0104012

0104013

0104014

0104015

0104016

0104017

0104018

0104019

0104020

0104021

0104022

0104023

0104024

0104025

0104026

0104027

0104028

0104029

0104030

0104031

0104032

0104033

0104034

0104035

0104036

0104037

0104038

0104039

0104040

0104041

0104042

0104043

0104044

0104045

0104046

0104047

0104048

0104049

0104050

0104051

0104052

0104053

0104054

0104055

0104056

0104057

0104058

0104059

0104060

0104061

0104062

0104063

0104064

0104065

0104066

0104067

0104068

0104069

0104070

0104071

0104072

0104073

0104074

0104075

0104076

0104077

0104078

0104079

0104080

0104081

0104082

0104083

0104084

0104085

0104086

0104087

0104088

0104089

0104090

0104091

0104092

0104093

0104094

0104095

0104096

0104097

0104098

0104099

0104100

0104101

0104102

0104103

0104104

0104105

0104106

0104107

0104108

0104109

0104110

0104111

0104112

0104113

0104114

0104115

0104116

0104117

0104118

0104119

0104120

0104121

0104122

0104123

0104124

0104125

0104126

0104127

0104128

0104129

0104130

0104131

0104132

0104133

0104134

0104135

0104136

0104137

0104138

0104139

0104140

0104141

0104142

0104143

0104144

0104145

0104146

0104147

0104148

0104149

0104150

0104151

0104152

0104153

0104154

0104155

0104156

0104157

0104158

0104159

0104160

0104161

0104162

0104163

0104164

0104165

0104166

0104167

0104168

0104169

0104170

0104171

0104172

0104173

0104174

0104175

0104176

0104177

0104178

0104179

0104180

0104181

0104182

0104183

0104184

0104185

0104186

0104187

0104188

0104189

0104190

0104191

0104192

0104193

0104194

0104195

0104196

0104197

0104198

0104199

0104200

0104201

0104202

0104203

0104204

0104205

0104206

0104207

0104208

0104209

0104210

0104211

0104212

0104213

0104214

0104215

0104216

0104217

0104218

0104219

0104220

0104221

0104222

0104223

0104224

0104225

0104226

0104227

0104228

0104229

0104230

0104231

0104232

0104233

0104234

0104235

0104236

0104237

0104238

0104239

0104240

0104241

0104242

0104243

0104244

0104245

0104246

0104247

0104248

0104249

0104250

0104251

0104252

0104253

0104254

0104255

0104256

0104257

0104258

0104259

0104260

0104261

0104262

0104263

0104264

0104265

0104266

0104267

0104268

0104269

0104270

0104271

0104272

0104273

0104274

0104275

0104276

0104277

0104278

0104279

0104280

0104281

0104282

0104283

0104284

0104285

0104286

0104287

0104288

0104289

0104290

0104291

0104292

0104293

0104294

0104295

0104296

0104297

0104298

0104299

0104300

0104301

0104302

0104303

0104304

0104305

0104306

0104307

0104308

0104309

0104310

0104311

0104312

0104313

0104314

0104315

0104316

0104317

0104318

0104319

0104320

0104321

0104322

0104323

0104324

0104325

0104326

0104327

0104328

0104329

0104330

0104331

0104332

0104333

0104334

0104335

0104336

0104337

0104338

0104339

0104340

0104341

0104342

0104343

0104344

0104345

0104346

0104347

0104348

0104349

0104350

0104351

0104352

0104353

0104354

0104355

0104356

0104357

0104358

0104359

0104360

0104361

0104362

0104363

0104364

0104365

0104366

0104367

0104368

0104369

0104370

0104371

0104372

0104373

0104374

0104375

0104376

0104377

0104378

0104379

0104380

0104381

0104382

0104383

0104384

0104385

0104386

0104387

0104388

0104389

0104390

0104391

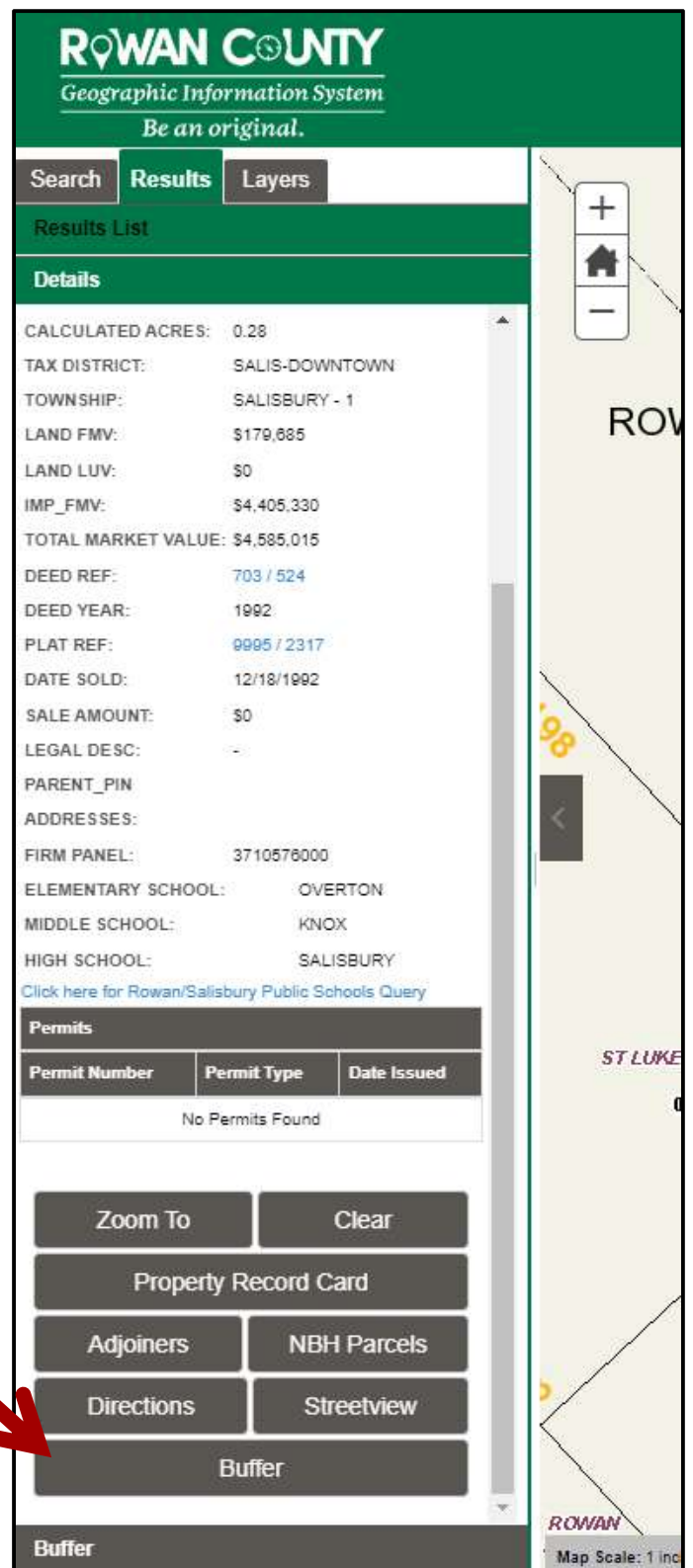
0104392

0104393

010439

## 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.



**ROWAN COUNTY**  
Geographic Information System  
Be an original.

Search Results Layers

Results List

Details

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: 9905 / 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  
[Click here for Rowan/Salisbury Public Schools Query](#)

Permits

Permit Number	Permit Type	Date Issued
No Permits Found		

Zoom To Clear

Property Record Card

Adjoiners NBH Parcels

Directions Streetview

Buffer

Buffer

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 left-hand panel displays a search results list with 34 records found. The map on the right shows a street grid with several properties highlighted in magenta. The interface includes a search bar, a results list, and a map view.

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 GQ	225 N MAIN ST
0103448	ROWAN COUNTY	210 N MAIN ST
0103448	ROWAN COUNTY	222 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	HOLSHOUSER JOHN L JR & HOLSHOUSER 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 screenshot shows the Rowan County Geographic Information System interface with the 'Options' dropdown menu open. The menu options are 'Export to CSV File', 'Show Results in Table', and 'Label Search Results'. The 'Export to CSV File' option is highlighted. The results list on the right shows the same properties 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 GQ	225 N MAIN ST
0103448	ROWAN COUNTY	210 N MAIN ST
0103448	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."

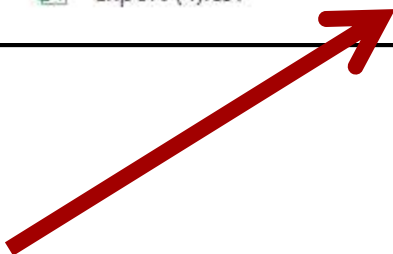
0103448	ROWAN COUNTY	210 N MAIN ST
0103448	ROWAN COUNTY	232 N MAIN ST
0104229	BELLE REALTY DEVELOPMENT CO & WALLACE REALTY CO OF SALISBURY	301 N MAIN ST
010C408	A & H INVESTMENTS INC	225 N MAIN ST
0104231	HOLSHOUSER JOHN L JR HOLSHOUSER NANCY COLEMAN	309 N MAIN ST
0103447	ROWAN COUNTY	232 N MAIN ST
010C408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

FileHomeInsertPage LayoutFormulasDataReviewViewAcrobat

Tell me what you want to do...

Cut

Copy

Paste

Format Painter

Clipboard

Calibri

T1

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.

# Community Meeting Sign-In Sheet

Project Name: \_\_\_\_\_

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

Name

Contact Info (If you wish to provide)

[illegible]



# 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: \_\_\_\_\_