



CASE NO. _____
PB MEETING DATE _____
TB MEETING DATE _____

TOWN OF MOORESVILLE – APPLICATION FOR TEXT AMENDMENT

IMPORTANT INSTRUCTIONS FOR FILING FOR A TEXT AMENDMENT **APPLICATION MAY BE FILED IN PERSON OR ACCEPTED BY MAIL**

This application must be filed at least sixty (60) days before the meeting of the Town of Mooresville Planning Board. The application **must be submitted** to the Mooresville Development Services Department, 413 North Main Street, Mooresville, NC, 28115, by **12:00 noon on**_____. The Planning Board meeting will be held on _____. Applications are placed on the agenda according to the acceptance date. After the Planning Board has delivered a recommendation, a Public Hearing before the Town Board of Commissioners will be scheduled. You will be notified by mail of the date, time, and location of the Public Hearing. **A Text Amendment fee is required to be paid when the application is submitted. Make checks payable to the Town of Mooresville.**

Text Amendment

\$500.00

The following information is required:

1. Section number and text to be changed.
2. Statement giving reason for proposed text change and North Carolina General Statute supporting application if applicable.
3. Application must be completed, dated, signed, and notarized by the appropriate parties for acceptance.

FOR YOUR INFORMATION

Upon filing a TEXT AMENDMENT application with the Mooresville Development Services Department, the following rules and procedures shall apply until the Town Board of Commissioners has ruled on the request:

- No construction shall be done except in accordance within the allowed provisions of the existing Mooresville Zoning Ordinance.
- Any legal proceedings to enforce compliance will be held in abeyance.
- All written or physical evidence (plans, maps, pictures, letters, etc.) presented before the Board becomes part of the physical record and property of the Town of Mooresville.
- All testimony given before the Board shall be true.
- You have the right to appear and present your case before the Board.
- Applicants may be represented at their own expense.

CHECK LIST OF ITEMS TO BE INCLUDED ON / WITH APPLICATION

- Specific reasons for your text amendment request.
- Application that is complete, dated, signed by the appropriate parties and notarized.
- Fee

Your text amendment request will *not* be placed on the agenda if complete information and requested documentation is not included.

PLANNING BOARD and TOWN BOARD MEETING PROCEEDINGS

Town Staff will present the request. Afterwards, the applicant has up to 15 minutes for a presentation. Other persons wishing to speak must sign up and are limited to three (3) minutes.

The Development Services Department shall be notified in writing fifteen (15) days before the Planning Board meeting of a withdrawal for the full refund of the application fee. Failure to withdraw within fifteen (15) days of the meeting date will forfeit all refunds.



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**TOWN OF MOORESVILLE APPLICATION FOR A
TEXT AMENDMENT**

Applicant Information

Applicant's Name:	_____
Applicant's Address:	_____

Applicant's Phone No:	_____

Text Amendment Information

Section Number:	_____
General Statute #:	_____
Existing Text:	_____

Proposed Text:	_____

Reason for Change:	_____

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I certify that all of the information presented by me is accurate to the best of my knowledge, information, and belief.

Signature of Applicant Date

Name of Applicant

Complete Address

City, State, Zip

Email & phone number

_____ personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness by my hand and official seal this ____ day of _____, 20____.

My Commission expires _____

Notary Public