

## **Submittal Information For Review Process**

To process all petitions/applications quickly, the following items must be submitted:

1. Completed petition/application signed by all property owners and or agent.
2. Completed adjacent and across road attachment sheet with property tax numbers.
3. All fees shall be paid at time of petition/application submittal.
4. Plat of entire parcel with dimensions of area for request, when the entire parcel is not being considered.
5. If business, conditional or special use, then a site plan must be included.

### Review Process

All hearings are held on the first Thursday of each month (unless holiday). Special call meetings are scheduled per request if special circumstances are involved.

All material shall be turned over to the Clerk of the Planning/Adjustment Board no less than three (3) weeks prior to scheduled meeting.

Planning/Zoning Staff shall review the petition/application for compliance. If complete, then process will proceed. If not complete or additional information needed, then petition/application shall be returned to property owner(s) or agent. Time issue is important because two-week notice to property owners and or newspaper ad is involved for hearings.

Each petition/application will be heard before the Planning/Adjustment Board on the scheduled night at 6:00 P.M. The Planning Board will hold a public hearing, review the petition/application, and make a recommendation to the Board of Commissioners at their next regular scheduled meeting (The Clerk to the Board of Commissioners will provide the date and time of the hearing 704 994-3201). The Board of Adjustment will make their decisions on the night of the hearing.

Appeals of final decisions by the Board of Commissioners, the Planning Board, or the Board of Adjustment may be appealed by anyone to Superior Court within thirty (30) days of the decisions.

The Anson County Planning and Zoning Department has the duty and responsibility to protect the health, safety and welfare of all residents and stakeholders of the County. It is the responsibility of this Department and its staff to study and make recommendations regarding prospective zoning changes, while at the same time using established planning principles and analysis in an effort to be equitable to all. Consequently, this department may not be in favor of all requests or changes. Recommendations made by this Department are advisory in nature, and neither the Planning board nor Board of Commissioners are bound to follow the staff's recommendation. It is the duty of this Department to make ourselves fully available to assist you, our clients, through the process in pursuit of your request.