



Town of Zebulon

Planning Department

1003 N. Arendell Avenue, Zebulon, NC 27597
Phone: (919) 823-1810 Fax: (919) 887-2824
www.townofzebulon.org

DEVELOPER AGREEMENT APPLICATION

GENERAL INFORMATION:

The purpose for the development agreement procedure is to establish a flexible process for the establishment and review of large-scale development projects likely to build out over several years. This process is in accordance with section 2.2.8 of the UDO.

INSTRUCTIONS:

PRE-APPLICATION MEETING: A pre-application meeting with staff in accordance with Section 2.3.2 of the UDO to verify the application requirements, processes, and procedures regarding a proposed request. To schedule a meeting, applicants must e-mail a pdf map, drawing, model, site, or sketch plan to the Planning Department (planning@townofzebulon.org) no later than five (5) working days prior to the desired meeting day.

ANNEXATION REQUIREMENTS: If a property or portion thereof subject to this rezoning is outside the corporate limits and ETJ, an annexation petition is **required** to be submitted on the same day as this application in accordance with 2.2.2 of the UDO.

APPLICATION PROCEDURE – The applicant requesting a Developers Agreement must submit an application through the Town of Zebulon GeoCivix Web Portal. As noted below some materials must be brought in person to the Zebulon Planning Department to complete the application process. Access to the GeoCivix portal can be found on the Town of Zebulon Website or through this link (<https://townofzebulon.geocivix.com/secure/>)

- **Materials to Submit through the Town of Zebulon GeoCivix Web Portal:**

- Completed Application Form
- PDF Plan Set (see site plan checklist)
- Petition Fee (Please See Fee Schedule)
- One (1) Legal Description (metes and bounds) of subject property
- Registered survey of subject property
- Certified List of Property Owners within 750 feet of subject property
- Owner's Consent Form

- **Materials to Submit in Person with the Town of Zebulon Planning Department:**

- 2 Full Size Plan Sets
- Stamped envelopes addressed to Certified List of Property Owners all the homeowners associations of those properties within 750 feet of the outer boundary subject property or properties. Affixed with the following return address:
Town of Zebulon
Planning Department
1003 N. Arendell Ave
Zebulon, NC 27597
- Petition Fee (Please See Fee Schedule) (Can be paid online but applicants must let Planning Staff know prior to paying)



APPLICATION FOR DEVELOPERS AGREEMENT

PUBLIC HEARING PROCEDURE – Upon submittal of a complete application, the Planning Department will schedule the application for a public hearing before the Board of Commissioners. **APPLICANTS ARE STRONGLY ENCOURAGED TO CONTACT PLANNING STAFF AS SOON AS POSSIBLE TO ADDRESS ANY QUESTIONS ABOUT THE PUBLIC HEARING.** Notices of the public hearing will be mailed to all adjacent property owners of the property being considered for a Developers Agreement. At the public hearing, the applicant, proponents, and opponents will be given the opportunity to offer evidence in favor of or against the proposal. After completion of the public hearing, the Board of Commissioners will deliberate and render a decision at the same meeting or the following regularly scheduled meeting. Deadline dates and Public Hearing dates can be found on the Town of Zebulon’s website.

RECORDATION: Within 14 days after entering into a development agreement, the applicant shall record the agreement in the office of the Wake County Register of Deeds.



APPLICATION FOR DEVELOPERS AGREEMENT

PART 1. DESCRIPTION OF REQUEST/PROPERTY		
Street Address of the Property:	Acreage:	
Parcel Identification Number (NC PIN):	Deed Book:	Deed Page(s):
Existing Zoning of the Property:	Proposed Zoning of the Property:	
Existing Use of the Property:	Proposed Use of the Property:	
Reason for requesting a Developers Agreement:		

PART 2. APPLICANT/AGENT INFORMATION		
Name of Applicant/Agent:		
Street Address of Applicant/Agent:		
City:	State:	Zip Code:
Email of Applicant/Agent:	Telephone Number of Applicant/Agent:	Fax Number of Applicant/Agent:
Are you the owner of the property? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you the owner's agent? <input type="checkbox"/> Yes <input type="checkbox"/> No	Note: If you are not the owner of the property, you <u>must</u> obtain the Owner's consent and signature giving you permission to submit this application.

PART 3. PROPERTY OWNER INFORMATION		
Name of Property Owner:		
Street Address of Property Owner:		
City:	State:	Zip Code:
Email of Property Owner:	Telephone Number of Property Owner:	Fax Number of Property Owner:
<i>I hereby state that the facts related in this application and any documents submitted herewith are complete, true, correct, and accurate to the best of my knowledge.</i>		
<i>Signature of Applicant:</i>	<i>Print Name:</i>	<i>Date:</i>
<i>Signature of Owner:</i>	<i>Print Name:</i>	<i>Date:</i>



LEGISLATIVE CONSIDERATIONS – DEVELOPERS AGREEMENT

The applicant shall propose site-specific standards and conditions that take into account the following considerations, which are considerations that are relevant to the legislative determination of whether or not the proposed developer's agreement is in the public interest. These considerations do not exclude the legislative consideration of any other factor that is relevant to the public interest. Failure to adequately address the findings below may result in denial of the application. Please attach additional pages if necessary. The petition is justified based on the facts as stated as follows:

1. Please explain how the provisions within the proposed agreement are consistent with the purposes, goals, objectives, policies, and spirit and intent of the approved Comprehensive Master Plan and Land Use Map

2. Please explain how the provisions within the proposed agreement are consistent with the purposes, goals, objectives, policies, and spirit and intent of the Vision 2030 Strategic Plan.

3. Please demonstrate the impact on existing and future provisions of capital improvements by the Town, including at least one of the following: transportation, potable water, sanitary sewer, solid waste, stormwater management, educational, parks and recreation, and health systems and facilities.

4. Please explain how the proposed agreement will impact the surrounding properties including potential impacts to development possibilities and existing land uses.



OWNER'S CONSENT FORM

Name of Project: _____ Submittal Date: _____

OWNER'S AUTHORIZATION

I hereby give CONSENT to _____ (type, stamp or print clearly full name of agent) to act on my behalf, to submit or have submitted this application and all required material and documents, and to attend and represent me at all meetings and public hearings pertaining to the application(s) indicated above. Furthermore, I hereby give consent to the party designated above to agree to all terms and conditions which may arise as part of the approval of this application.

I hereby certify I have full knowledge the property I have an ownership interest in is the subject of this application. I acknowledge and agree that pursuant to Section 2.2.8 of the Town of Zebulon Unified Development Ordinance, that lands subject to a Developer's Agreement shall be subject to all the standards, conditions, and plans approved as part of that application. These standards, plans, and approved conditions are perpetually binding on the land as an amendment to this Ordinance and the Official Zoning Map and may only be changed in accordance with the procedures established in this Ordinance. Development located outside the Town of Zebulon's corporate limits shall comply with all Town policies related to annexation and the extension of utilities. I understand that all other applicable standards and regulations of the UDO will remain applicable to the subject lands unless specifically listed as conditions or deviations as part of this request. I understand that any false, inaccurate, or incomplete information provided by me, or my agent will result in the denial, revocation or administrative withdrawal of this application, request, approval or permits. I acknowledge that additional information may be required to process this application. I further consent to the Town of Zebulon to publish, copy, or reproduce any copyrighted document submitted as a part of this application for any third party. I further agree to all terms and conditions, which may be imposed as part of the approval of this application.

Signature of Owner

Print Name

Date

CERTIFICATION OF PROPERTY OWNER

I hereby certify the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material and all attachments become official records of the Planning Department of the Town of Zebulon, North Carolina, and will not be returned.

Signature of Owner

Print Name

Date

*Owner of record as shown by the Wake County Revenue Department (www.wakegov.com). An option to purchase does not constitute ownership. If ownership has been recently transferred, a copy of the deed must accompany this form.