Neighborhood Meeting Notice on Rezoning

Date, Time
Complete Location Address

Dear Neighbor,

You are invited to a neighborhood meeting for a presentation of a proposed rezoning of property located at [insert address] (Watauga County Parcel Identification Number(s): (insert all property PINs). This rezoning process is called a Conditional District Zoning Map Amendment (CD). A CD request is based on a site-specific development plan that, if approved, restricts the development to what is specifically proposed on the presented plan.

In this case, we (the applicant) are requesting that the [insert size in acres] -acre site be rezoned from [insert current zoning including general use zoning districts and any overlay districts] to Conditional District [insert proposed zoning district(s) including any overlay districts] with a site-specific plan to allow the following potential uses: [insert specific uses being proposed].

As part of this CD process, the Town of Boone requires that we hold a neighborhood meeting prior to submitting a formal development application. All owners of property located within 300' of the proposed development are given notice of this meeting. The neighborhood meeting is required by the Town to provide a forum where the applicant presents the proposed development to neighboring property owners and can gather feedback, document concerns, and potentially work toward mitigation of any issues prior to submission of a formal application. We will be required as part of our application to provide the Town with information regarding this meeting including accurate meeting minutes with a list of all attendees, a description of any concerns expressed by attendees, and any commitments made by us, the applicant.

After this meeting we will have six months in which to file a formal application with the Town. Once we submit and are assigned a public hearing date, the Town of Boone Planning and Inspections Department will notify owners of property within 300' of the development by mail with the specifics of the scheduled public hearing. At this public hearing, any person may appear and provide public comment on our application.

Below is our contact information should you have questions of us either before or after the neighborhood meeting:

Name
Phone:
Email:

Sincerely,
Name