

**Town of Dallas**  
Development Services Department  
210 N. Holland Street  
Dallas, NC 28034  
Phone (704) 922-3176, Fax (704) 922-4701

This application must be filed at least thirty (30) days prior to the next scheduled Planning Board Meeting. The application may be submitted in-person, via mail, or digitally to the Town of Dallas Development Services Department at 210 N. Holland Street, Dallas, NC 28034, [dallasplanning@dallasnc.net](mailto:dallasplanning@dallasnc.net). Application shall not be deemed complete until the necessary fee, as defined in the Town of Dallas Fee Schedule, and all required documents are received.

**Conventional Submittals:**

- A. Completed application
- B. Fee as described in the Town of Dallas Fee Schedule
- C. Letter of intent – reason for map amendment
- D. Adjacent Property Owner List – provide a copy of addresses for all property owners within 500 feet of the site. The Town will use this list for Public Hearing Notices

**Conditional Submittals:**

- A. Completed application
- B. Fee as described in the Town of Dallas Fee Schedule
- C. Letter of intent – reason for map amendment
- D. Adjacent Property Owner List – provide a copy of addresses for all property owners within 500 feet of the site. The Town will use this list for Public Hearing Notices.
- E. 3 copies of Concept Plan along with digital submittal (drawn to scale by architect, landscape architect, professional surveyor, or engineer licensed in North Carolina).
  - a. Concept Plans shall not be accepted if they do not meet the requirements found in 153.072
- F. Traffic Impact Analysis, if required. Refer to Town of Dallas Street and Traffic Standards Policy
- G. Authorized agent verification letter, if applicant is different from the property owner

Town of Dallas Zoning Map Amendment (Rezoning) Application

Physical Property Address \_\_\_\_\_

Tax Parcel Number \_\_\_\_\_ Lot Size \_\_\_\_\_

Current Zoning \_\_\_\_\_

Requested Zoning \_\_\_\_\_

Conventional \_\_\_\_\_ Conditional \_\_\_\_\_

Property Owner(s) \_\_\_\_\_

Owners Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

*(attach separate sheet if necessary)*

***If different than owner:***

Applicant Name \_\_\_\_\_

Applicant Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

*(attach separate sheet if necessary)*

Signature of Applicant \_\_\_\_\_

Signature of Owner \_\_\_\_\_

**Staff Only:**

Date of completed application \_\_\_\_\_

Received by \_\_\_\_\_

Planning Board Meeting Date \_\_\_\_\_

Public Hearing Meeting Date \_\_\_\_\_