



LEWISVILLE PLANNING DEPARTMENT

6510 Shallowford Road | P.O. Box 547

Lewisville, NC 27023-0547

Voice 336-945-5558 | FAX 336-945-5531

THE REZONING PROCESS

In Lewisville, rezoning a parcel of land (also called a *zoning map amendment*) begins with an application to change one zoning district to another. Applications must be received according to monthly deadlines determined in the annual development schedule, copies of which are made available online and from Town staff. These may be submitted electronically by email or in paper form to the Planning Department. In some cases, paper copies with “wet ink signatures” are required.

All applications must be signed by the landowner(s) of record. Rezoning may be requested by a landowner or by a different applicant, only with the permission of the landowner. There are special circumstances in which the Lewisville Town Council may change zoning districts without the requirement for owner’s permission. The general process is detailed below, which usually takes 90 to 120 days from the date of the application to complete. The process described here is meant only as a general description and may not contain all of the information applicable to any given rezoning request.

A *general use rezoning application* involves changing the zoning of one or more properties straight from one district to a different zoning district. For example, this might involve rezoning for Residential Single-Family (RS-20) to Pedestrian Business (PB). This type of rezoning requires that both the Planning Board and the Town Council consider all the uses allowed in each of the zoning districts when making a decision. No single use alone may be taken into consideration.

A *conditional rezoning application* involves changing zoning districts with special consideration given to a particular use, set of uses or conditions that are specific to the land in question. Using the former example, this might involve rezoning from Residential Single-Family (RS-20) to Pedestrian Business-Conditional (PB-C). Particular uses and site-specific requirements may be requested or agreed upon by the applicant and required by the Town Council.

THE PROCESS IN DETAIL

1. **A meeting or phone conversation is highly recommended before submitting a formal rezoning application.** The reasons for this meeting include discussing the needs of the landowner or applicant, the main purpose of the rezoning, and possible options or alternatives that might be available. For a conditional rezoning, this will include the review of a proposed site plan and consideration of specific uses that will meet the needs of the applicant on balance with the intents, goals and descriptions of the Lewisville Tomorrow Comprehensive Plan.



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- 2. The formal application** must be submitted on forms provided by the Planning Department. The property or properties to be rezoned must be specified according to the most recent Lewisville/Forsyth County tax map. This may also include information or maps from a land surveyor, developer or attorney. The application forms must be completed in full, signed by the landowner(s) and the applicant, if different. The requested zoning changes must be specified using the forms provided, including any requested conditions. Conditional rezoning applications must include an official site plan and a list of special considerations requested, signed by the landowner and applicant, if different. The application is not complete until payment of applicable fees is made. The amounts of rezoning application fees are determined by the Town Council and published in the Town Schedule of Fees.
- 3. Planning Department staff** will review the request in detail, conduct research, then prepare a detailed report that addresses multiple points of objective consideration, including the consistency and reasonableness of the rezoning request, referring to the *Unified Development Ordinance*, *Lewisville Tomorrow Comprehensive Plan* and any other officially adopted Town Plans. Staff will make a recommendation to approve or to deny the request based on these considerations. This recommendation is not binding. The staff report will be included in the Planning Board agenda packet, published prior to the Planning Board Meeting.
- 4. The Planning Board** will then review all of the submitted materials and conduct a public legislative hearing on the matter. Staff will review its report and the applicant will be allowed to address the board. Members of the public will be allowed to address the board with any concerns and the applicant will be allowed time to address any concerns presented. The Planning Board will then vote to recommend approval or denial of the request based on its consistency and reasonableness, considering all of the information gathered during the meeting. This recommendation is not binding.
- 5. The Lewisville Town Council** will then conduct a final meeting before making a decision on the request. The Planning Director will review the staff report with the Council, summarizing the details of the Planning Board meeting, and presenting the Planning Board's recommendation. The Council will then hold a second hearing, during which the applicant will be allowed to address the Council and members of the public may address the Council with any concerns. The Town Council will take into consideration the consistency and reasonableness of the request, all of the information gathered at the hearing, and the recommendations of staff and the Planning Board before giving its final decision. The Town Council will vote to approve or deny the request. The Town Council decision is final and binding.

For more information, feel free to get in touch with Planning staff by phone or email using the information provided on the Lewisville Planning Website.