

# TOWN of CARY

## REZONING PROCESS

01

### Pre-Application Meeting

Applicants are encouraged to participate in a pre-application meeting with the Development Review Committee (DRC) which includes representatives from various departments. This process provides the applicant with an understanding of the rezoning process, schedule, fees and submittal requirements.



05

### Public Hearing Notification

Cary staff notifies property owners within 800 feet of the site by mail of the Town Council Public Hearing. A sign advertising the public hearing will be posted on the site of the proposed rezoning and notices will be published on the website.



02

### Application Submittal

Applicants submit a completed application form, fees and other supporting documents. Staff will review the application for completeness, and will return incomplete applications. A [checklist](#) of the required materials for a complete rezoning application is provided on the website.



06

### Public Hearing

Public Hearings are held during Council meetings. Staff introduces the proposed rezoning and then Council listens to comments from the applicant and the public. Anyone who wishes to comment on the case may speak. No Council action will be taken.



03

### Case Manager Assigned

The Planning Department assigns a case manager who is the point of contact for the applicant. The case manager will review and analyze the proposed request, coordinate comments from staff, prepare reports, and serve as the point of contact for the public, the Planning & Zoning Board and Council.



07

### Planning & Zoning Board Meeting

The Planning & Zoning (P&Z) Board is comprised of citizen volunteers appointed by the Town Council. The P&Z Board will review the rezoning request and make a determination of consistency or inconsistency with the Cary Community Plan.



04

### Neighborhood Meeting

Cary staff schedules a neighborhood meeting to inform nearby property owners within 800 feet of the request to rezone. Staff will provide an overview of the rezoning process and the applicant will present their proposal and answer questions. Public input is encouraged.



08

### Town Council Action

The Town Council will either approve, deny, table the rezoning request, or send the request back to the Planning & Zoning Board for further consideration. Following the Council action, staff provides a letter to the applicant stating the official action by the Council. If approved, staff amends the zoning map to reflect Council action and notifies the appropriate County Tax Assessor.

