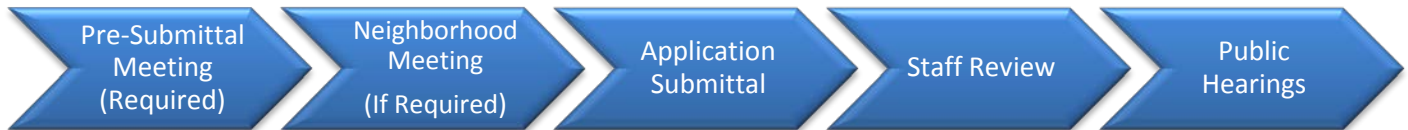




CITY OF DURHAM | DURHAM COUNTY  
NORTH CAROLINA



ZONING MAP CHANGE AND COMPREHENSIVE  
PLAN AMENDMENT PROCESS OVERVIEW



1. **Pre-Submittal Meeting** – A pre-submittal meeting is an informational meeting in which staff provides an overview of the review process and timelines and answers questions regarding the proposal. The intent of the meeting is to provide the applicant with the necessary information to submit a complete application. This is a required meeting and is valid for a period of six months.
2. **Neighborhood Meeting** – A neighborhood meeting is required if one proposes to submit a *Comprehensive Plan* amendment and/or if a proposal requires a Traffic Impact Analysis (TIA). The meeting must follow [the established neighborhood meeting guidelines](#).
3. **Application Submittal** – New applications are batched on the second Monday of each month and are accepted by appointment only. All required fees are due at time of submittal. Applications received by the batch date will be distributed for review the following week. New applications have a 15 business day review period. Re-submittals do not require an appointment and can be dropped off at any time. Resubmittals are batched on the first and third Thursday of each month and have a 10 business day review period. Failure to resubmit within 90 days may result in administrative withdrawal of the application.
4. **Staff Review** – Staff reviews zoning map change and *Comprehensive Plan* amendment applications for compliance with applicable policies in the *Comprehensive Plan* and other adopted plans. Zoning map change applications are also reviewed for technical compliance with Unified Development Ordinance (UDO) standards. Applicants should familiarize themselves with the relevant UDO standards and elements of the *Comprehensive Plan* applicable to their request(s).
5. **Public Hearings** – Once the application and plans are clear of comments deemed are complete, the request will be scheduled for the next available Planning Commission hearing, based upon agenda deadlines. Upon receiving a recommendation from the Commission (either positive or negative) the case will be scheduled for final consideration by either the Durham County Board of Commissioners (if in the County’s jurisdiction) or the Durham City Council (City Jurisdiction). The governing bodies are the approving authority for these two processes.

Both the Planning Commission and governing body hearings are open to the public and provide an opportunity for the public to speak for or against a request. Notice of the hearings will be sent to surrounding property owners and neighborhood organizations in accordance with North Carolina state law and UDO standards.