

**City of Caro  
ZONING ORDINANCE TEXT AMENDMENT**

**Procedural Manual**

***WHAT IS A ZONING ORDINANCE TEXT AMENDMENT?***

A zoning text amendment changes the language of the Zoning Ordinance.

***WHEN IS A ZONING ORDINANCE TEXT AMENDMENT REQUIRED?***

Text amendments may be required to clarify language of the Zoning Ordinance, add new zoning techniques, add new uses to zoning districts, bring standards up to date, implement a change in procedure, or other reasons. A text amendment can be mediated by a resident of the city by petition or by application and payment of a fee, or be resolution by the Planning Commission or City Council.

***WHO APPROVES A ZONING ORDINANCE TEXT AMENDMENT?***

Text amendments are reviewed by the Planning Commission at a public hearing, following which they make a recommendation on the amendment. Amendments are adopted by the City Council, after considering the Planning Commission recommendation, Public Hearing standards and approval standards.

**WHAT ARE THE STANDARDS FOR APPROVAL?**

The City Planning Commission and City Council shall consider the text amendment request in accordance with the following standards:

- The amendment request shall be consistent with and promote the intent and purpose of the ordinance.
- The proposed amendment will ensure that the land use or activity authorized shall be compatible with adjacent land uses, the natural environment and the capabilities of public services affected by the proposed land use.
- The amendment sought is consistent with the public health, safety and welfare of the City of Caro.
- The proposed amendment is consistent with the City Land Use Plan or a determination that the plan is not applicable due to a mistake in the plan, changes in relevant conditions or changes in relevant plan policies.

**City of Caro**  
**ZONING ORDINANCE TEXT AMENDMENT**

Date \_\_\_\_\_  
Application No. \_\_\_\_\_  
Review Fee \_\_\_\_\_

Applicant's name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Legal owner \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

If applicant is not the owner, state basis for representation (i.e., attorney, representative, etc.)

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Amendment Request Classification

Petition by qualified voter resident of the City of Caro equal to not less than 8% of the total vote cast for all candidates for governor in the last general election (attach petition)

By resolution of City Council or Planning Commission (attach resolution)

By payment of required fee

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Signature of Applicant

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Date

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Please print type name below signature

**City of Caro**  
**ZONING ORDINANCE TEXT AMENDMENT**

**FOR OFFICE USE ONLY – NOT TO BE COMPLETED BY APPLICANT**

Date notice published \_\_\_\_\_

Date of Public Hearing by Planning commission \_\_\_\_\_

Recommendation of Planning Commission  
(attach report and public comments) \_\_\_\_\_

Date of City Council Public Hearing, if desired  
(attach minutes) \_\_\_\_\_

Date of City Council vote on amendment \_\_\_\_\_

\_\_\_\_\_ Approval \_\_\_\_\_ Disapproval

Attach minutes of City Council meeting(s)

Date Notice of Amendment published in newspaper \_\_\_\_\_

Attach copy of Amendment

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**ZONING ORDINANCE TEXT AMENDMENT REVIEW PROCESS**

