



Office Use Only:	
Application# _____	Fees Paid _____
Date Received _____	Accepted By _____
Date Complete _____	App Deny Conditions _____

**APPLICATION FOR REZONE –
FLEXIBLE REVIEW DISTRICT (FRD)**

Contact Planning & Development (864) 467-4476

APPLICANT/OWNER INFORMATION

*Indicates Required Field

	APPLICANT	PROPERTY OWNER
*Name:		
*Title:		
*Address:		
*State:		
*Zip:		
*Phone:		
*Email:		

PROPERTY INFORMATION

*STREET ADDRESS _____

*TAX MAP #(S) _____

*CURRENT ZONING DESIGNATION _____

*PROPOSED ZONING DESIGNATION _____

*TOTAL ACREAGE _____

*PROPOSED FRD NAME _____

INSTRUCTIONS

1. The applicant is strongly encouraged to schedule a preapplication conference at least one (1) month prior to the scheduled submission deadline. At this time, the applicant may also be encouraged to schedule a sufficiency review one (1) to two (2) weeks prior to the scheduled submission deadline to allow staff review of the application. Call (864) 467-4476 to schedule an appointment.

PREAPPLICATION MEETING DATE _____

2. If the application includes more than one (1) parcel and/or more than one (1) owner, the applicant must provide the appropriate deed book/page references, tax parcel numbers, and owner signatures as an attachment.
3. If the application is to designate a portion of a property as Flexible Review District (FRD), otherwise described by deed, a survey of the parcel reflecting the requested designation(s) by courses and distances must be included in the submittal package.
4. In addition to the Flexible Review District (FRD) required documents, as set forth in **Sections 19-2.3.19, Flexible review district (FRD), and 19-3.2 (U), FRD, Flexible Review District**, the applicant/owner must respond to the “Standards” questions on page 4 of this application. A separate sheet may be attached to address these questions.

5. All applications and fees (made payable to the City of Greenville) for designation as a Flexible Review District (FRD) must be received by the planning and development office no later than 2:00 pm of the date reflected on the attached schedule.
 - A. Flexible Review District (FRD) - New \$550.00 – Zoning Map Amendment, *public hearing required*
 - B. Major Deviations \$275.00 – Flexible Review District (FRD), *public hearing required*
 - C. Minor Deviations \$150.00 – Flexible Review District (FRD) *administrative review*
6. Staff will review the application for “sufficiency” pursuant to Section 19-2.2.6, Determination of Sufficiency. If the application is deemed insufficient, staff will notify the applicant and request that the application be revised and resubmitted to address insufficiency comments. In this event, the item will be postponed to a subsequent regularly scheduled planning commission meeting.
7. Please refer to **Sections 19-2.3.19, Flexible review district (FRD)**, and **19-3.2 (U), FRD, Flexible review district** for additional information.
8. **Public Notice Requirements.** Flexible Review District (FRD) applications require a planning commission public hearing. Additionally, informal review from the design review board is required prior to the planning commission hearing. The applicant is responsible for sign posting the subject property at least 15 days (but no more than 18 days) prior to the scheduled planning commission hearing date.

Flexible Review District (FRD) applications also require a developer-led neighborhood meeting, which is to be held at least eight (8) days prior to the scheduled planning commission hearing (Sec. 19-2.2.4, Neighborhood meetings). See *Instructions for Organizing a Developer-Led Neighborhood Meeting* for more information.

Upon planning commission recommendation, the application item will be scheduled for city council hearing.

(To be filled out at time of application submittal)

_____ Public Hearing signs are acknowledged as received by the applicant

_____ Instructions for Organizing a Developer-Led Neighborhood Meeting are acknowledged as received by the applicant

***APPLICANT SIGNATURE** _____

9. **Please verify that all required information is reflected on the plan(s), and submit one (1) paper copy, one (1) binder and one (1) electronic version of the application submittal package.**

Binder Requirements:

- Three-ring binder
- FRD Name on front cover and spine of binder
- Five (5) Tabs with the following labels: Location / Existing Zoning; Submitted Application; Public Notice and Comments; Planning Commission / Staff Report; City Council / Ordinance

10. **Please read carefully:** The applicant and property owner affirm that all information submitted with this application; including any/all supplemental information is true and correct to the best of their knowledge and they have provided full disclosure of the relevant facts.

In addition, the applicant affirms that the applicant or someone acting on the applicant’s behalf has made a reasonable effort to determine whether a deed or other document places one or more restrictions on the property that preclude or impede the intended use and has found no record of such a restriction.

If the planning office by separate inquiry determines that such a restriction exists, it shall notify the applicant. If the applicant does not withdraw or modify the application in a timely manner, or act to have the restriction terminated or waived, then the planning office will indicate in its report to the planning commission that granting the requested change would not likely result in the benefit the applicant seeks.

Furthermore, my signature (applicant) indicates that I understand and consent that this matter will appear before the Planning Commission for consideration and that any recommendation, for approval or denial, by the Planning Commission will be presented to the City Council at their next regularly scheduled meeting to be held on the fourth Monday of the month following the Planning Commission meeting in which the matter was heard.

_____ ***APPLICANT SIGNATURE**
 _____ DATE

11. To that end, the applicant hereby affirms that the tract or parcel of land subject of the attached application **is** ___ or **is not** ___ restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the requested activity.

*Signatures	
Applicant	
Date	
Property Owner/Authorized Agent	
Date	

APPLICATION REQUIREMENTS

1. Flexible Review District (FRD) format and content requirements are reflected in the City of Greenville code under **Sections 19-2.3.19, Flexible review district (FRD), and 19-3.2 (U), FRD, Flexible review district**
2. Plan and information requirements:
 - a. FRD Zone Map and Base Map – *submit a zone map and base map that delineates the boundaries of the proposed zone using a combination of ROW's, property lines, and/or easements. The base map at a minimum should show the following as applicable to the area:*
 - a. Existing properties
 - b. Existing thoroughfares
 - c. Easements and other ROW's
 - d. Existing building footprints and uses
 - e. On and off-street parking
 - f. Open spaces and recreational amenities
 - g. Flood zones and flood ways
 - b. FRD Development Provisions – *submit a descriptive statement setting forth the characteristics, purpose, and regulatory language. Provisions may include, but are not limited to:*
 - a. Use classifications & standards
 - b. Building disposition, massing & height
 - c. On an off street parking & loading
 - d. Landscape, buffering & screening
 - e. Sign regulations
 - f. Tree protection
 - g. Lighting
 - h. Public art
 - i. Design standards for thoroughfares, open spaces, non-residential buildings, and multi-family residential buildings
 - c. Sign Plan – *submit a comprehensive sign plan for the PD (Sec. 19-6.6, Sign regulations)*

- d. FRD Regulating Plan – submit a plan to illustrate onto a base map the boundaries of the FRD zone as well as the desired regulatory dimensions, markings, designations and notations for the development provisions proposed. These may include, but are not limited to:
- a. Vehicular and pedestrian circulation
 - b. Building locations and height
 - c. Open spaces and recreational amenities
 - d. Critical environmental areas
 - e. Storm water related facilities
 - f. Parking, loading, storage and utility areas
 - g. Proposed landscape and buffer

SUPPORTING INFORMATION – STANDARDS QUESTIONS
Applicant response to Section 19-3.2(U) FRD, Flexible Review District
(Please attach separate sheet if additional space is need)

1. DESCRIBE THE WAYS IN WHICH THE PROPOSED FLEXIBLE REVIEW DISTRICT PROVIDES COMPATIBILITY WITH THE EXISTING CHARACTER OF THE AREA AS SET FORTH BY THE CITY'S COMPREHENSIVE PLAN AND ENHANCE THE VALUE OF SURROUNDING PROPERTIES.

2. DESCRIBE THE WAYS IN WHICH THE PROPOSED FLEXIBLE REVIEW DISTRICT UTILIZES EXCEPTIONAL PLANNING AND DESIGN IN ORDER TO PRESERVE THE CHARACTER OF EXISTING BUILDINGS, OPEN SPACES, STREETSCAPES AND PROTECT CRITICAL ENVIRONMENTAL RESOURCES THROUGH A GREATER EFFICIENCY IN THE LAYOUT OF ROADS, UTILITIES AND OTHER INFRASTRUCTURE.

3. DESCRIBE THE WAYS IN WHICH THE PROPOSED FLEXIBLE REVIEW DISTRICT RESULTS IN LAND USE PATTERNS THAT PROMOTE AND EXPAND OPPORTUNITIES FOR PUBLIC TRANSPORTATION AND AN EFFICIENT AND COMPACT NETWORK OR STREETS, ETC.

4. DESCRIBE THE WAYS IN WHICH THE PROPOSED FLEXIBLE REVIEW DISTRICT INCLUDES AT LEAST TWO (2) USE CATEGORIES IN THE TABLE OF USES IN SUBSECTION 19-4.1.2.
