

## **FACT SHEET: AMENDING ZONING ORDINANCE TEXT**

Any interested party may initiate proposed amendment to the text of the Zoning Ordinance by submitting a detailed letter addressed to the Perquimans County Board of Commissioners through the Planning and Zoning Administrator. The letter shall contain the following information:

- The name, address, and phone number of the person or entity requesting the change.
- The existing language within the Zoning Ordinance proposed to be changed.
- The proposed language to replace existing language if applicable.
- The basis for which the applicant proposes change.

When the letter of application is deemed complete by the Planning and Zoning Administrator, he shall schedule a public meeting for review by the Planning Board, and schedule a public hearing for review by the Board of County Commissioners.