

**TA 23-01 -- Notification Letter Requirements – LDO Section 2.2, Appendix A / 2.3.D., and 2.3.F.;**  
**Application Withdrawals - Appendix A / 1.9.B.**

Section 2.2. Review Procedures

- B. **Notification Requirements.** All notification requirements will be followed in accordance with N.C. Gen. Stat. § 160D [unless additional requirements are otherwise noted in the Handbook.](#)

Appendix A, 2.3.D. Rezoning Neighborhood Meeting

1. The Neighborhood Meeting shall be held ~~at a municipal facility or~~ at a location within the Town's planning jurisdiction.
2. The owners of all property within ~~200~~500 feet on all sides of the subject property (not to include street rights-of-way [of less than 100 feet in width](#)) shall be notified of the Neighborhood Meeting by first class mail. [In addition, the owners of property within 200 feet of any roadway improvements and/or utility improvements associated with an application shall be similarly notified. Homeowners' Associations shall also be notified if residential properties on a Neighborhood Meeting mailing list are included in such an Association.](#) Such notification shall be postmarked [not more than twenty five \(25\) days and](#) not fewer than ten (10) days prior to the date of the meeting.

Appendix A, 2.3.F. Board of Commissioners Legislative Hearing

2. [The owners of all property within 500 feet on all sides of the subject property \(not to include street rights-of-way of less than 100 feet in width\) shall be notified of the Legislative Hearing by first class mail. In addition, the owners of property within 200 feet of any roadway improvements and/or utility improvements associated with an application shall be similarly notified. Homeowners' Associations shall also be notified if residential properties on a Legislative Hearing mailing list are included in such an Association. Such notification shall be postmarked not more than twenty five \(25\) days and not fewer than ten \(10\) days prior to the date of the meeting.](#)

Appendix A, 1.9.B. Withdrawals (Clean-up item in Appendix A)

- B. If the LDA receives notice of the applicant's written withdrawal statement following public notice, ~~the applicant shall be precluded from re-filing the same or substantially same application for the subject property for a period of six (6) months.~~ Fees and costs will not be refunded, or credit applied to any subsequent applications.