

# Property Descriptions for Partial Lot Rezoning Requests

The majority of rezoning requests involve whole Tax Parcel Identification Numbers (PINs). In the event that the subject property of a rezoning request does not include all whole PINs, the applicant shall comply with the requirements of Chapter B, Section 6-2.1(K) of the *Unified Development Ordinances (UDO)*:

## Property Description

A description of the property for which rezoning is requested shall be included with the petition. Such description shall be by reference to the latest available parcel identifier as maintained by the Forsyth County Tax Assessor's GIS database, and shall include reference to a recorded plat if available. If a portion of a lot(s) is included in the petition, the property description shall be: (1) a written metes or bounds description from a field survey or computed description; or (2) a sealed survey clearly depicting the property included in the rezoning request. The description or survey shall be consistent with submittal requirements. A copy of the most current deed of the property to be rezoned shall also be submitted.

Submittal Requirements for surveys include:

- Must be no older than five years from the date of submittal.
- All measurements in feet.
- Calls form a defined polygon and proceed in a clockwise or counter-clockwise direction starting from a lot corner as defined in the Forsyth County Tax Assessor's GIS database.
- Based on North Carolina State Plan Grid, NAD 1983, VNAD1988, in feet.
- Any property that does not adjoin existing parcel lines must include a minimum of two calls to established lot corners.

For questions or clarifications, please contact Lynn Ruscher at 336-747-7056.