

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 includes partial lots, the applicant must comply with the requirements of Section 3.2.19A.10 of the *Unified Development Ordinances* (UDO):

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.

For all submissions including a partial lot, a boundary description from a current field survey defining the **outer boundary of the entire property to be rezoned** shall be submitted. The property description may be either a **written metes and bounds description** or a **sealed survey** following the **standards set forth in 21 NCAC 56.1604**.

Additionally, all descriptions must:

- Be based on the 1983 North Carolina Grid (NAD 1983), when within 2000' of Geodetic Control or Using GPS, and measurements shall be in feet;
- Start at a clearly defined corner of a lot as defined by the Forsyth County Tax Assessor's Office;
- Identify the Place of Beginning by its N.C. Grid coordinates, in feet, if grid is available;
- Proceed from the Place of Beginning in a continuous clockwise or counterclockwise direction, returning to and closing at the Place of Beginning;
- Identify the subject lot(s) and surrounding lots by the PIN (parcel identification number) as defined by the Forsyth County Tax Assessor's Office; and
- Provide a minimum of two (2) tie lines for any survey having no tangency to an existing lot corner.

For questions or clarifications, please contact Karen Kesler at (336) 747-7046.