

# **CITY OF HIGH POINT NORTH CAROLINA**



## **ZONING MAP AMENDMENT APPLICATION**

City of High Point  
Planning & Development Department  
211 S Hamilton Street  
P.O. Box 230  
High Point, NC 27261  
Phone: 336-883-3328

## ZONING MAP AMENDMENT (REZONING) APPLICATION SUBMITTAL CHECKLIST

- Please complete this application and provide the required information. In order for this application to be accepted, all applicable sections must be fully completed and all required information provided at the time of submittal. A complete application must be received by 5:00 p.m., on the date of the application deadline, to be placed on the next agenda.
- Applicant has had a pre-application conference with the Zoning Coordinator in the past three (3) months?
- Are you requesting a new Conditional Zoning (CZ) District, Amendment to an existing CZ District or an Administrative Amendment to an existing CZ District? If you answered **YES** make sure the following is included with your application.

**A Conditional Zoning District Work Sheet has been FULLY completed.**

(Applicant should have been working with the Zoning Coordinator on worksheet prior to submittal of application)

**Conceptual site plan has been provided with application (optional).**

Include three-paper copy and one electronic version in PDF format. A site plan shall be required for all PUD Districts.

**Applicant has had a Citizen's Information Meeting with surrounding property owners.**

**Applicant has turned in a Citizens Information Meeting Report to Zoning Coordinator**

- Tax parcel number(s) and a map of the requested rezoning site has been provided. **(NOTE: A written metes & bounds legal description with accompanying survey map is required for a request that would rezone only a portion of a tax parcel or requests for multiple zoning districts.)**
  - Copies of the recorded deed(s) for the subject property have been provided.
  - Application Fee:** See City of High Point Development Fee Schedule using the web-link below <http://www.buildhighpoint.com/35/Fees>  
Zoning Map Amendment application fee is noted on page 5 of the Fee Schedule
  - Application has been signed (*Signatures of **all Property Owners** and **Applicant***).  
Conditional Zoning Worksheet has been signed (*if requesting CZ District or Amendment to a CZ District*)
- (NOTE: All current property owners of record, or their duly authorized agents, must sign application. Authorized agents must include executed power-of-attorney or other proof of authority.)**
- When required by the City's policies, a Traffic Impact Analysis shall be required to be submitted with the application.
  - For additional information, please visit [buildhighpoint.com](http://www.buildhighpoint.com). High Point's one source development guide that helps you navigate the process for developing and building within the City of High Point.



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# SUMMARY OF ZONING PROCESS

Below is a general summary of the key steps in the City of High Point zoning process. To help facilitate a smooth process, applicants should work closely with the Planning & Development Department, have a clear and focused development proposal, and start the process early.

For additional information, please visit [buildhighpoint.com](http://buildhighpoint.com). High Point's one source development guide that helps you navigate the process for developing and building within the City of High Point.

## PREP WORK BEFORE SUBMITTAL OF APPLICATION

### Pre-application meeting with Planning & Development Department

(Meeting needs to be held within 3 months of application submittal)

Key issues of discussion at pre-application meeting:

- Detail overview of proposal by applicant.
- Overview of requested zoning district, district standards & permitted uses.
- Overview of Landscaping & Watershed Regulations.
- Overview of Land Use Plan/Area Plans/Corridor Plans/Overlay Districts.
- Staff identification of key issues or concerns.
- Overview of transportation issues (*access points, turn lanes, road improvements*). Based upon size of site, square footage of development and intensity of traffic that may be generated the Transportation Department will determine if applicant needs to provide a Traffic Impact Analysis (TIA). The applicant is responsible for hiring licensed professionals to conduct the TIA which may take approximately 5 - 6 weeks to complete.
- Depending upon the complexity of the application, additional meetings may be required.



### Gathering Your Supporting Documents

- Items noted in Zoning Application Checklist.
- Conditional Zoning District Worksheet (*only required if Conditional Zoning District is requested*). Prior to submittal of application, the applicant should be working closely with the Zoning Coordinator on the completion of the Conditional Zoning District Worksheet.
- Conceptual Site Plan (Optional) Site plan is optional but it will assist staff in reviewing the request. Unless specifically offered by the applicant this site plan is not binding. If requested, a courtesy non-binding review of the site plan may be conducted by the City's Technical Review Committee.
- Preparation of Traffic Impact Analysis (TIA) (*typically required for high traffic volume uses*)

### Citizens' Information Meeting (*required only if Conditional Zoning District is requested*)

Applicant is required to notify owners of property within 300 feet of the zoning site and conduct a citizens' information meeting or meetings. The purpose of the citizens' information meeting is to give the applicant an opportunity to inform citizens about the zoning proposal and to give citizens an opportunity to learn and ask questions about the proposal prior to the public hearings. ***If the applicant desires the Planning staff to formulate a list of surrounding property owners based upon County Tax records, a request must be received a minimum of 5 days in advance.***

The applicant shall prepare a written description of the development proposal and shall provide copies to citizens in attendance, along with a statement, provided by the Planning & Development Department, outlining the purpose of the citizen information meeting and the zoning process.

A Citizens' Information Meeting is defined as any meeting(s), assembly, gathering or telephone communication, held between the applicant or applicant's representative and notified property owners or other citizens. Following the information meeting(s), a citizens' information meeting report is to be submitted to staff.

## **Submit Citizens' Information Meeting Report to Zoning Coordinator** *(only required if Conditional Zoning District is requested)*

Following the information meeting(s), and at least 22 days prior to the P&Z Commission meeting, the applicant is required to submit a citizens' information meeting report to the Zoning Coordinator. This report will be included with the official staff report and become part of the public record. At a minimum, this report shall include:

1. Names & addresses of property owners notified and date & method of notification;
2. Date, time and location of the citizen information meeting(s) and a list of attendees;
3. Written description of the development proposal presented at the meeting; and
4. Any comments, ideas, or suggestions from attendees that were incorporated into the zoning proposal.

## **SUBMITTAL OF APPLICATION**

### **Application Deadline** (due 43 days prior to Planning & Zoning Commission meeting)

At a minimum, the application shall include the following:

- Fully completed zoning map amendment application (*see application checklist*) and fee.
- If filing for a Conditional Zoning District, a **very detailed** and fully completed Conditional Zoning District worksheet shall be completed and submitted with application (***applicant needs to work closely with Zoning Coordinator on completion of worksheet prior to submittal of application.***)
- When required by the City's policy, a Traffic Impact Analysis (TIA) is required to be submitted with the application.
- Submittal of site plan. (*This is optional, but will assist staff in reviewing the request and may be used to illustrate proposed conditions.*)
- If Citizens' Information Meeting Report has not been completed, it should be completed the week the application is submitted

### **WEEK 1**

#### **Analysis of Application**

Within 48 hours of its submittal, an application is reviewed for completeness. **Incomplete applications will not be accepted or will be returned and removed from meeting schedule.**

After an application is determined to be complete, the Planning & Development Department will begin reviewing the merits of the application and formulating a recommendation. The Zoning Coordinator will inform applicant of staff recommendation. If a Conditional Zoning District is requested, staff's recommendation may include amendment to conditions offered or additional conditions to address issues of concern.

### **WEEKS 2 to 3**

#### **Changes, Deferral or Withdrawal of an Application**

22 days prior to the Planning & Zoning Commission meeting, the applicant must submit the following:

- Any changes to the zoning application;
- Finalize all language/conditions upon the Conditional Zoning District Worksheet (*only if requesting a Conditional Zoning District*);
- Citizens' information meeting report due (*only if requesting a Conditional Zoning District*); or
- A request to withdraw the application or defer it for one month. After this date, any changes to the application or request for withdrawal can only be made at the Planning & Zoning Commission or the City Council public hearing meeting.

## WEEK 5

### **1<sup>st</sup> Public Notification**

Two weeks prior to the Planning & Zoning Commission public hearing, the Planning & Development Department initiates its first round of public notifications that inform the public of the upcoming Planning & Zoning Commission meeting and agenda items. Public notification of the zoning request includes an ad in the local newspaper, mailed notice to property owners within 300 feet of a site, and posting of public hearing signs on the zoning site.

## STAFF REPORTS AND PUBLIC HEARINGS

### WEEKS 5 & 6

#### **Agenda and Staff Report Available to the Public**

One week prior to the P&Z meeting, the Planning Department will complete the meeting agenda and staff reports and transmit them to the Planning & Zoning Commission members. The agenda and staff reports will be available to the applicant and the general public the Friday prior to the Planning & Zoning Commission meeting on the Planning & Development Department Web page at [highpointnc.gov/plan/](http://highpointnc.gov/plan/)



### WEEK 7

#### **Planning & Zoning Commission Meeting**

The Planning & Zoning Commission holds a public hearing on the request. If the applicant or a representative is not present at the meeting to address questions, the request may be continued to the next Planning & Zoning Commission meeting date. The applicant and interested members of the public, in favor or in opposition, may address the Commission. The applicant may submit a written request to change, amend or withdraw the request during the P&Z meeting and the Commission may retain a request for up to 60 days for additional information and consideration.

The Planning & Zoning Commission will submit to City Council a recommendation, either of approval, approval with amendments, or denial. A recommendation of denial from the Planning & Zoning Commission will require a 2/3's majority vote of approval from City Council (*6 of 9 Council members*) to approve the request.



### WEEKS 8 to 9

#### **2<sup>nd</sup> Public Notification**

Two weeks prior to the City Council public hearing, the Planning & Development Department initiates its second round of public notifications, this time for the upcoming City Council public hearing. Public notification of the zoning request includes a legal ad in the local newspaper, the mailing of a 2<sup>nd</sup> notice to property owners within 300 feet of a site, and reposting of public hearing signs on the zoning site



## WEEKS 9 to 11

### **City Council Public Hearing Meeting**

After the Planning & Zoning Commission public hearing, the recommendation, staff report, and pertinent background information are forwarded to City Council prior to the final public hearing, at which the Council will review and may decide on the request.

### **Change to conditions/restrictions of a Conditional Zoning District:**

1. Any new conditions offered by the applicant during the Planning & Zoning Commission public hearing are incorporated into the proposed Conditional Zoning District staff report and submitted to City Council.
2. After the Planning & Zoning Commission public hearing, the City Council cannot vote on any change by the applicant to a proposed Conditional Zoning District unless it is submitted in writing to the Planning & Development Department at least 2 business days prior to the City Council public hearing. A last minute change by the applicant at the City Council public hearing will not be voted upon at that meeting and will cause the final decision to be delayed a minimum of 48 hours.

Zoning requests are heard at the Council's 2<sup>nd</sup> Committee of the Whole meeting of the month (3<sup>rd</sup> Monday of the each month). If the applicant or a representative is not at the meeting to address questions, the request may be continued to another meeting date. City Council will either approve, approve with amendment, or deny a request. In the event a request is denied, no new zoning application for that parcel(s) may be submitted within one year of the date of denial.

**NOTE:** This process chart should not be construed as all-inclusive. Depending on the scale and complexity of a request the Planning & Development Department, Planning & Zoning Commission and City Council may request additional information and continue the request for future consideration. For questions, please contact the Planning & Development Department at 883-3328 and ask to speak with the Zoning Coordinator.



PLANNING AND DEVELOPMENT DEPARTMENT
CITY OF HIGH POINT
ZONING MAP AMENDMENT APPLICATION

Department Use Only: DATE RECEIVED; BY; CASE #

A. REQUEST TYPE Please check one box

- General Rezoning
Conditional Zoning District
Amendment to an existing Conditional Zoning District
Administrative Amendment

If a new Conditional Zoning District or an Amendment to an existing Conditional Zoning District is requested, the applicant or developer must complete the attached Conditional Zoning District Worksheet.

Is all of the property associated with this request currently within the High Point City Limits? Yes No

B. APPLICANT / OWNER / REPRESENTATIVE INFORMATION

1. Applicant:
Address:
Telephone number (w) (fax) (e-mail)

2. Property Owner (if different from applicant):
Address:
Telephone number (w) (fax) (e-mail)

If there are additional property owners, check here and attach their names, addresses and telephone numbers.

3. Representative: If an attorney, engineer or realtor will represent the applicant and/or property owner, please list:
Name and Address:
Telephone number (w) (fax) (e-mail)

C. ZONING REQUEST / SITE INFORMATION

- 1. Present Zoning District(s) of the site:
2. Requested New Zoning District(s) for the site:
3. Describe the exiting use of the property:



4. Describe the proposed new uses/activities for the property if the requested new zoning district is granted: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**D. PROPERTY IDENTIFICATION AND SITE INFORMATION**

1. List County Tax Parcel Number(s) of zoning site: *(Attach additional sheet if needed)*

\_\_\_\_\_  
 \_\_\_\_\_

A copy of the most recent recorded deed(s) and tax map identifying the above noted tax lots must accompany this application, or the application will be considered incomplete and will be returned.

2. This rezoning request includes only whole parcels and/or recorded platted lots.  Yes  No  
 If you answered no, a written legal description along with a survey map identifying the portion of the parcel(s) to be rezoned must be attached.

3. Geographic location and address of site: \_\_\_\_\_  
 \_\_\_\_\_

4. Total acreage of zoning site (show in square footage if less than one acre): \_\_\_\_\_

**E. SUPPLEMENTAL INFORMATION**

1. The rezoning request must meet applicable requirements of the Development Ordinance. City Council must make findings as noted in the Development Ordinance in order for the request to be approved. Review procedures for a Zoning Map Amendment may be found in Section 2.4.20 of the Development Ordinance. Review procedures for a Conditional Zoning Map Amendment may be found in Section 2.4.6 of the Development Ordinance.
2. All of the items required by this application must be turned in to the City of High Point Planning & Development Department, **FULLY COMPLETED**, by 5:00 p.m. of the prescribed deadline. Incomplete applications will not be accepted and will be returned. Completed applications submitted after the deadline will be held until the next deadline for processing.
3. The City of High Point does not produce a verbatim transcript of the Planning & Zoning Commission and City Council hearing proceedings. If a verbatim transcript is desired, the applicant or party requesting said transcript shall be responsible for arranging, producing and payment of all expenses for the production of said transcript. The City of High Point shall in no manner be responsible for providing a verbatim transcript of public hearings. Signing this application indicates understanding and acceptance of this policy.
4. Application Withdrawal:  
 Section 2.3.14 of the Development Ordinance.

**D. SIGNATURES**

When the applicant is someone other than the current property owner(s), the signatures of both the current property owner(s) and the applicant must be provided unless a power of attorney authorization is in effect. If a power of attorney is in effect, a properly executed copy is required to be submitted with this application.

**(See attached Board Action Signature Sheet)**





PLANNING AND DEVELOPMENT DEPARTMENT
CITY OF HIGH POINT
BOARD ACTION APPLICATION SIGNATURE FORM

DOWNLOAD, PRINT, SIGN, NOTARIZE (if required), SCAN and UPLOAD FORM TO THE APPROPRIATE RECORD

When the applicant is someone other than the current property owner(s), the signatures of both the current property owner(s) and the applicant must be provided unless a power of attorney authorization is in effect.

I/We, the undersigned, do hereby certify that all information given above is true, complete and accurate to the best of my/our knowledge, and do hereby request action sought by this application.

It is further understood and acknowledged that plans for any development to be made pursuant to this zoning map amendment shall be submitted to the City of High Point for review in the same manner as other such plans now required to be approved by the City of High Point.

The signature(s) provided below are for the following application: (Check one and enter the case (record) number)

- Annexation, Appeal, COA, Plan Amendment, Special Use, Text Amendment, Variance, Zoning Map Amendment

Applicant Signature - Sign when the applicant is different from the property owner(s). Required for Text Amendment applications.

Name (please print legibly), Company or firm name and/or address, Signature

Property Owner(s) Signature - Required for Annexation, COA, Special Use, Variance and Zoning Map Amendment. If the property owner is a company, corporation, LLC, etc. or if the person signing is attorney-in-fact for the property owner, the signature(s) must be notarized below.

Name (please print legibly), Title (i.e. company or corporate officer), Address, Signature (repeated for three owners)

Notary Public Certification State of: County of:

I, a Notary Public for said County and State, do hereby certify that personally came before me this day and acknowledged that he/she is the;

1) of, and that said entity is the owner of the real property described in the application referenced above, and that by authority duly given has signed the application in its name and acknowledged on behalf of the due execution of the application;

-OR-

2) Attorney-in-fact for who is/are the property owner(s) of the real property described in the application referenced above, and has signed the application referenced above for and in behalf of said owner(s), and that his/her authority to execute and acknowledge said application is contained in an instrument granting him/her power of attorney, being recorded in the on the day of, and that the said has acknowledged the execution of the referenced application for the purposes expressed therein.

Witness my hand and official seal, this day of, 20

Notary Public My commission expires, 20

(Official Seal)

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## CONNDITIONAL ZONING DISTRICT

### Information Worksheet

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Worksheet must be completed and included with any Conditional Zoning request or amendment to an existing Conditional Zoning request. **If you are not requesting a Conditional Zoning request, you do not need to fill out this information Worksheet**

1. **Review of Conditional Zoning District Application:** The Planning & Zoning Commission and the City Council shall generally be guided by the purposes and intent of the Development Ordinance, and shall give consideration to the following in the review and discussion of any Conditional Zoning District application, in addition to consideration of other factors or issues the Planning & Zoning Commission and the City Council consider relevant:
  - a. **Consistency with Adopted Plans of the City of High Point.** The proposed Conditional Zoning (CZ) District is appropriate for its proposed location, and is consistent with the purposes, goals, objectives and policies of relevant comprehensive, land use or area plans.
  - b. **Reasonable / Public Interest** Approval of the proposed CZ District is considered reasonable and in the public interest.
  - c. **Review Factors:** The applicant's proposed Conditional Zoning District, including the proposed use(s), written conditions and Conditional Zoning Plan, satisfactorily meets or addresses the following:
    - i. The requested CZ District will produce a development that is compatible with surrounding development character and land uses
    - ii. The requested CZ District will minimize or effectively mitigate any identified adverse impact on adjacent and nearby property, such as that caused by traffic, parking, noise, lighting, trash, loading areas, etc.
    - iii. The requested CZ District will minimize or effectively mitigate any identified adverse environmental impact on water and air resources, minimize land disturbance, preserve trees and protect habitat.
    - iv. The requested CZ District will minimize or effectively mitigate any identified adverse impact on municipal facilities and services, such as streets, potable water and wastewater facilities, parks, police and fire; and
    - v. The requested CZ District will minimize or effectively mitigate any identified adverse effect on the use, enjoyment or value of adjacent properties.
  - d. **Changes in the Area:** There have been changes in the type or nature of development in the area of the proposed CZ District that support the application.
  - e. **Development Patterns:** The proposed CZ District would result in development that promotes a logical, preferred and orderly development pattern.
2. **Greater Restrictions:** In approving a Conditional Zoning District, the City Council may impose more restrictive requirements, as it deems necessary, in order that the purposes and intent of the Development Ordinance are served.
3. **Basis for Conditions:** Proposed conditions should be based upon the following:
  - a. Information and feedback received at the required pre-application conference with the Planning & Development Department;
  - b. Other City of High Point Department contacts;
  - c. Adjacent and/or similar rezoning requests;
  - d. Feedback from surrounding property owners from your Neighborhood Information Meeting;
  - e. Desire to mitigate or otherwise address concerns of adjacent property owners, or offset potential impact on adjacent property value or other negative impacts on adjacent properties; and
  - f. Ensure proposed development is in accordance with and otherwise conforms to city plans.

4. **No Removal of Other Requirements:** No rule, regulation or condition of a Conditional Zoning District shall have the effect of removing or amending any requirement of the Development Ordinance. The Development Ordinance allows an applicant to request less restrictive standards pertaining only to dimensional, parking and landscape requirements. A request for less restrictive standard must be approved by the City Council and the Council is in no way obligated to accept or approve a less restrictive standard. If you are proposing a condition pertaining to less stricter standards, the Planning & Development Department request your application document the following:

- What is the reason or purpose of the request?
- Document how the request for less stricter standards will produce development that is of higher standards than under current provisions of the Development Ordinance.
- Document how there are no other reasonable development options or use of the property without the lesser standards.
- Document how the lesser standards will provide for greater protection to property values of adjacent property owners than if standards of the Development Ordinance were to be used.
- Submit a binding site plan (Conditional Zoning Sketch Plan) documenting the location of area of deviation.

5. **Types of Conditions:** In a Conditional Zoning District, conditions should not restate existing development ordinance requirements. Conditions may include but are not limited to the following:

- a. Allowable or prohibited uses and location of use(s) upon the site.
- b. Number of dwelling units (density) and timing of development.
- c. Location and extent of supporting facilities (parking, driveways, access streets, rights-of-way, etc.);
- d. Transportation related conditions:
  - Right of way dedication for future road improvements.
  - Limit and/or restrict the number and location of vehicular access points to the site.
  - Provide turn lanes or offer other vehicular or pedestrian access conditions/restrictions.
  - The City of High Point Director of Transportation shall approve the exact location and design of all access points and turn lanes. In addition, the North Carolina Department of Transportation (NCDOT), shall also approve all construction and improvements for parcels abutting a state roadway.
- e. Landscaping, Buffers and Screening Conditions:
  - Requiring specific type/species of planting material.
  - Require landscaping to be installed at a height or maturity level above the ordinance requirements.
  - Providing screening fences.
  - Require preservation of existing trees and vegetation.
  - Requiring higher standards of parking lot landscaping.

f. Any other items that will enhance compatibility and mitigate any negative impact upon adjacent property owners. Some examples are:

<ul style="list-style-type: none"> <li>• Site design / building orientation / building mass, scale and height</li> <li>• Combination of parcels (if more than one parcel of land is involved).</li> <li>• Exterior building materials, colors, architectural character &amp; style.</li> <li>• Additional environmental protection or preservation (above code requirements).</li> <li>• Limiting/shielding exterior lighting.</li> </ul>	<ul style="list-style-type: none"> <li>• Additional watershed protection measures.</li> <li>• Addressing neighborhood compatibility issues (outdoor storage, hours of operation, etc.)</li> <li>• Preservation of steep slope topography.</li> <li>• Additional sign restrictions.</li> <li>• Limiting particular uses by number (i.e. 1 gasoline sales establishment permitted)</li> <li>• Imposing the stricter corridor design guidelines on non-corridor roadways</li> </ul>
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### CONDITIONAL ZONING DISTRICT WORKSHEET

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**TO THE CITY COUNCIL OF THE CITY OF HIGH POINT:**

AN ORDINANCE AMENDING "THE CITY OF HIGH POINT, NORTH CAROLINA DEVELOPMENT ORDINANCE," PURSUANT TO SECTION 2.4.20, ZONING MAP AMENDMENT, OF THE DEVELOPMENT ORDINANCE.

SECTION 1

That the Official Zoning Map of the City of High Point be amended to establish the following described area as:

Example  
A **Conditional Zoning Limited Business (CZ-LB) District**. The property is approximately 1.49 acres lying at the northeast corner of Brentwood Street and Wade Place (417 Brentwood Street & 1805 Wade Place). The property is also known as Guilford County Tax Parcel 0184128 & 0184125

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SECTION 2

That the property herein described shall be perpetually bound by the following use(s) authorized and condition(s) imposed, unless subsequently changed or amended as provided for by the Development Ordinance.

**Part 1. USES (proposed permitted and prohibited uses):**

The applicant must specify the use(s) that will be permitted on the property and may propose other conditions or restrictions to ensure compatibility between the development and the surrounding area. Only those uses that are allowed in the zoning district to which the Conditional Zoning District corresponds may be permitted. No use(s) shall be permitted except those uses authorized by the Conditional Zoning District.

Example  
Any of the land uses allowed in the Light Industrial (LI) District shall be permitted subject to the requirements of the Development Ordinance and the specific conditions listed in this permit.  
**OR**  
Any of the land uses allowed in the Light Industrial (LI) District shall be permitted except for \_\_\_\_\_ (then list specific uses of this district to exclude).

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(Add additional sheets if needed)









D. Transportation:

(The applicant may propose to dedicate right-of-way for future roadway improvements, limit and/or restrict the number and location of vehicular access points to the site; provide turn lanes or offer other vehicular or pedestrian access conditions/restrictions.)

1. Right-of-Way dedication:

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.....(Add additional sheets if needed)

2. Access:

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.....(Add additional sheets if needed)

3. Turn Lanes:

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.....(Add additional sheets if needed)

4. Improvements:

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.....(Add additional sheets if needed)

5. Other Transportation Conditions:

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.....(Add additional sheets if needed)

6. The City of High Point Director of Transportation shall approve the exact location and design of all access points and turn lanes. In addition, the Director of Transportation and the North Carolina Department of Transportation (NCDOT), if applicable, shall approve all construction and improvements.

**SIGNATURES**

**(See attached Board Action Signature Sheet)**