















**Beaufort County School District Annexation,
Zoning Map Amendment & Comprehensive Plan Future Land Use Map
Amendment
Application Meeting Sequence
DRAFT**

(Dates Are Subject to Change)

| Meeting | Date | Task Description/ Application(s) for Review | Action(s) | Notes |
|--|---------------------------------------|--|---|-------|
| Pre-Application Meeting | December 2024 | Annexation Petition | Review of Application Requirements and Timeline | |
| | | Zoning Map Amendment | | |
| Application Submittal Meeting | February 20, 2025 | Annexation Petition | Submittal of Revised Annexation Petition | |
| | | Zoning Map Amendment | | |
| Town Council “Intent to Annex”, Acceptance of Petition & Referral to Negotiating Committee | March 11, 2025 | Annexation Petition | Town Council acceptance of petition by majority vote if they desire to move forward with the request & referral to the Negotiating Committee if deemed necessary | |
| Submittal of Revisions for Planning Commission Workshop Packet | March 14, 2025 | Annexation Petition | Resubmittal of Applications with Revised Materials | |
| | | Zoning Map Amendment | | |
| Planning Commission Workshop | March 26, 2025 6:00 p.m. | Annexation Petition | Discussion and Comments for Consideration. | |
| | | Zoning Map Amendment | | |
| Public Hearing Notice 30 days Prior to Public Hearing | March 23, 2025 <i>Publish Date</i> | Annexation Petition □ □ □ | Mail letters notifying adjacent property owners within 500’ radius of pending applications and upcoming rescheduled Planning Commission Public Hearing □ Post the property □ Newspaper Notification □ | |
| | | Zoning Map Amendment □ □ □ | | |
| Submittal of Revisions for Planning Commission Public Hearing Packet | TBD | Annexation Petition | Any revisions to plans will need to be resubmitted by this date to provide adequate time for staff to review and comment. | |
| | | Zoning Map Amendment | | |
| Planning Commission | April 23, 2025 6:00 p.m. | Annexation Petition △ | | |

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|---|-------------------------------------|--|---|-------|
| Public Hearing & Recommendation to Town Council | | Zoning Map Amendment  | Public Hearing and Recommendation to Town Council Public Hearing Cases  | |
| Submittal of Revisions for Town Council 1 st Readings Packet | TBD | Annexation Petition Zoning Map Amendment | Any revisions to plans will need to be resubmitted by this date to provide adequate time for staff to review and comment. | |
| Town Council Ordinance 1 st Readings | May 13, 2025 5:00 p.m. | Annexation Petition Zoning Map Amendment | Ordinance 1 st Readings | |
| Public Hearing Notice 30 days Prior to Town Council Public Hearing | May 11, 2025 <i>Publish Date</i> | Annexation Petition    Zoning Map Amendment    | Letters notifying adjacent property owners within 500' radius of pending applications and upcoming Town Council Public Hearing  Post the property  Newspaper Notification  | |
| Submittal of Revisions for Town Council Public Hearing and 2 nd & Final Reading Packet | May 21, 2025 | Annexation Petition Zoning Map Amendment | Any revisions to plans will need to be resubmitted by this date to provide adequate time for staff to review and comment. | |
| Town Council Public Hearing & Ordinance 2 nd and Final Readings | June 10, 2025 5:00 p.m. | Annexation Petition  Zoning Map Amendment  | Public Hearing and Ordinance 2 nd and Final Readings Public Hearing Cases  | |