



GREENSBORO
NORTH CAROLINA

PLANNING DEPARTMENT

Procedures Manual

October 9, 2012

(Updated as of 7/1/17)

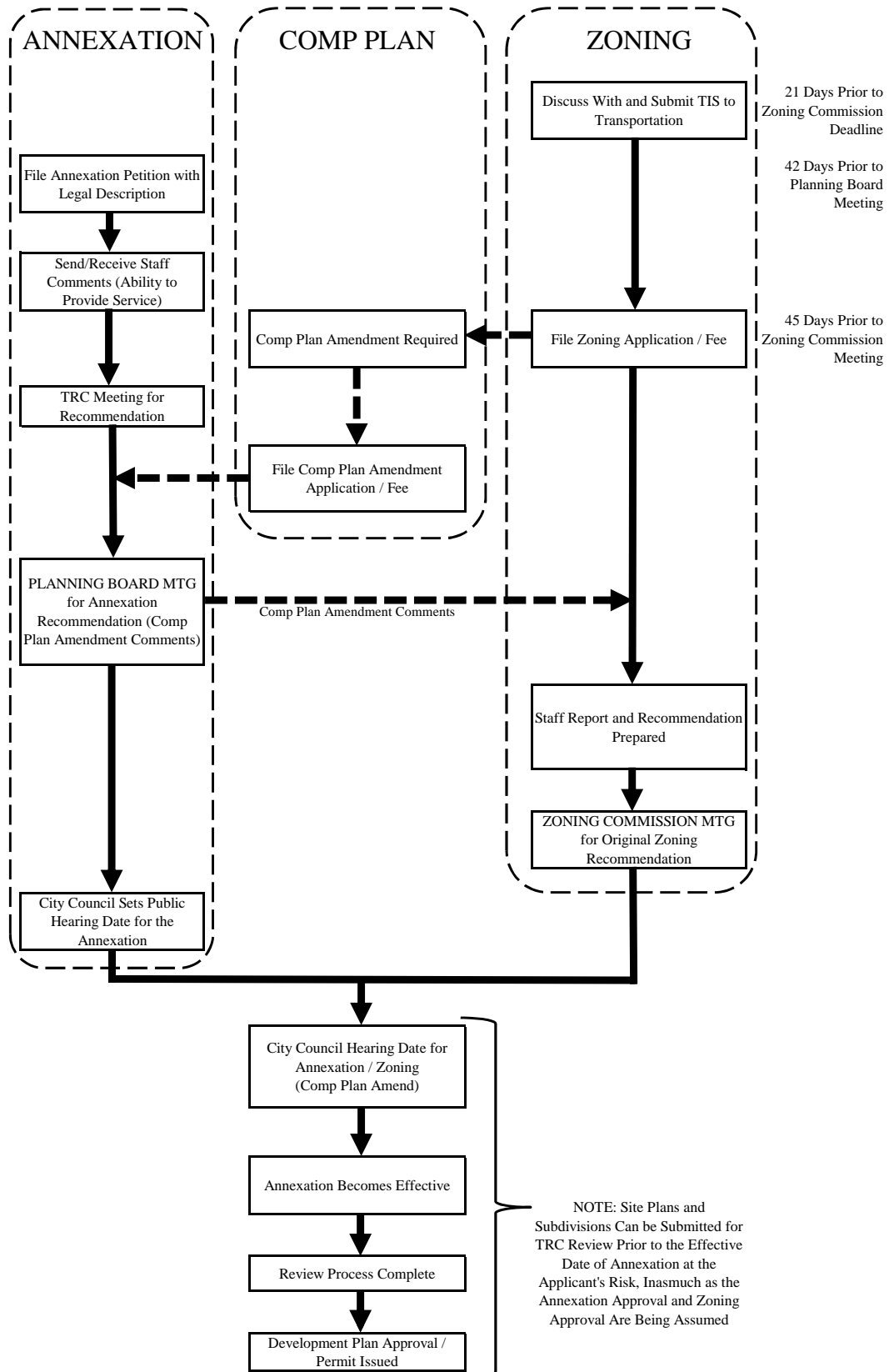
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Promoting quality growth with professional and knowledgeable staff, outstanding customer service, and innovative problem-solving.

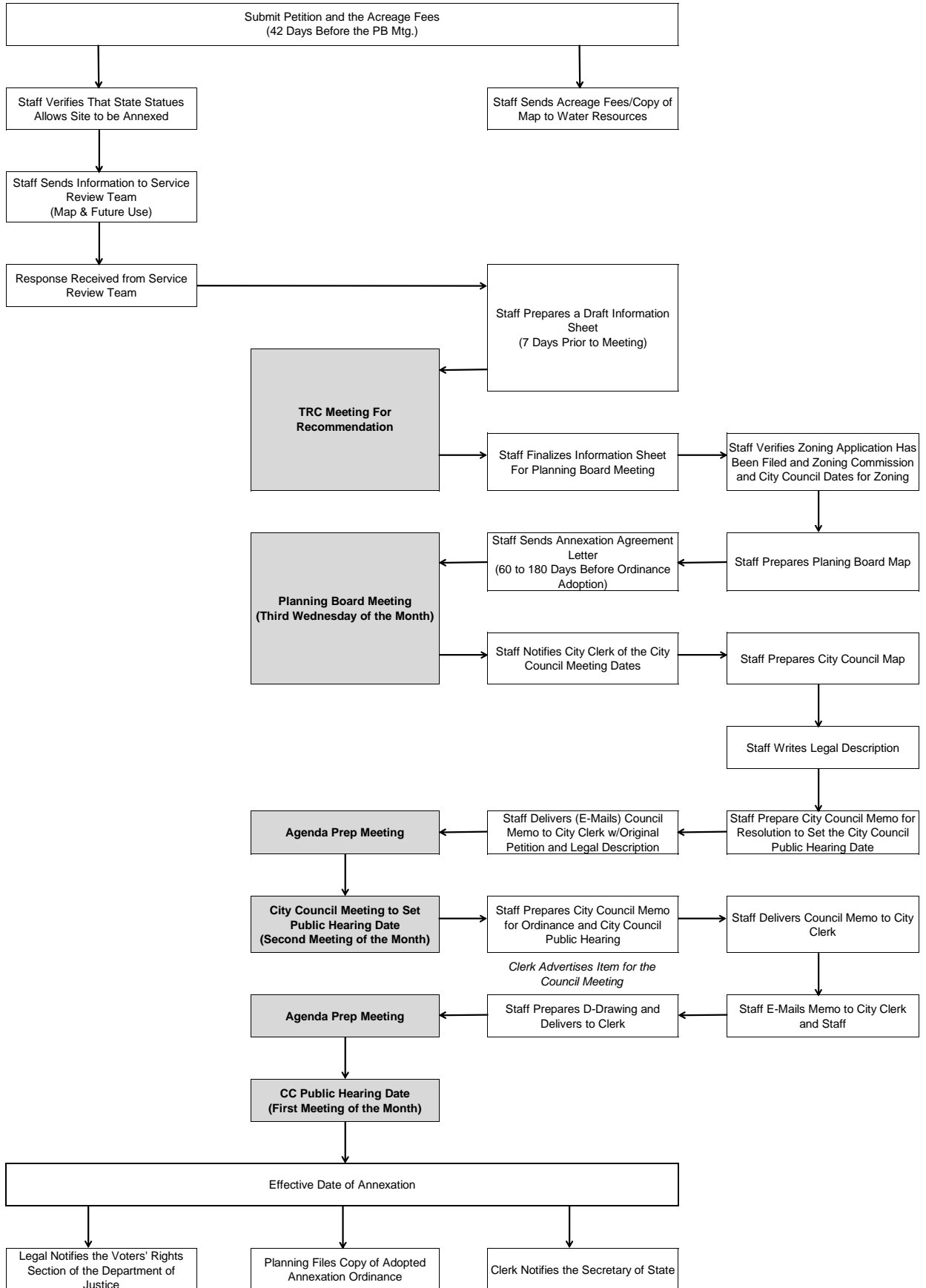
7/1/2017

ANNEXATION AND ORIGINAL ZONING PROCEDURE



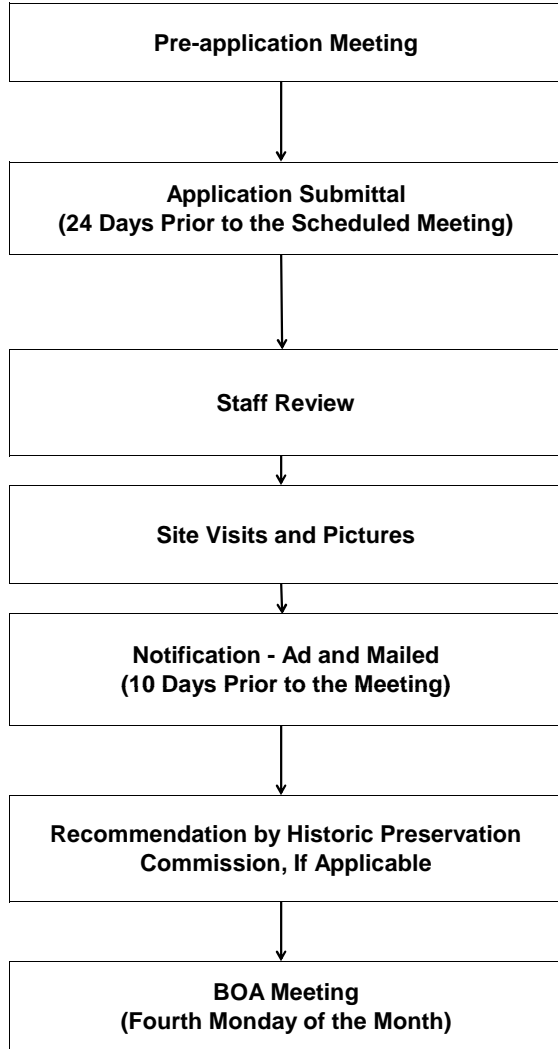
7/1/2017

Voluntary Annexation Petition Process (Internal)



BOARD OF ADJUSTMENT PROCESS

(Variance, Standards in Historic District, Decision of Enforcement Officer, and Special Exception)



In order to grant a variance request, the Board must make the following findings of fact:

1. There are practical difficulties or unnecessary hardships that would result from carrying out the strict letter of this ordinance. The Board of Adjustment may reach this conclusion if it finds that:
 - a. if the applicant complies with the provisions of this ordinance, no reasonable use could be made of the property;
 - b. the hardship of which the applicant complains results from unique circumstances related to the applicant's property;
 - c. the hardship results from the application of this ordinance to the property; and
 - d. the hardship is not the result of the applicant's own actions.
2. The variance is in harmony with the general purpose and intent of this ordinance and preserves its spirit.
3. The granting of the variance assures the public safety and welfare and does substantial justice.

****An affirmative 4/5 majority of members present vote is required***

8/5/2013

NOTE: Appeal of BOA's Decision Within 30 Days is Heard on the Record by the Guilford County Superior Court

Steps for Obtaining a Certificate of Appropriateness (COA) for Exterior Work

Helpful Hints

→A COA is required for work on the exterior of the building and the property.

→Review the Historic District Program Manual and Design Guidelines to understand what type of approach is suggested for work in a historic district.

→Contact staff to attend the Design Review Committee monthly meeting for suggestions for your project.

→ Plan to attend the Historic Preservation Commission meeting to answer questions about your project.

→Attend the Neighborhood Association meeting prior to attending the HPC meeting.

***CITY STAFF CONTACT INFORMATION:**

373-2349

P.O. Box 3136,

Greensboro, NC 27402

Mike.cowhig@greensboro-nc.gov

Stefan-geary@greensboro-nc.gov

CONTACT CITY STAFF

Check with staff at 336-373-2349 or [e-mail](#)*to determine if your project needs a COA. Staff will help determine if a COA is required and if so at what level it can be reviewed: Staff or Commission.



OBTAIN and FILL OUT an APPLICATION

1) Request an application:

To be mailed or faxed to you: 336.373.2349-or

Downloaded from website:

www.greensboro-nc.gov/hdprogram

2) Refer to the *Historic District Program Manual and Design Guidelines* for what documentation is required for your project.



SUBMIT YOUR COA

Submit application along with the documentation to city staff.

The deadline to submit applications for Historic Preservation Commission review is 2 weeks prior to the scheduled meeting.

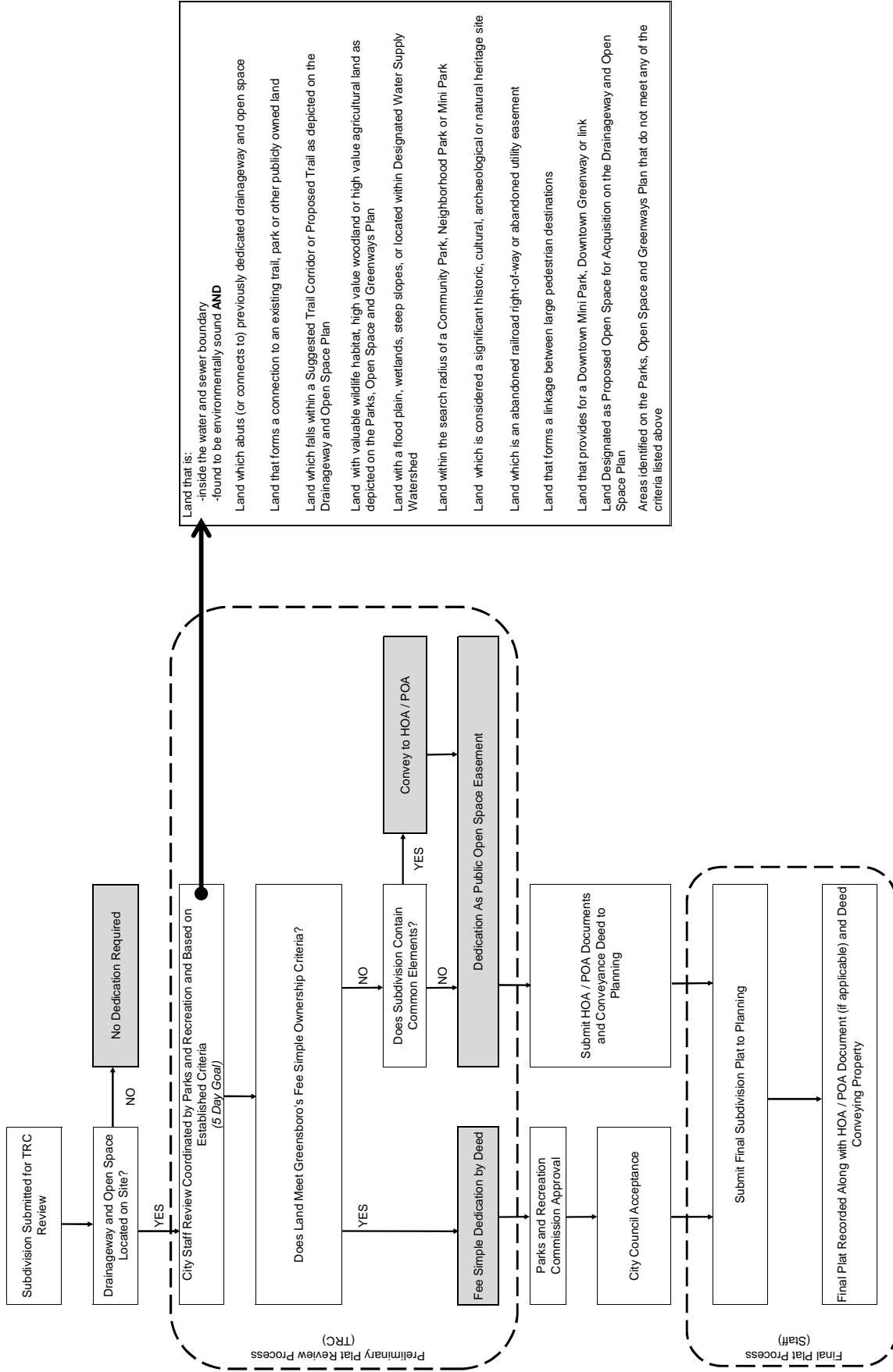


APPROVAL

Once a completed application that meets the guidelines is approved, you will receive your COA in the mail, post the green placard in an easily visible location. You may now begin work!

Drainageway and Open Space Dedication within Subdivisions

(Shift to Plan Review Process Vs. Submission of a Deed with Final Plat)



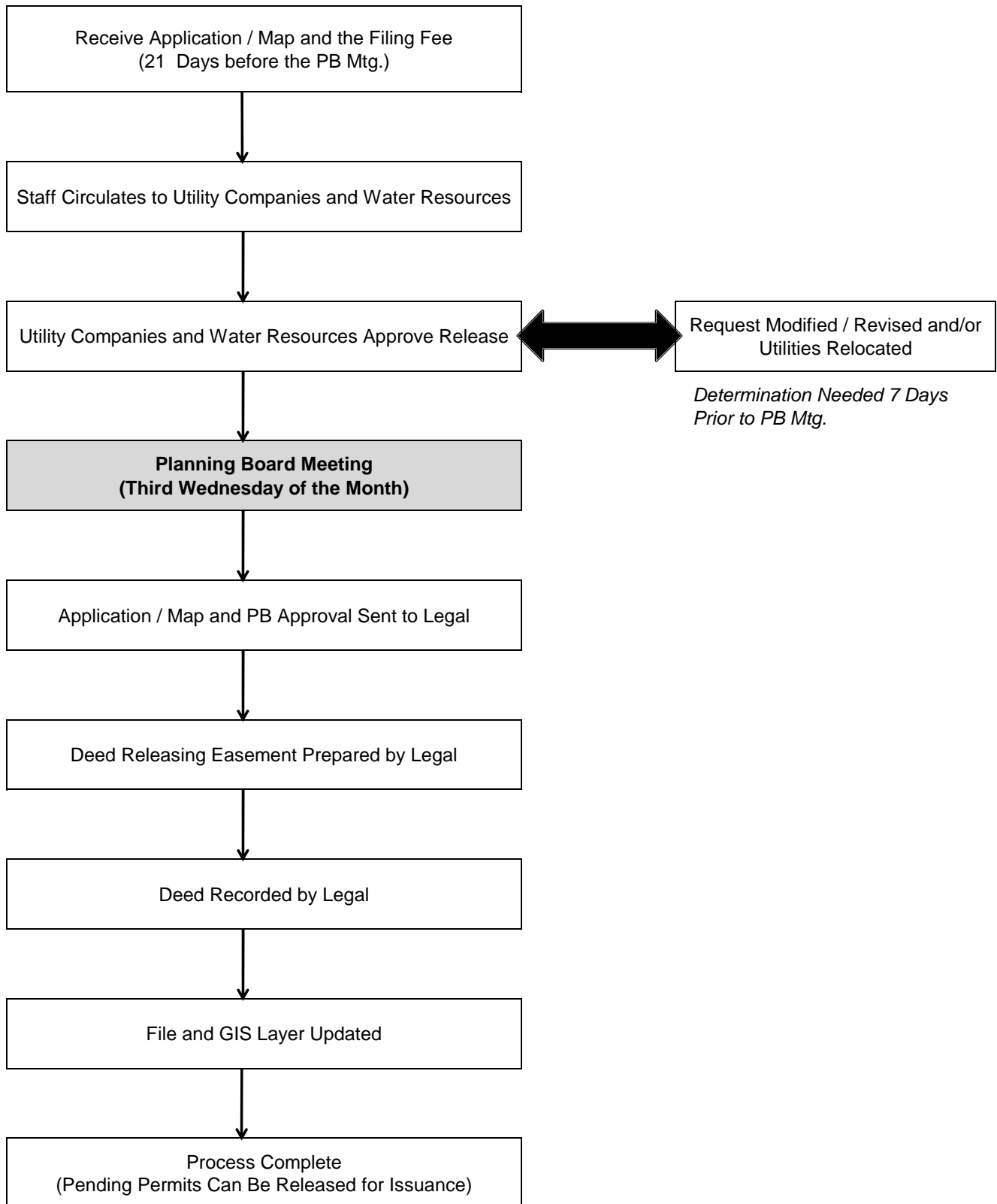
Land that is:
 -inside the water and sewer boundary
 -found to be environmentally sound **AND**
 Land which abuts (or connects to) previously dedicated drainageway and open space
 Land that forms a connection to an existing trail, park or other publicly owned land
 Land which falls within a Suggested Trail Corridor or Proposed Trail as depicted on the Drainageway and Open Space Plan
 Land with valuable wildlife habitat, high value woodland or high value agricultural land as depicted on the Parks, Open Space and Greenways Plan
 Land with a flood plain, wetlands, steep slopes, or located within Designated Water Supply Watershed
 Land within the search radius of a Community Park, Neighborhood Park or Mini Park
 Land which is considered a significant historic, cultural, archaeological or natural heritage site
 Land which is an abandoned railroad right-of-way or abandoned utility easement
 Land that forms a linkage between large pedestrian destinations
 Land that provides for a Downtown Mini Park, Downtown Greenway or link
 Land Designated as Proposed Open Space for Acquisition on the Drainageway and Open Space Plan
 Areas identified on the Parks, Open Space and Greenways Plan that do not meet any of the criteria listed above

"Fee Simple Dedication" is the conveyance of fee simple marketable title (unencumbered financially and environmentally) to the drainageway and open space to the City of Greensboro.

"Public Open Space Easement" is the conveyance of fee simple marketable title to the drainageway and open space to an owners' association (if applicable) with a dedicated easement to the city.

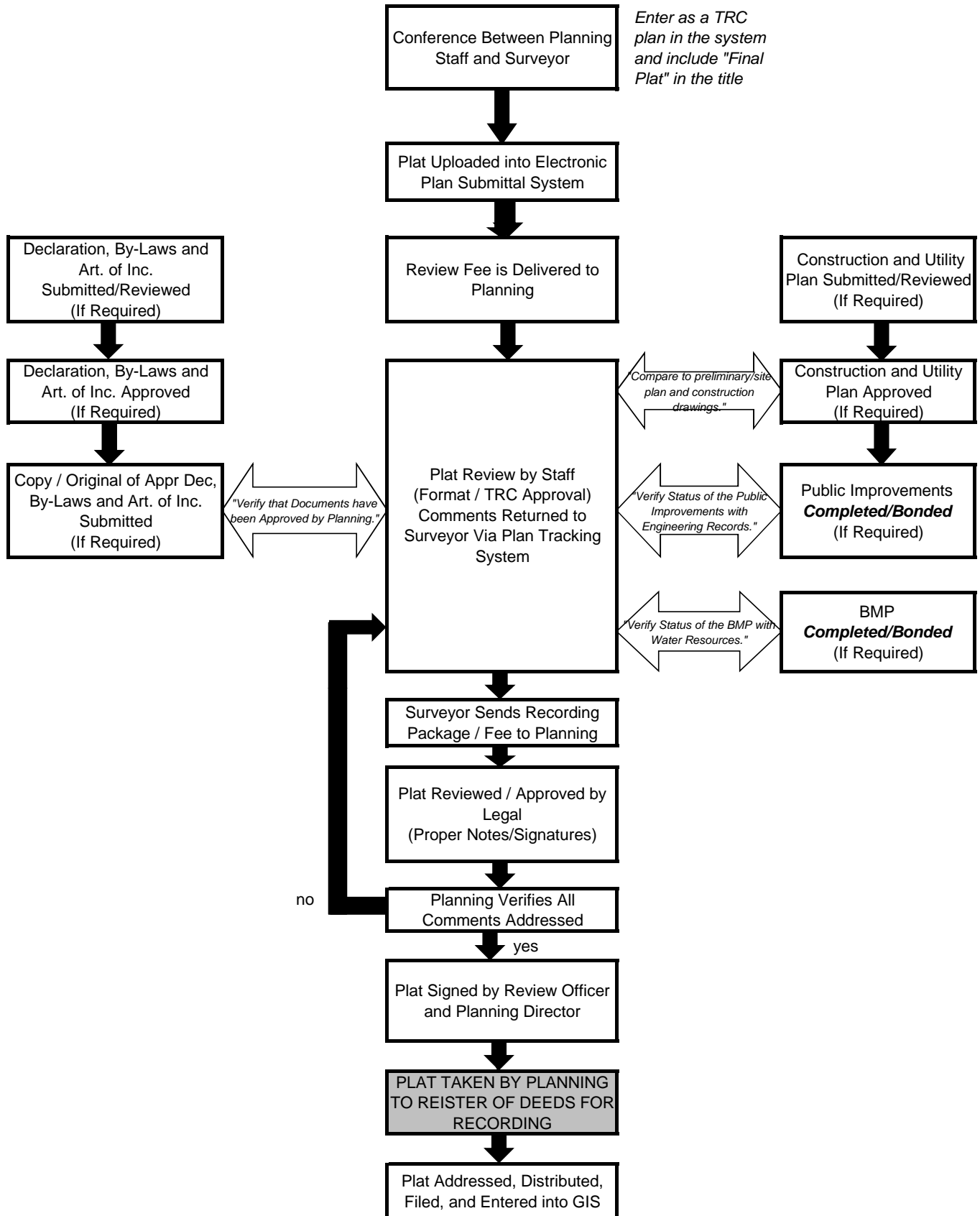
NOTE: Dedicated drainageway and open space may be used for drainage, open space, greenways, bikeways, trails, and other similar recreation activities, including park- and trail- related improvements in accordance with applicable regulations.

EASEMENT RELEASE PROCESS

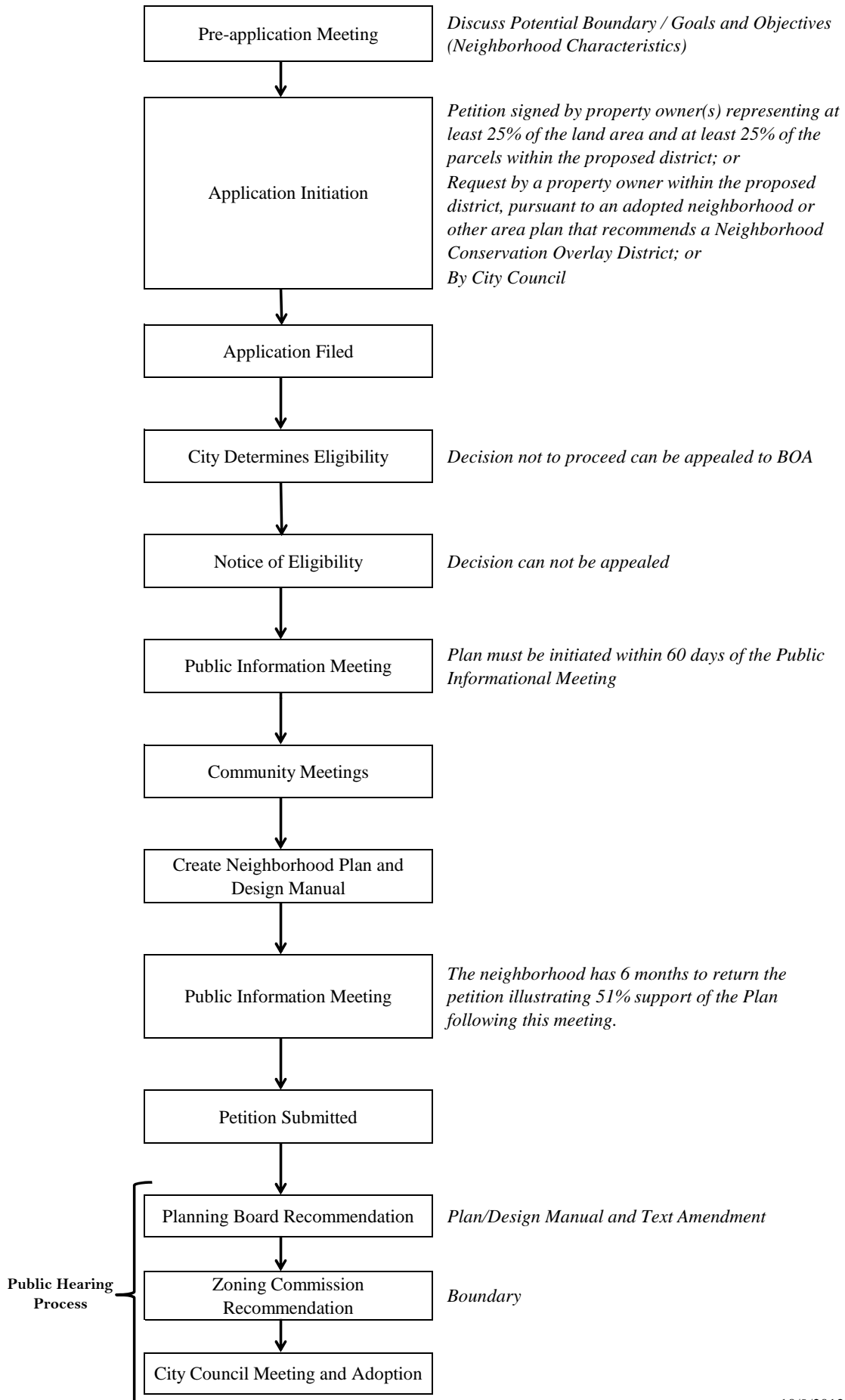


10/9/2012

Final Plat Review Process
(Exempt Plats, also.)



Neighborhood Conservation Overlay District Process

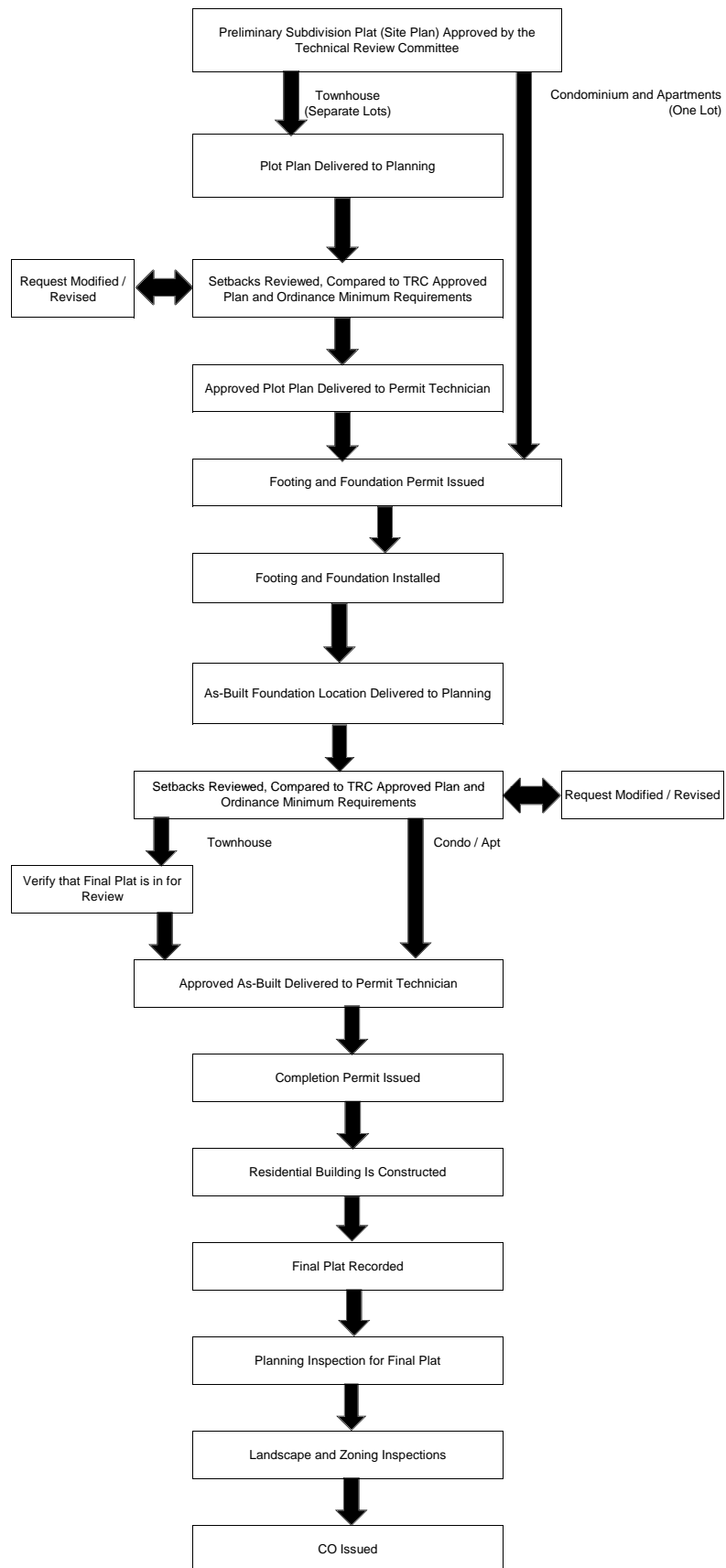


Neighborhood Planning Process



Planning and Zoning Review Process

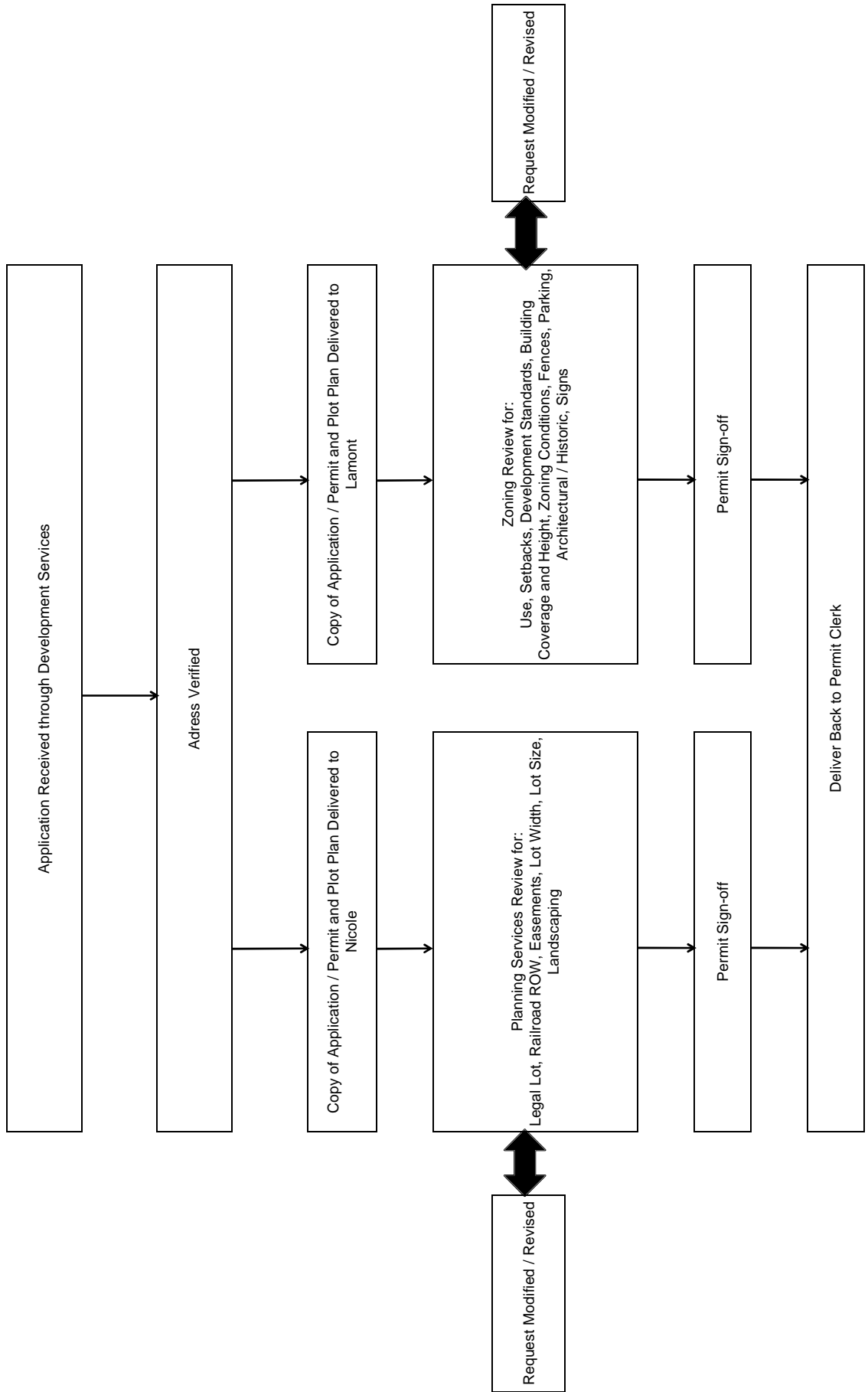
(Multifamily Building Permits)



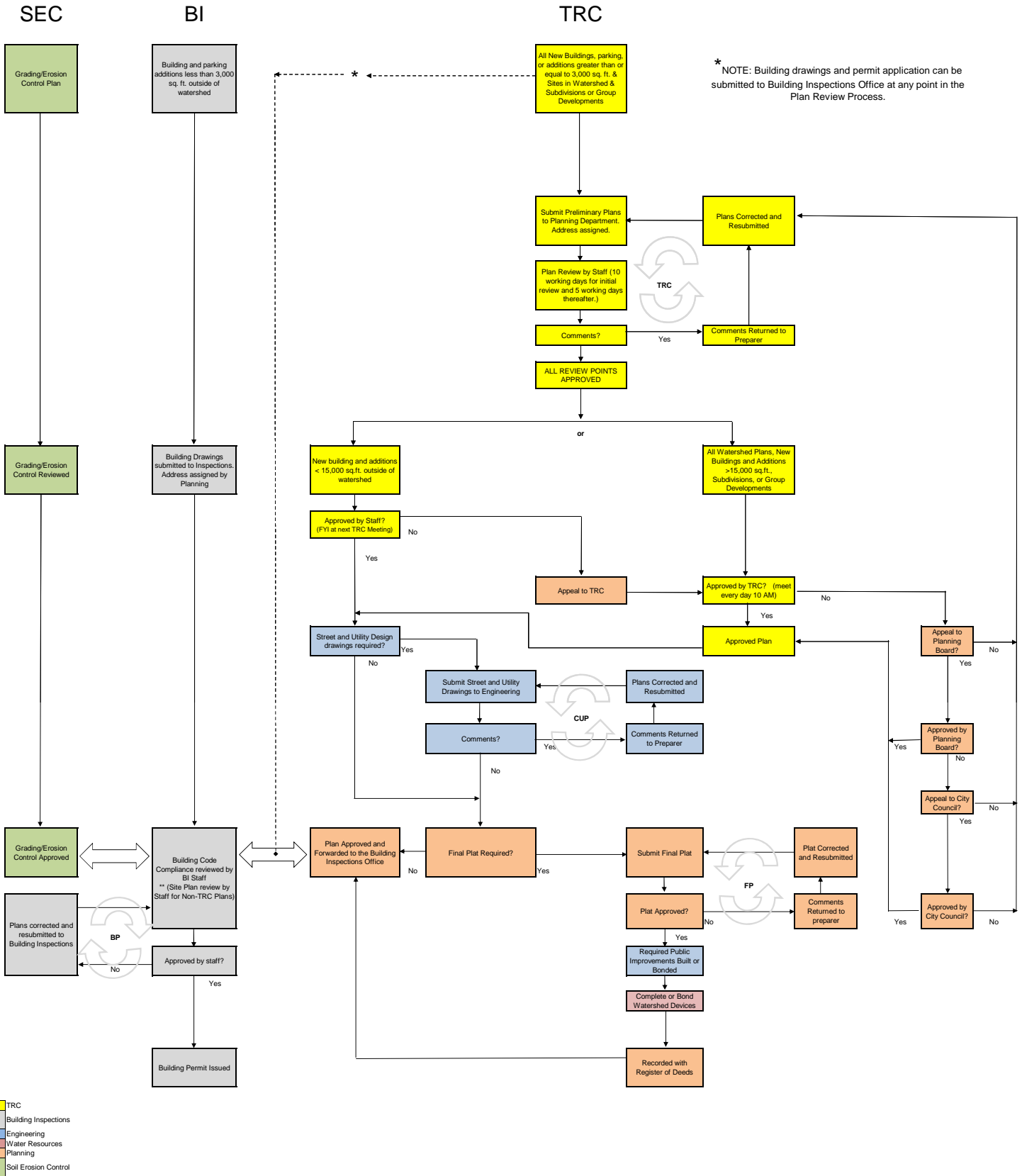
5/4/2016

Planning Services / Zoning Review

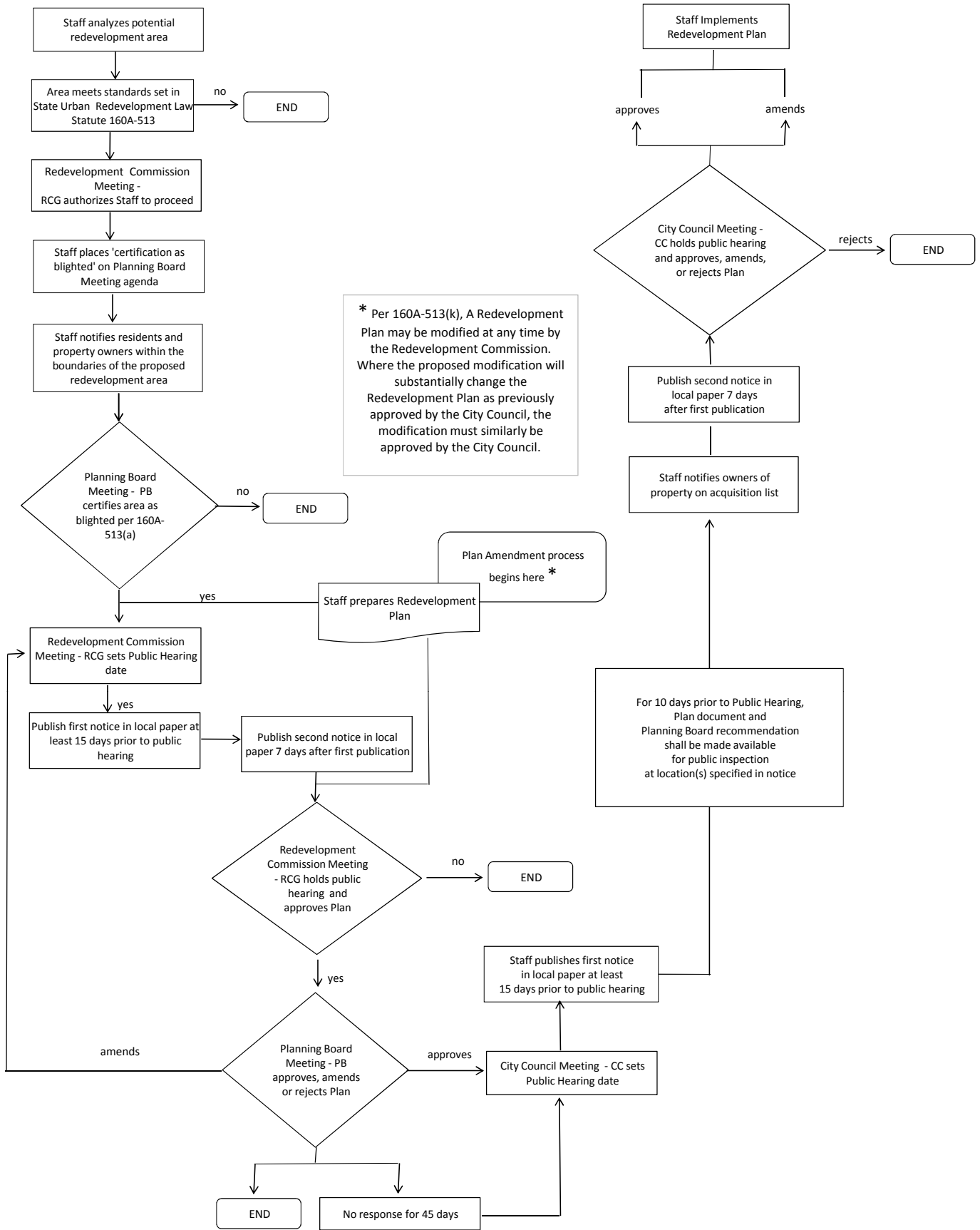
(SFR Building Permits)



Plan Review Process

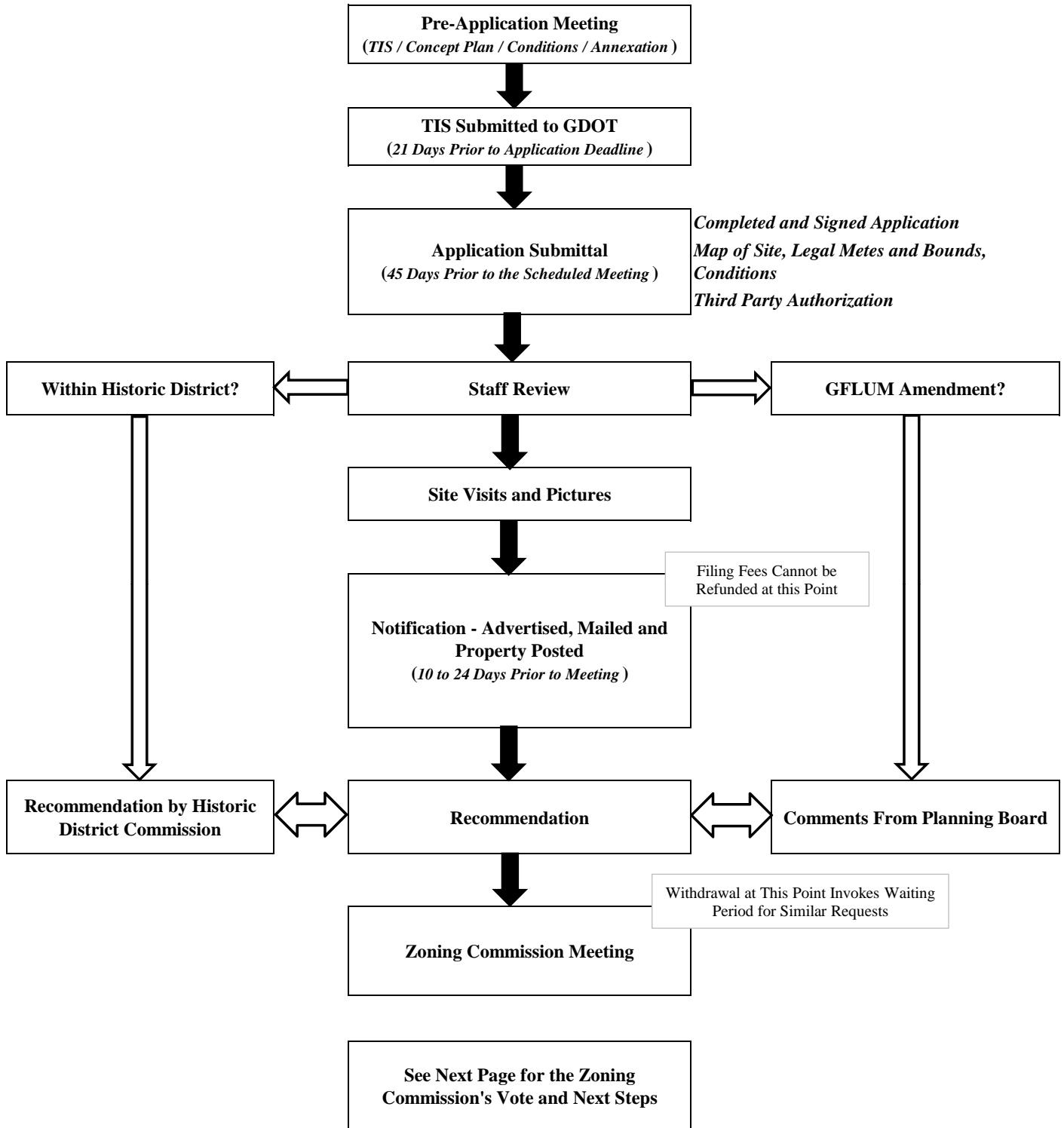


**Redevelopment Plan Production Process
and
Redevelopment Plan Amendment Process**



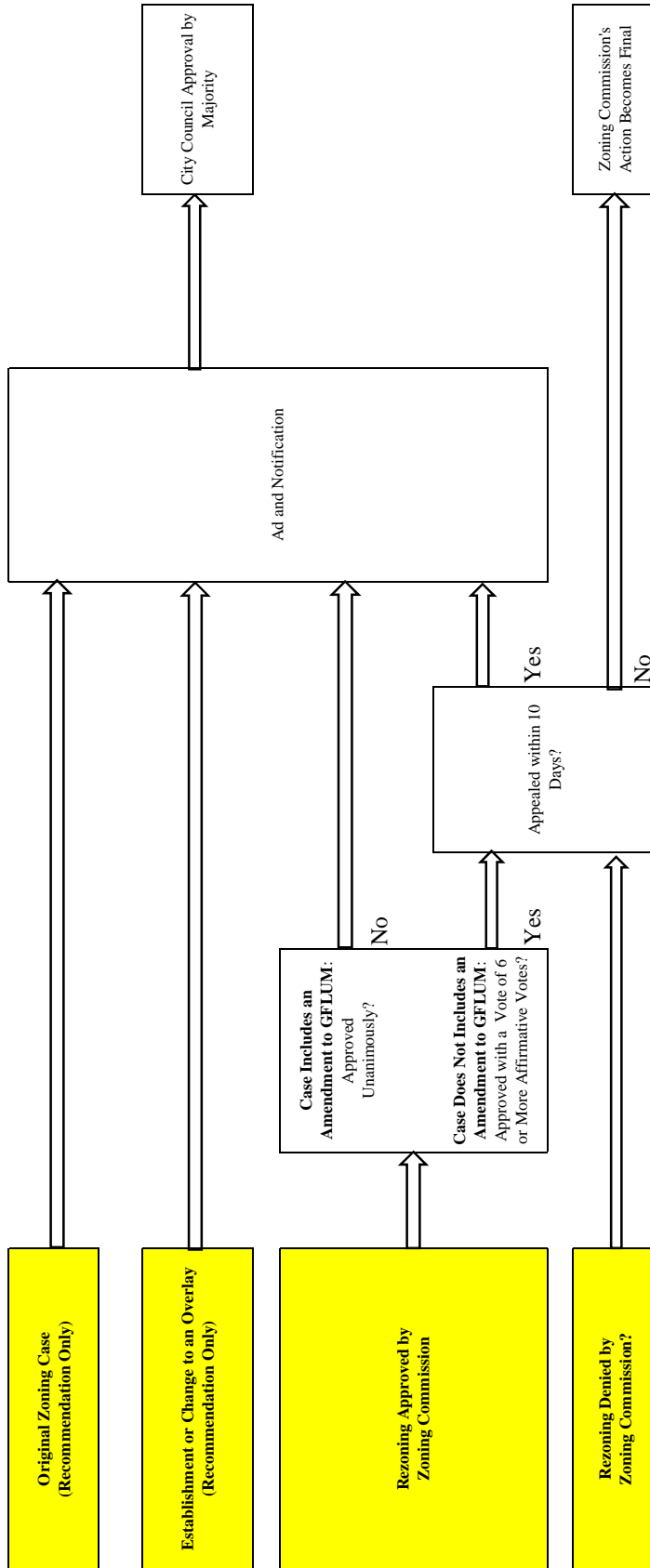
REZONING PROCESS

Rezoning, Overlays, Original Zoning



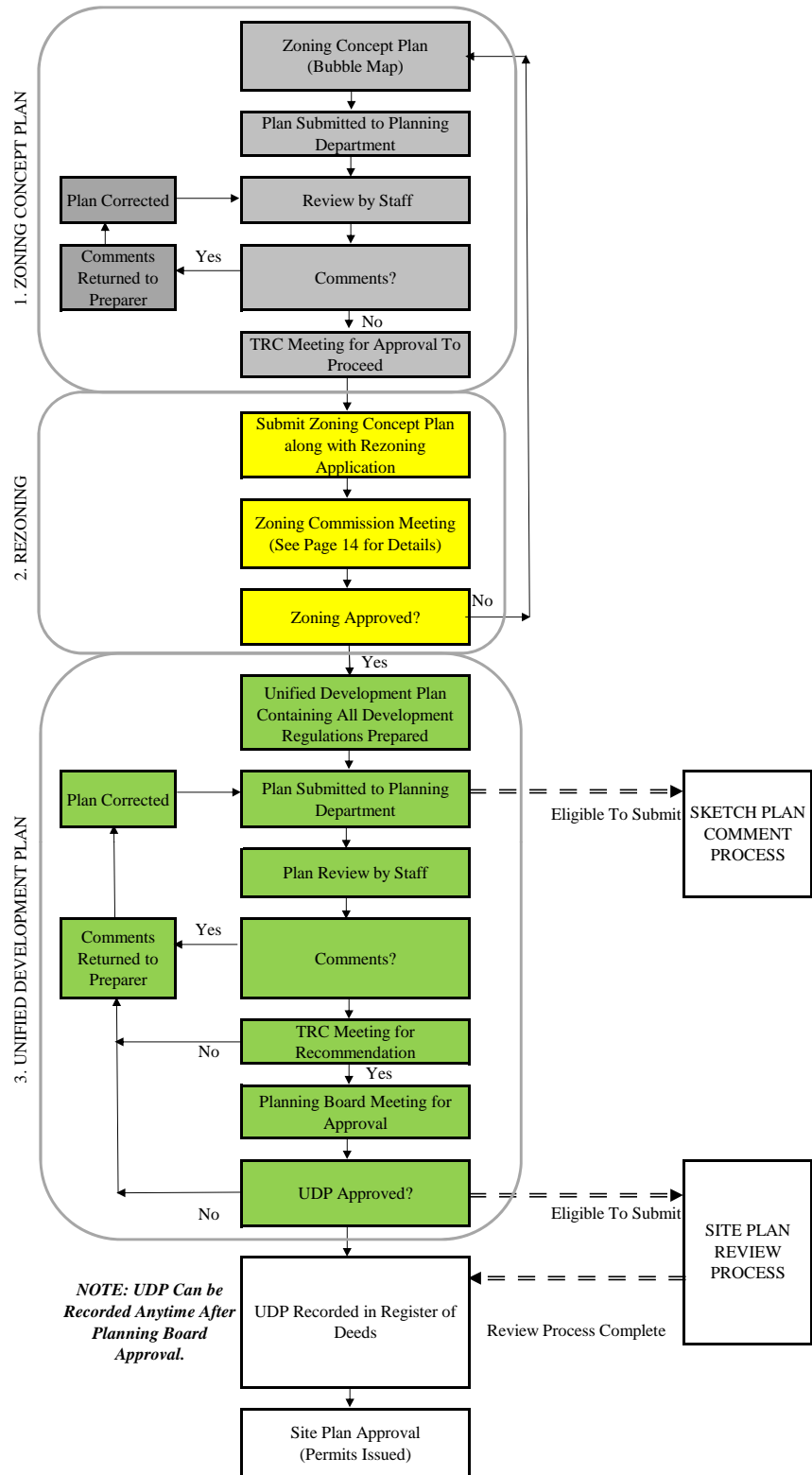
8/3/2015

Rezoning Process (Con't)



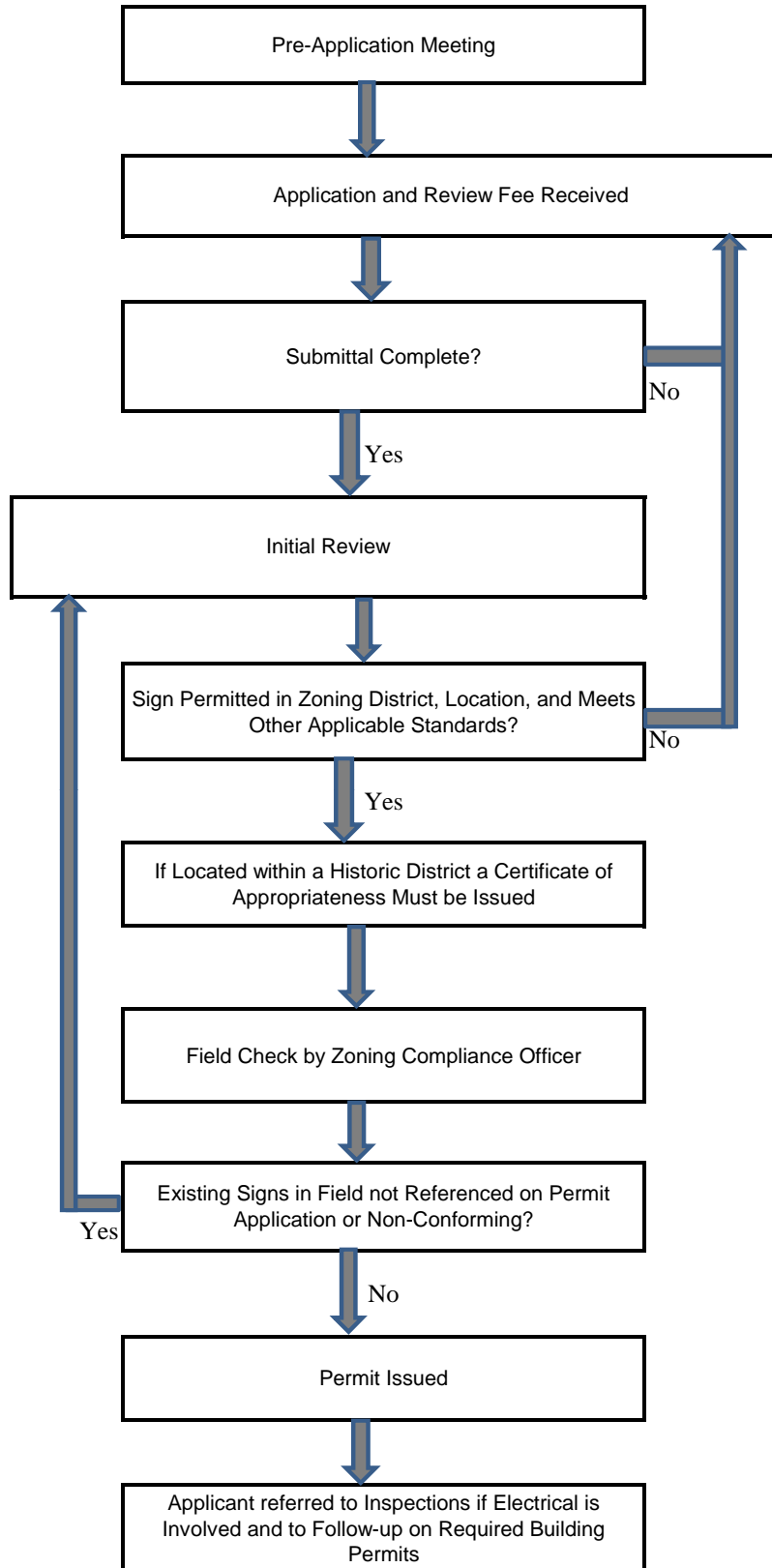
12/29/2015

Rezoning Process for Planned Unit Developments



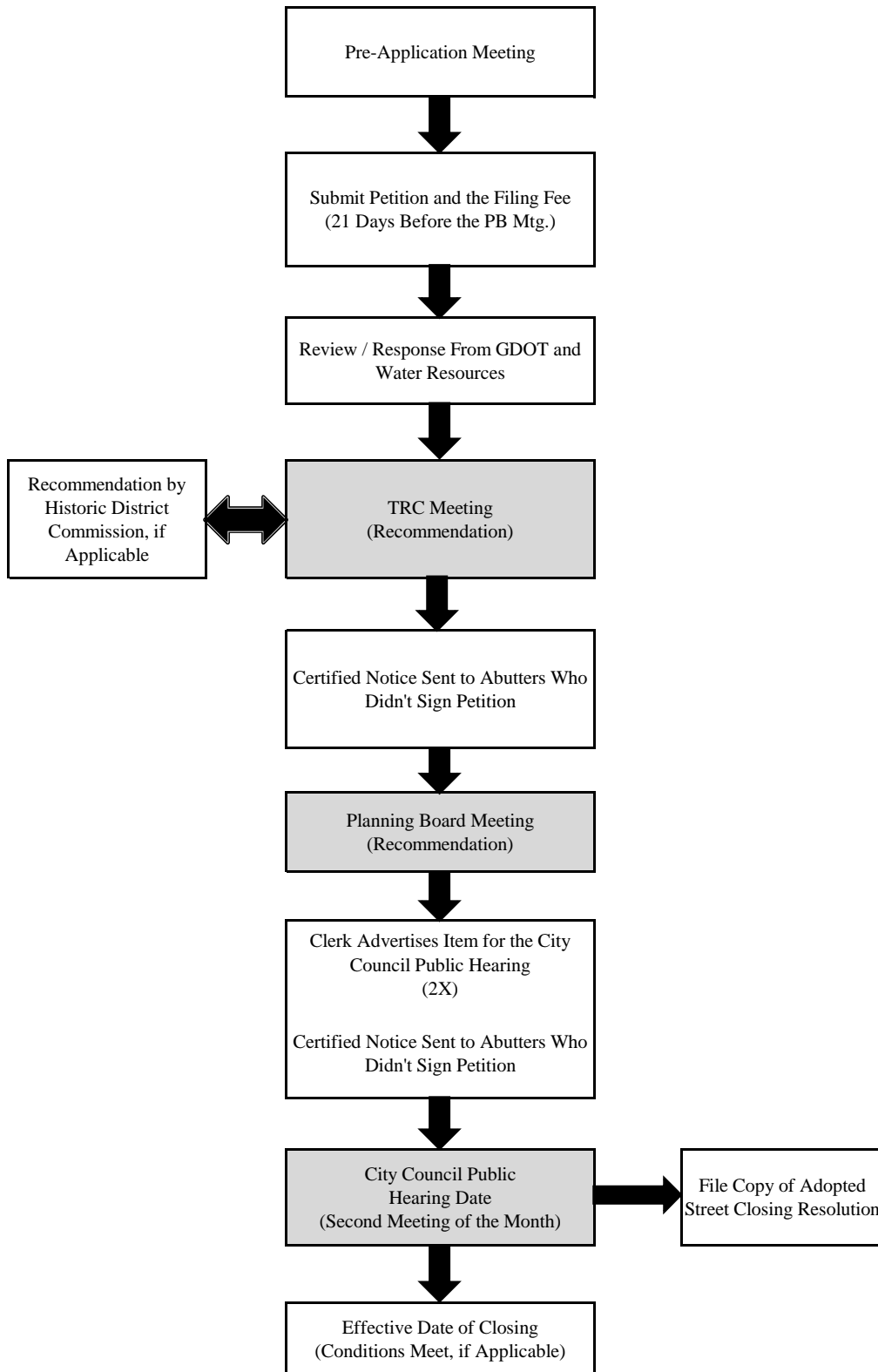
10/9/2012

Sign Permit Process



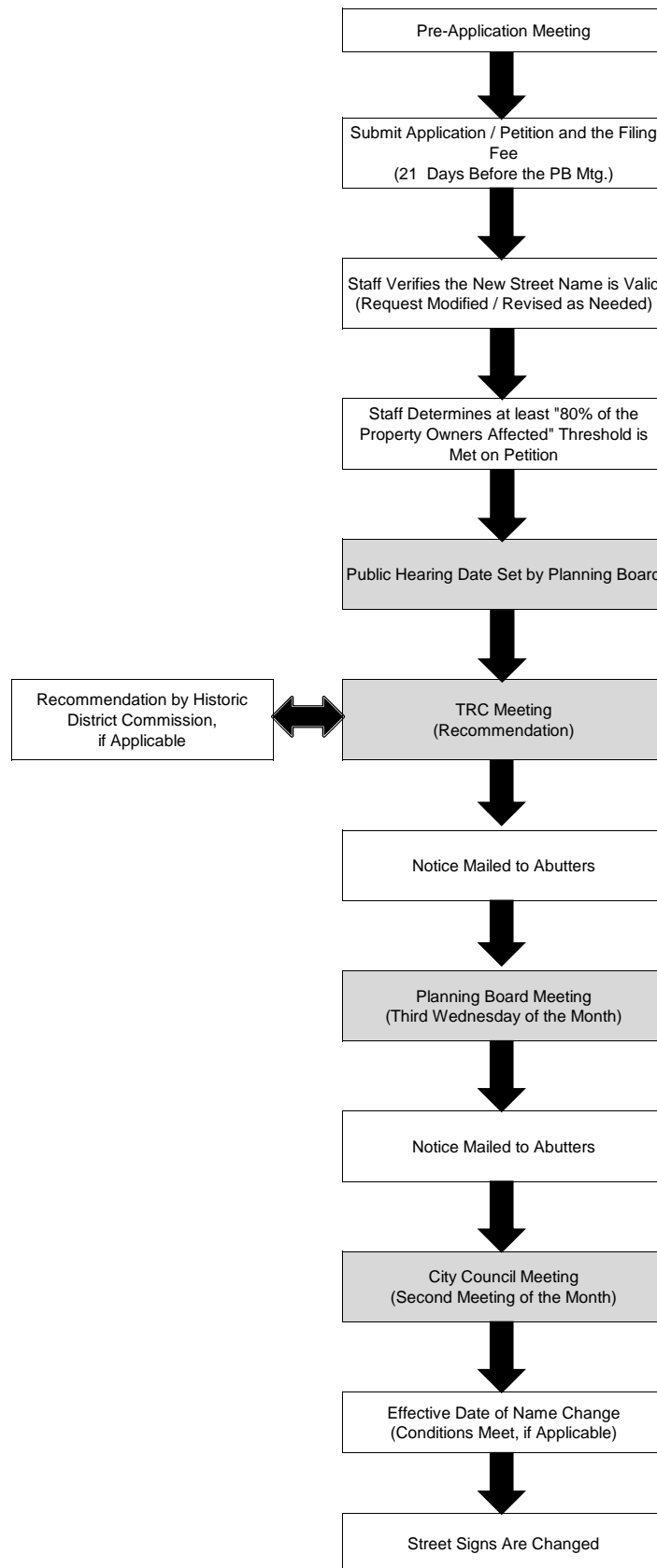
10/9/2012

STREET CLOSING PROCESS



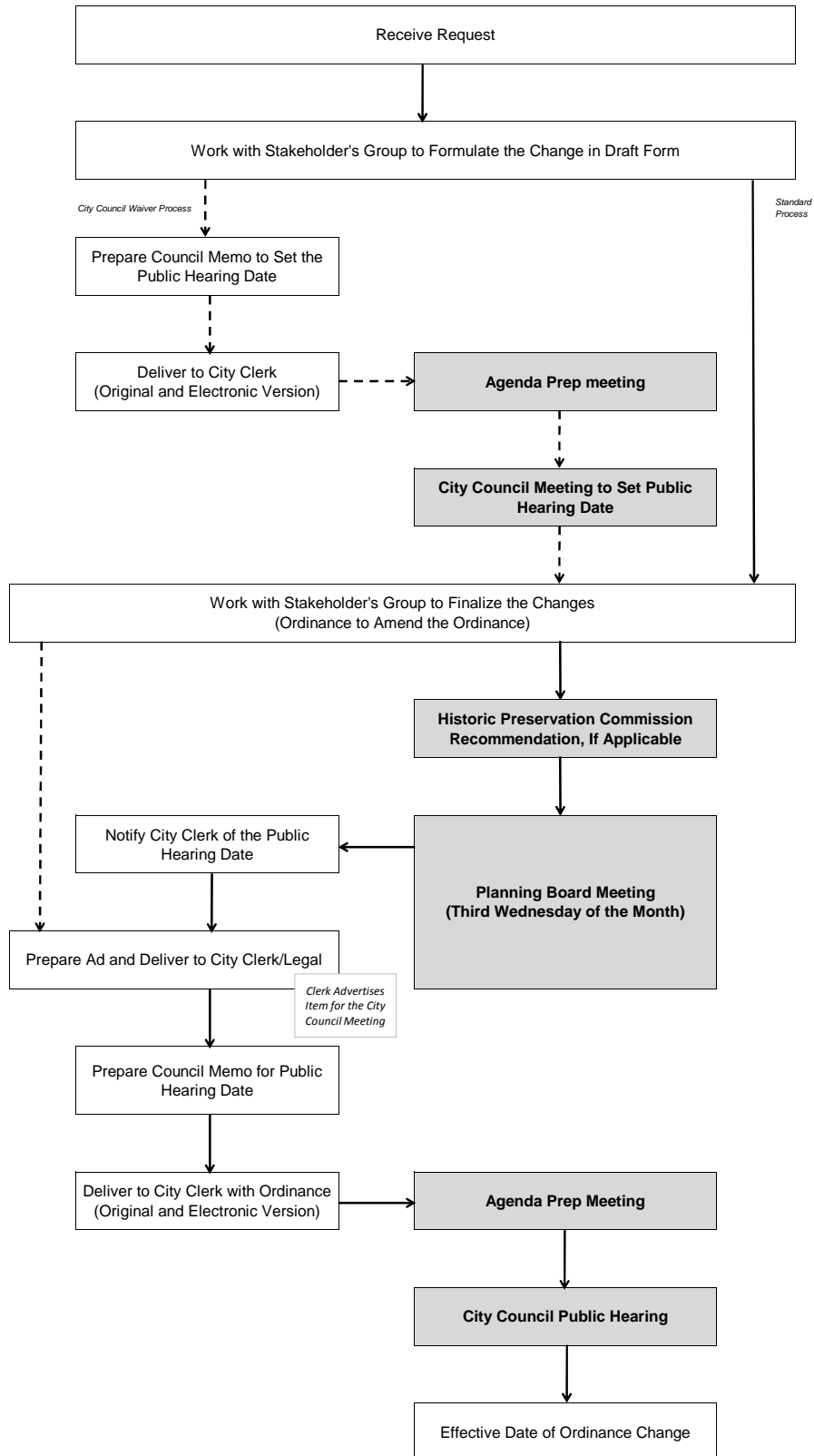
1/5/2017

STREET NAME CHANGE PROCESS

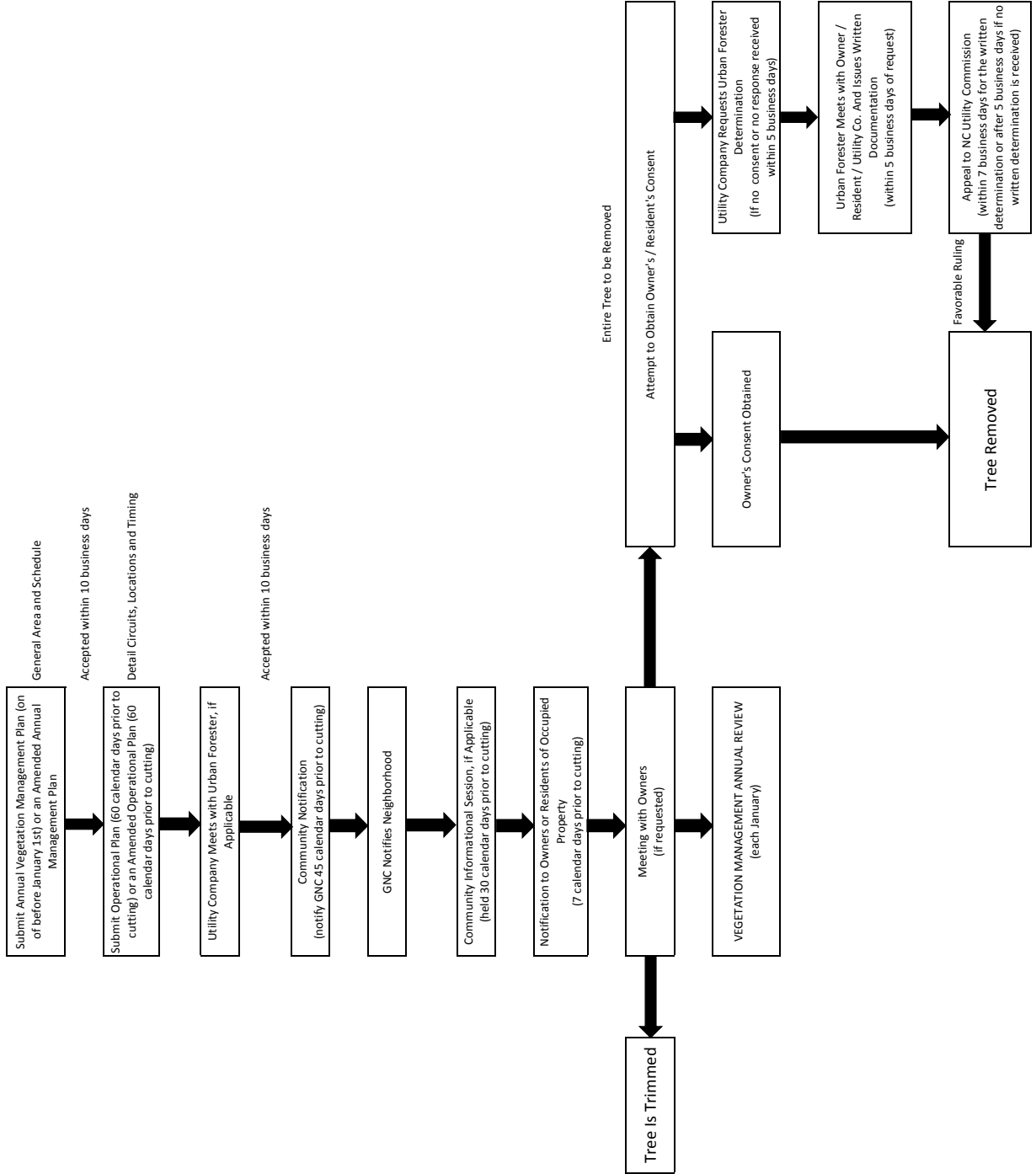


11/5/2015

TEXT AMENDMENT PROCESS

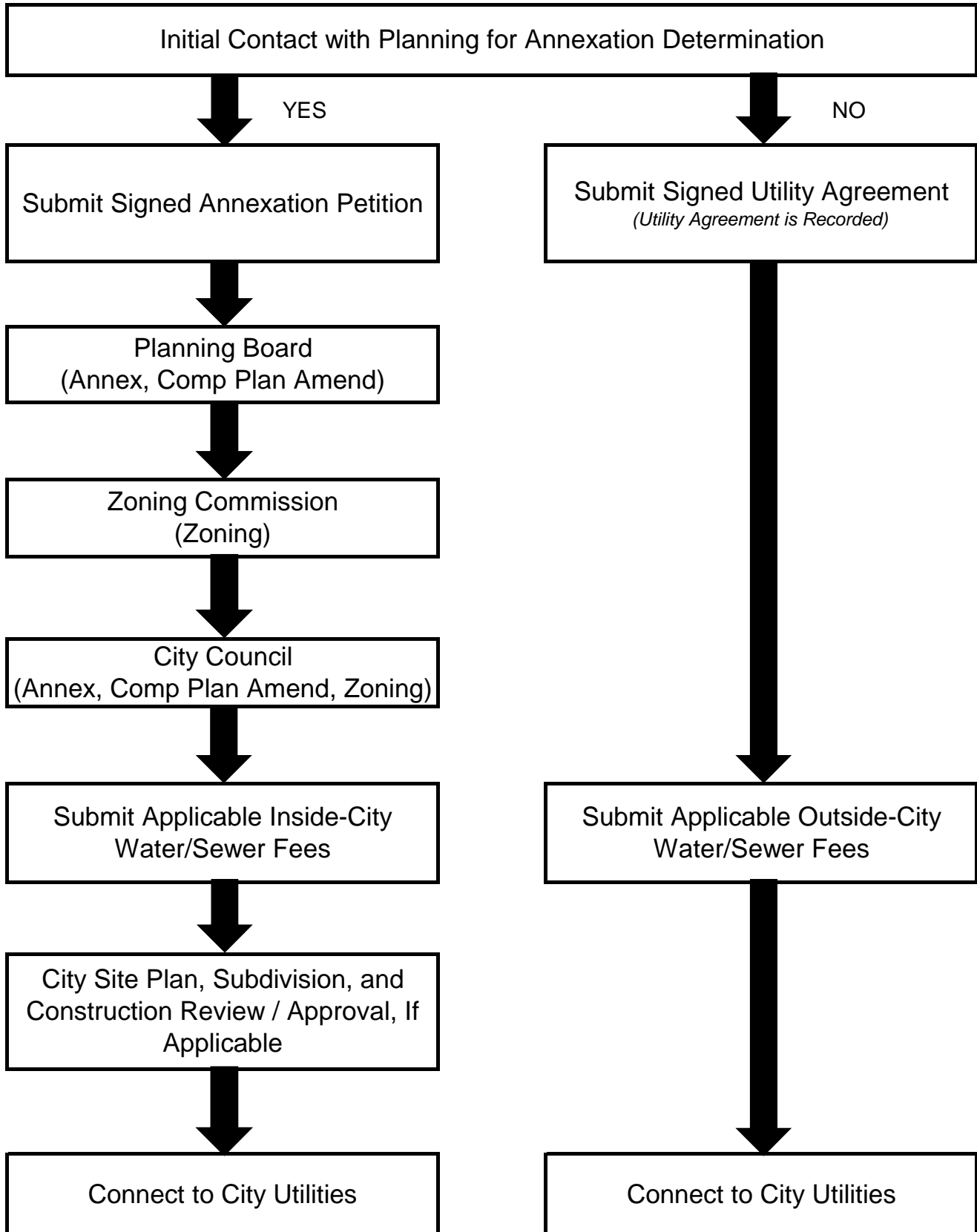


UTILITY VEGETATION MANAGEMENT ORDINANCE
(June 18, 2013)

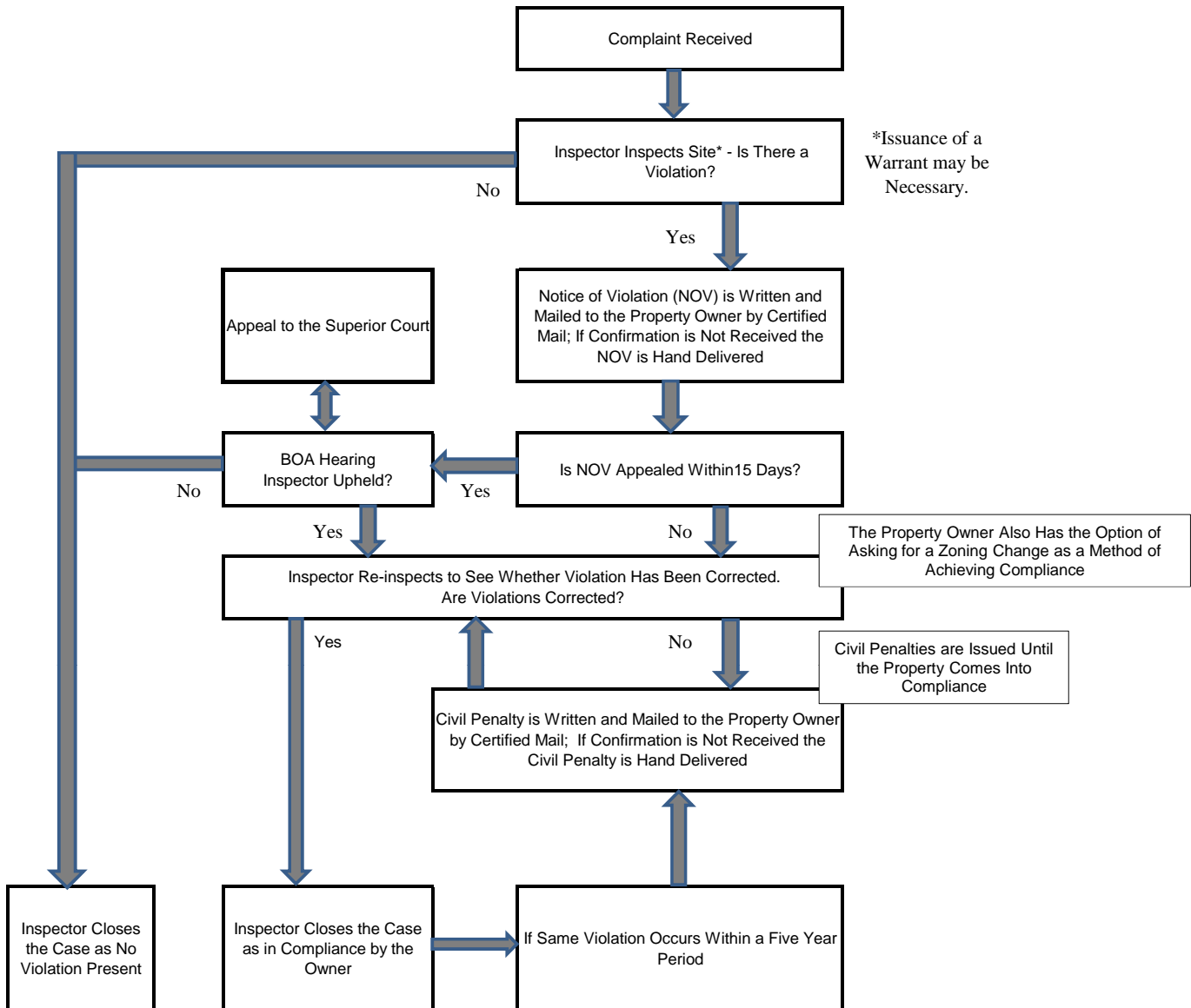


WATER / SEWER CONNECTION PROCESS

7/1/2017



Zoning Compliance Process



10/9/2012