GREENSBORO
NORTH CAROLINA
PLANNING

GREENSBORO PLANNING AND ZONING COMMISSION
CONDITIONAL ZONING MAP AMENDMENT APPLICATION

City of Greensboro Planning Department
300 W. Washington Street, 3rd Floor

Minimum Application Submittal Checklist

**Applications will not be processed if missing any of the following required information*

☐ Pre-Application Meeting with Planning Staff[1]

- Meeting date:

☐ Legal Description/Boundary Survey of the Subject Property[2]

Is Annexation Petition included in the application?

☐ No ☐ Yes

☐ Agent Authorization Form (if application is made by someone other than the owner of the Subject Property)

Is the Subject Property owned by an LLC, trust, or other legal entity?

☐ No ☐ Yes

- Owner Information:
- Authorized Representative:

☐ Proof of authorization included in application[3]

☐ Correspondence with GDOT regarding Transportation Impact Study (TIS)

☐ TIS is not required per GDOT ☐ TIS is required per GDOT

- Date submitted to GDOT for review[4]:

Rezoning request involves a Planned Unit Development (PUD)?[5]

☐ No ☐ Yes ▪ Date submitted:

☐ Summary of Neighborhood Communication Form (if required)[6]

☐ Rezoning Application Fee[7] -

- Date submitted:

1. Applicants are also encouraged to complete a TRC sketch Review for new development or significant redevelopment.
2. A full legal (metes and bounds) description is only required for original zoning requests tied to annexation or for requests involving portions of lots.
3. Example proof of authorization: A copy of NC Secretary of State web page indicating listed representative is a manager of the LLC.
4. A full draft of the Transportation Impact Study (if required) must be submitted prior to full application processing. See page 2 for more information on the TIS process.
5. A Concept Plan and Unified Development Plan must be submitted at least 21 days prior to the zoning application deadline, using the City's Plan Review and Tracking System.
6. Required if the request is located within 750 feet of residential uses. Due the Thursday before the Planning and Zoning Commission meeting.
7. There may be additional development related fees in addition to the Zoning Application Fee.

GREENSBORO
NORTH CAROLINA
PLANNING

Important Zoning Map Amendment Information

Transportation Impact Study (TIS)

A Transportation Impact Study (TIS) may be required by the City of Greensboro Department of Transportation (GDOT) for any development expected to generate 100 or more peak hour trips, and/or 1,000 or more daily trips (LDO 30-4-5.4). The TIS must be submitted to the City at least 21 days prior to the filing of a rezoning application. Applicants must have a conversation with GDOT regarding the need for a TIS prior to filing a rezoning application.

Planned Unit Development Application

An application for a Planned Unit Development request will not be processed until a Concept Plan and Unified Development Plan have been submitted at least 21 days prior to the zoning application deadline. Concept Plans and Unified Development Plans must be approved by the Technical Review Committee prior to being heard by the Planning and Zoning Commission.

Public Hearing

All application deadlines will be strictly enforced. Planning and Zoning Commission hearings are generally take place on the 3rd Monday of each month and City Council hearings are on the 3rd Tuesday of each month, except for holidays. The applicant or an authorized representative is strongly encouraged to attend the Planning and Zoning Commission meeting and City Council public hearings. To view the current Public Hearing Schedule, please click **here.**

Appeals

Appeals of the decision of the Planning and Zoning Commission may be made to the City Council within 10 calendar days from the date of that Planning and Zoning Commission decision (LDO 30-4-5.6). The appeal fee must be paid and the appeal filed in writing with the Planning Department or the City Clerk by the deadline, which is close of business (5:00 PM), 10 days after the Planning and Zoning Commission decision.
Appeals received after the deadline will be deemed invalid.

Staff Use Only

Is the Subject Property located within an Overlay District, Neighborhood Plan, or Corridor Plan?

No ☐ Yes: ☐

GREENSBORO
NORTH CAROLINA
PLANNING

Property Information

Physical Address(es):

Parcel Identification Number(s) (PIN):

Acreage:

Current Zoning District(s): --- --- --- ---

Requested Zoning District: --- --- --- ---

Existing Use(s) of Property:

Proposed Use(s) of Property:

For a descriptive list of Zoning Districts, refer to the Land Development Ordinance Article 6 or click **here.** To determine your current zoning go **here**.

Applicant Information (if different from property owner)

Applicant Name:

Applicant Mailing Address:

Applicant Email Address:

Applicant Phone Number:

Property Owner Information

Property Owner Name(s):

Mailing Address(es):

Email Address(es):

Phone Number(s):

Applicant has read and understands the application instructions. Any false information or misrepresentation made on this application may be grounds for revocation of any approval granted by the Planning and Zoning Commission or the City Council.

Applicant Signature:
If not a corporate entity.

Date:

Corporate Applicant Name:

By: _____
Managing Member

GREENSBORO
NORTH CAROLINA
PLANNING

Property Owner Authorization Form

Addresses or Parcel Identification Numbers of Subject Property:

I, as the Property Owner(s) of the property described below, hereby give permission for (agent) to act as my Agent/Representative for the purpose of requesting an amendment to the zoning map for property located at , generally described as:

I attest that I have actual knowledge of the zoning map amendment request and that I have read the application including all attachments and/or exhibits thereto; that the information contained in the application including all attachments and/or exhibits thereto is true to the best of my knowledge and belief; that the agent I appoint herein is authorized to modify the zoning map amendment request as necessary to obtain approval of the zoning map amendment request; and that the acts of the agent appointed herein shall be binding upon me and my heirs, successors and assigns unless and until I revoke this authorization in writing and submit such revocation to the Planning Director.

Property Owner Signature: **Date:**

Property Owner Name (print):

Property Owner Signature: **Date:**

Property Owner Name (print):

Property Owner Signature: **Date:**

Property Owner Name (print):

Property Owner Signature: **Date:**

Property Owner Name (print):

All property owners must sign the Property Owner Authorization Form.

GREENSBORO
NORTH CAROLINA
PLANNING

Conditions Associated with Rezoning Request

The undersigned respectfully requests that the Greensboro Planning and Zoning Commission, pursuant to Article 4 of the Land Development Ordinance, recommend that a Conditional Zoning District be approved for the following use(s) subject to the following condition(s) listed below **or** attached in a separate document:

Property Owner Signature Date

Property Owner Signature Date

Property Owner Signature Date

It is understood and acknowledged that if the property is rezoned as requested, the property involved in this request will be perpetually bound to the use(s) authorized and subject to such conditions as imposed, unless subsequently changed or amended as provided for in the Land Development Ordinance. It is further understood and acknowledged that final plans for any development to be made pursuant to any such Conditional Zoning District so authorized shall be submitted to the Technical Review Committee for review in the same manner as other development plans required to be approved by the Technical Review Committee.

GREENSBORO
NORTH CAROLINA
PLANNING

Neighborhood Communications Summary Information

Applicability and Exemptions:

This neighborhood summary process[1] is required for all applicants filing a conditional zoning map amendment that is within 750 feet of residential uses. If there are no residential uses within 750 feet of the subject property, the applicant is exempt from this requirement.

Purpose:

The purpose of the neighborhood communications requirement is for the applicant to provide information to and hear directly from surrounding neighbors and property owners that could be impacted by the proposed development. The process is intended to raise awareness of the proposed development, identify issues regarding perceived impacts, and work to resolve the issues in an inclusive manner. To help facilitate your community outreach, click **here.**

The Neighborhood Summary Report:

A summary of the meeting must be submitted to the Planning Director (or his/her designee) at least 2 working days prior to the day of the public hearing; otherwise, the public hearing will be postponed to a later date. The questions will be distributed to the Planning and Zoning Commission and City Council as part of the materials provided for the public hearing and may be distributed to the general public prior to the public hearing, upon request. The applicant or their representative should present the report as part of any public hearing held for the request.

[1]In accordance with LDO Sec. 30-4-1.2

GREENSBORO
NORTH CAROLINA
PLANNING

Applicant's Summary of Neighborhood Communications

Zoning Case #: Date Submitted:

1. How and when were the surrounding neighborhood and property owners notified, how was information shared, and who was directly involved in the communication process?

2. Who was notified?

3. What concerns were raised during these communications?

4. What modification to the conditions were made or considered in response to the concerns raised at the meeting?

The above information is deemed to be true to the best of my knowledge.

Signature: Date:

GREENSBORO
NORTH CAROLINA
PLANNING

Comprehensive Plan Consistency

As part of the decision to amend the zoning map, the Planning and Zoning Commission or City Council must approve a brief statement confirming if the proposed zoning designation is consistent or inconsistent with the City's Comprehensive Plan, GSO2040. The information below is excerpted from the Plan. Links to the Plan and maps can be found at www.greensboro-nc.gov/gso2040. While there is no separate information to be provided in this section, the policies of GSO2040 should be considered when explaining why you need a rezoning and is designed to help frame the conversation about the rezoning.

The following questions are **not** a score sheet, but rather a guide for considerations to be addressed in the review process by City staff, Planning and Zoning Commissioners, and City Council members. Applicants should provide answers for each of these questions to better describe the rezoning request.

1. Is the proposed rezoning in an area with an adopted neighborhood, corridor, Redevelopment, or small area plan, and if so is it consistent with that plan?

2. Does the proposed rezoning support uses anticipated within the Comprehensive Plan's Future Land Use Map and Future Built Form Map designation?

3. Is the site for the proposed zoning district in an Activity Center or directly adjacent to an Activity Center?

4. Are the uses permitted within the proposed zoning district found elsewhere within the same Future Built Form (center, place type, or corridor), or can the same uses be found in an area with the same Future Built Form designation elsewhere in Greensboro?

5. Are the uses permitted within the proposed zoning district of a similar scale, intensity, or off-site impact as existing nearby uses?

6. If warranted due to differences in the zoning, use, or scale of adjacent properties, can the property proposed for rezoning accommodate a satisfactory transition to the existing scale and intensity of existing, adjacent uses or can it accommodate an appropriate buffer to limit potential impacts to adjacent property?

7. Are the uses permitted within the proposed zoning district compatible with the scale and design of the adjacent road?

8. Would the proposed rezoning or land use change impact the existing rights for adjacent land uses? Would the proposed change make a use or building nonconforming or increase the degree of nonconformity?

9. Will the proposed zoning accommodate development that permits the extension of the existing and planned street and sidewalk system and the plan's priorities for interconnection of adjacent neighborhoods?

10. Does the proposed change in zoning support one of the Big Ideas such as Growing Economic Competitiveness, Filling in our Framework, or Creating Great Places as discussed below?

GREENSBORO
NORTH CAROLINA
PLANNING

Anticipated Growth Maps Inconsistency

If a rezoning request is not consistent with the adopted Anticipated Growth Maps of the Comprehensive Plan, the evaluation must consider why there is an inconsistency and how the proposed change relates to the overall intent of the Plan. While there may be reasons over time that cause changes to the land use designations of a particular property, it is less likely that the overall intent expressed in the Vision, the Six Big Ideas, and the Goals of this Plan will change. Those elements make up the fundamental description of the desired future for Greensboro; even if a land use on a particular parcel is different than anticipated, development still should advance the overall intent of the Plan and the City's vision for the future.

Two things to consider include:

1. Changes in Conditions

It may be that the Land Use or the Future Built Form designation on the Plan is no longer the right one. The primary question to be answered is whether something has changed in the assumptions underlying the original land use designation. To determine that, the Planning and Zoning Commission or City Council should seek answers to these questions:

1. Is there a new issue at hand that was not considered when the Plan was adopted?
2. Is new data available or has a plan or study been done that shows a different land use designation is more appropriate or logical?
3. Was a mistake made in projections or forecasts that led to the land use designation?
4. Is this a natural extension of a built form or land use into an adjoining area because of growth, investment, or increased market demand?

2. Consistency with Big Ideas

The Six Big Ideas of the Plan are fundamental to achieving Greensboro's vision and are not likely to change based on new data, research, or technology. If a rezoning request deviates from the Future Land Use Map but supports the Goals and Strategies related to the Six Big Ideas of the Plan, it may be evidence of consistency with the Plan. The Six Big Ideas include:

1. Filling In Our Framework
2. Creating Great Places
3. Becoming Car Optional
4. Prioritizing Sustainability
5. Building Community Connections
6. Growing Economic Competitiveness

GREENSBORO
NORTH CAROLINA
PLANNING

Guide to Public Hearings

City of Greensboro Planning and Zoning Commission

Total Speaking Time is 10 Minutes Per Side (Optional rebuttal is additional 5 minutes for each side):

- Each side for zoning requests have up to 10 minutes to present information, regardless of the number of speakers.
- There are frequently multiple people wanting to speak, so it is strongly recommended that each speaker keep their remarks brief or coordinate ahead of time to allow each person an opportunity to speak.
- At the applicant's option, they may use an additional 5 minutes after each side has had their 10- minute period for rebuttal to respond to comments in opposition. If the applicant exercises this option, then the opposing side will also have an additional 5 minutes to respond to the applicant's side.
- All questions and comments must be directed to the Planning and Zoning Commission and not to staff, applicants, or other speakers.

Zoning Based on Use of Property:

*Zoning decisions are based **only** on the following:*

- All uses of property allowed by proposed zoning district
- Proposed conditions associated with rezoning (Proposed conditions can be considered if offered by the applicant)
- Impacts on public infrastructure if new uses allowed (includes water/sewer capacity and stormwater infrastructure and ability of adjacent roadways, bicycle and pedestrian facilities to handle increased demand from new development). Staff reports provide an overview of the potential impacts a specific request may have on public infrastructure. Please note that a complete analysis of a development's impacts on public infrastructure is done in site design. The Technical Review Committee reviews engineered site plans for compliance with Federal, State, and Local regulations. If you have a concerns about public infrastructure, please contact the City of Greensboro Department that administers the service
- How a zoning request does or does not support the goals of the GSO 2040 Comprehensive Plan

*Zoning decisions **cannot** be based on the following:*

- Who may live on or own the property to be rezoned
- The estimated sales price of property or amount of rent that may be charged for new uses
- Who the developer or operator of the new use(s) may be
- Who pays for the extension of public infrastructure
- Crime rates in area
- Current or anticipated capacity of area schools

GREENSBORO
NORTH CAROLINA
PLANNING

Guide to Public Hearings

City of Greensboro Planning and Zoning Commission

Zoning Does Not Determine All Details of Development:

The Planning and Zoning Commission only evaluates land use changes and cannot approve how a site will be fully developed. The City of Greensboro staff, through its Technical Review Committee (TRC), is responsible for evaluating specific site development features, such as:

- Location of driveways or other points of access
- Location of buildings, landscaping, parking and other site features
- Location and size of stormwater management devices
- Location and size of sidewalks, water/sewer lines or other infrastructure
- Building heights, materials and other features if not addressed by a zoning condition

Adding New Zoning Conditions:

The Planning and Zoning Commission may not impose conditions on a rezoning request. Any conditions that are added to a request must be offered by the applicant.

Pictures Help:

Illustrations or other visual documents may be offered as part of the discussion and can help the Commission better understand your position and potential areas of concern. These items are often provided by applicants, but approval cannot be tied to these images unless they are part of a zoning condition.

Please be Respectful:

Planning and Zoning Commission hearings are broadcast live on the Greensboro Television Network, and City of Greensboro website and are recorded. Comments meant to attack, make fun of or otherwise attempt to demean Commission members or other members of the public will not be tolerated and if such behavior continues the person will be asked to leave the hearing. Speakers also should not address questions to other speakers but only address their comments and questions to the Planning and Zoning Commission.

Planning and Zoning Commission Meeting Information:

- To see Meeting Agendas, Minutes, and Meeting Recordings, click **here.**

- To view Rezoning Application Staff Reports, click **here.**

GREENSBORO
NORTH CAROLINA
PLANNING

Additional Resources and Contacts

(For Issues Separate From Zoning Map Amendments)

City of Greensboro Department Contact Information:

Planning Department

- Provide case number or address(es) of request
- Coordinates intake and review of plans submitted to the Technical Review Committee

Main Line: 336-373-2144
Zoning Questions: 336-373-4340

Code & Zoning Enforcement

- Investigates and responds to housing, nuisance, vehicles, and zoning complaints

Main Line: 336-373-2111

Engineering & Inspections

- Issues building permits for all construction projects
- Processes Building Construction and Plan reviews

Development Services Division:
336-373-2155

Water Resources

- Processes applications for Water Sewer, Gravity Sewers, Water and Sewer Extension, Floodplain Development permits

Water Resources Administration:
336-373-2055

Department of Transportation (GDOT)

- Determines necessity of and reviews Traffic Impact Study/Analysis (TIS/TIA) for rezoning requests

Main Line: 336-373-4368
TIS/TIA's: 336-373-4920

Fire Department

- Processes Fire Inspections and Fire Permits

Fire Administration:
336-373-2356
Fire Plans & New Construction:
336-373-7928