



**GREENSBORO PLANNING AND ZONING COMMISSION  
APPLICATION FOR AN AMENDMENT TO THE OFFICIAL ZONING MAP**  
City of Greensboro Planning Department  
300 W. Washington Street, 3<sup>rd</sup> Floor,  
Greensboro, North Carolina 27401  
(336) 373-2144

**SECTION 1: GENERAL INFORMATION**

**VERY IMPORTANT:** The Applicant must complete Page 1 and Page 2 (and page 3 if this request is for a conditional zoning district) of this application and submit all supporting information as required below. Receipt of this application by the Planning Department does not constitute a complete application until it is determined to be complete by the Planning Department.

As part of the decision to amend the zoning map, the Planning and Zoning Commission or City Council must approve a brief statement whether the proposed zoning designation is consistent or inconsistent with the City's Comprehensive Plan. More detailed information related to plan consistency can be found on Page 6 of this application.

No rezoning application for the same rezoning classification involving the same property or any part thereof shall be filed until the expiration of twelve (12) months from the date of public hearing or final determination. A second rezoning request for all or part of the same property may be submitted for a different zoning classification, provided however that a maximum of two (2) applications may be filed within any twelve (12) month period. (See Section 30-4-5.9 of the Land Development Ordinance.)

**\*\*REQUIRED DOCUMENTATION (ADDITIONAL DOCUMENTS MAY BE REQUESTED)\*\***

A **Legal Description** of the subject property (Metes and Bounds)  
 A **Boundary Survey or Map** of the subject property  
 An **Agent Authorization Form** (If the application is made by a person other than the Owner of the parcel of land to which the amendment would apply)  
 An **Applicant's Summary of Neighborhood Communication Form** (where applicable)

**PLANNED UNIT DEVELOPMENT APPLICATION**

No application for a Planned Unit Development request will be processed until a **Concept Plan** and **Unified Development Plan** have been approved by the Technical Review Committee.

**CONDITIONAL ZONING DISTRICT APPLICATION**

If this application is for a Conditional Zoning District, the attached Conditional Zoning application (Section 5) must be completed and signed by the property owner(s). Please use a "CD" in front of the zoning district to designate "Conditional District."

**TRANSPORTATION IMPACT STUDY (TIS)**

Per section **30-4-5.4** of the Land Development Ordinance, 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. The TIS must be submitted to GDOT **twenty-one** days prior to the filing of a rezoning application. Applicants are encouraged to contact GDOT at 336-373-2810 prior to filing a rezoning application.

**APPLICANT'S SUMMARY OF NEIGHBORHOOD COMMUNICATION /PUBLIC NOTIFICATION**

Per section 30-4-1.2 of the Land Development Ordinance, all applicants are required to complete and return the attached **Neighborhood Communication Summary** form for all conditional zoning map amendments, unless there are no residential uses within 750 feet of the property under consideration. The City will notify every property owner within a 750-foot radius of this request. To help facilitate your community outreach visit the following City website: <https://www.greensboro-nc.gov/departments/planning/learn-more-about/zoning-rezoning/zoning-rezoning-outreach>.

This application hereby authorizes City Staff to enter upon the property at any reasonable time for the purpose of a site visit in connection with the review of this application.

**PUBLIC HEARING**

All application deadline dates will be strictly enforced. A Public Hearing schedule is attached. **The Applicant or an authorized representative must be present at the Planning and Zoning Commission public hearing.**

**APPEALS**

Per section 30-4-5.6 of the Land Development Ordinance, appeals of the decision of the Planning and Zoning Commission may be made to the City Council within ten (10) calendar days from the date of that Planning and Zoning Commission decision. The appeal fee must be paid and the appeal filed in writing with the Planning Department or the City Clerk.

**SECTION 2: FEES**

- Rezoning - Less than one acre.....\$1,140.00
- Original Zoning - Less than one acre / One Single Family Dwelling....\$355.00
- Original Zoning and Rezoning - One acre to 4.99 acres.....\$1,335.00
- Original Zoning and Rezoning - Five or more acres.....\$1,525.00
- Appeal the Final Decision of the Planning and Zoning Commission...\$235.00

**SECTION 3: APPLICANT CERTIFICATION**

I, (Print name) \_\_\_\_\_, have read Sections 1 and 2 above and understand the City of Greensboro's submission requirements for this application. I also certify that I have consulted with GDOT regarding a **Traffic Impact Study** (TIS) determination.

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_



# Greensboro Planning and Zoning Commission Application for an Amendment to the Official Zoning Map

**SECTION 4: To be completed by Applicant (please print unless otherwise stated)**

Applicant's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Applicant E-mail: \_\_\_\_\_

Location of Property:  
\_\_\_\_\_  
\_\_\_\_\_

Parcel Identification Number(s) (PIN):  
\_\_\_\_\_

Property Owner's Address(es):  
\_\_\_\_\_  
\_\_\_\_\_

Request is hereby made for a change in Zoning Classification from \_\_\_\_\_ to \_\_\_\_\_

I want to include zoning conditions with my request: YES  NO

Existing Use of Property: \_\_\_\_\_ Property Size (Acres): \_\_\_\_\_

**Reason for request and proposed use of property:**

Signature of Applicant

\_\_\_\_\_

Address(es)

Email

Telephone Number(s)

***Applicant has read and understands the instructions on application. 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.***



# Greensboro Planning and Zoning Commission Application for a Conditional Zoning District

DATE SUBMITTED: \_\_\_\_\_

**SECTION 5 Conditional Zoning District**

**\*VERY IMPORTANT:**

- **DO NOT COMPLETE THIS SECTION IF YOU ARE NOT FILING FOR A CONDITIONAL ZONING DISTRICT.**
- **THIS APPLICATION MUST BE SIGNED BY THE PROPERTY OWNER(S).**

**REQUIRED DOCUMENTATION (ADDITIONAL DOCUMENTS MAY BE REQUESTED)**

- A legal, metes and bounds description of the subject property
- A boundary survey or map of the subject property

The property is owned by \_\_\_\_\_

Parcel Identification Number (PIN) \_\_\_\_\_

The property is located at \_\_\_\_\_  
(address and/or general description)

To Chairman, Greensboro Planning and Zoning Commission:

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):

**Condition(s):**

An application has been duly filed requesting that the property involved with this application be rezoned from \_\_\_\_\_  
-----to-----

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 Chapter 30 of the City Code. 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 now required to be approved by the Technical Review Committee.

\_\_\_\_\_  
Signature of Property Owner(s)

\_\_\_\_\_  
Address(es)

\_\_\_\_\_  
Email

\_\_\_\_\_  
Telephone Number(s)

***Applicant has read and understands the instructions on application. 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.***



# Property Owner Authorization Form

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

I attest that I have actual knowledge of the zoning 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 amendment request as necessary to obtain approval of the zoning 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 same to the Planning Director.

Legal Description or Parcel Identification Number:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Signature of property owner** **Date**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of, \_\_\_\_\_ 20\_\_\_\_ by, \_\_\_\_\_ as an individual/officer, on behalf of himself/herself, a corporation/partnership.

He/she is personally known to me or has produced as identification and did/did not take an oath.

WITNESS my hand and official seal in the County and State last aforesaid this day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public My commission expires: \_\_\_\_\_

*(Duplication of this form is allowed for amendments with multiple property owners)*



# Applicant's Summary of Neighborhood Communications

1. Purpose. The purpose of the neighborhood meeting summary requirement is to educate the applicant about issues or concerns from surrounding neighborhoods and property owners that would 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 visit the following City website: <https://www.greensboro-nc.gov/departments/planning/learn-more-about/zoning-rezoning/zoning-rezoning-outreach>.

2. Applicability and Exemptions. This neighborhood summary process is **required** for all applicants filing a conditional rezoning request that are within 600 feet of **residential uses**. If there are no residential uses within 750 feet of the subject property, the applicant is exempt from this requirement.

3. The Neighborhood Summary Report. The applicant must submit the summary report to the Planning Director (or his/her designee) at least 2 working days prior to the day of the public hearing. The report must describe:

- How the neighborhood was notified about the proposal, how the information regarding the proposal was shared, and who was involved in the discussions;
- Any concerns that were raised during the process; and
- Any development impacts that would result as a result of the concerns raised by the neighborhood at the meeting.

4. Summary Form. The attached form must be substantially completed in order to be accepted.

- This form will be distributed to the Planning and Zoning Commission at the meeting;
- Upon request, this form may be distributed to the general public one day prior to the public hearing.

5. Summary Presentation. The applicant, or his representative, must present the summary report at each public hearing on the request.

### Applicant's Summary of Neighborhood Communications

<p><b>For Planning staff:</b> Zoning Case #: _____ Date Submitted: _____</p> <p>Time Submitted: _____ Received by: _____</p>
--

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 modifications 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.

Signed: \_\_\_\_\_ Date \_\_\_\_\_

## To Determine if a Rezoning Request is Consistent with the Comprehensive Plan

As part of the decision to amend the zoning map, the Planning and Zoning Commission or City Council must approve a brief statement whether the proposed zoning designation is consistent or inconsistent with the City's Comprehensive Plan, **GSO2040**. The following information is excerpted from the Plan; links to the Plan and maps can be found at [www.greensboro-nc.gov/gso2040](http://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 concepts set out in the **GSO2040** Comprehensive Plan describe the points to consider, emphasizes their importance, and note how the Plan can be a living part of all land use and development considerations by the City. All maps in the plan are advisory in nature. The following questions are not a score sheet, but rather a guide to the interrelated considerations that will need to be addressed by City staff, appointed officials, and City Council members in the review process. The question can be over-simplified as "Is this proposal consistent with the Comprehensive Plan?" If the determination is that it is consistent and should be considered, the various best practices described for developments consistent with the Plan are also relevant and should then be applied to the proposed development or rezoning. Anticipated Growth Maps **GSO2040** has two maps to help determine if a rezoning request is consistent with the Plan. One is the Future Land Use Map; a land use designation on the Future Land Use Map can be compatible with a range of zoning districts. It is likely, therefore, that many requests for specific zoning or conditional use permits will be deemed consistent with the Comprehensive Plan. The other map is the Future Built Form Map, which designates property as being within an activity center, a place type, or a corridor; the Future Land Use Map designates property for airport, residential, commercial, industrial, mixed use, or reserve. Requests for changes to zoning must consider the full range of uses and activities permissible within those designations.

### A. QUESTIONS TO CONSIDER DURING THE REZONING CONVERSATION

In determining whether the proposed zoning is consistent with these designations, the Planning and Zoning Commission or City Council will use the following questions to frame the discussion. This is not a checklist, but a set of questions to guide the determination of consistency with the Comprehensive Plan. If the answers to these questions are generally in the positive, the rezoning request should be deemed consistent with the Comprehensive Plan.

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?

### B. FURTHER CONSIDERATIONS WHEN PROPOSED REZONINGS ARE INCONSISTENT WITH ANTICIPATED GROWTH MAPS

It is likely that some rezonings may deviate from the land use designation on the Anticipated Growth Maps. Such a difference does not mean that the proposal should be dismissed outright or is not otherwise consistent with the intent of this Plan. It does mean that a higher level of evaluation is required to determine appropriateness of the proposal. If a rezoning request is not consistent with the adopted Anticipated Growth Maps, 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 areas to consider are the following:

#### 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:

- a) Is there a new issue at hand that was not considered when the plan was adopted?

- b) Is new data available or has a plan or study been done that shows a different land use designation is more appropriate or logical?
- c) Was a mistake made in projections or forecasts that led to the land use designation?
- d) Is this a natural extension of one built form or one land use into an adjoining area as a result of growth, investment, or increased market demand?

## **2. Consistency with Big Ideas**

The overall goals of the plan should still be supported by any given proposal. 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. They present the logical basis against which to consider proposals that deviate from the Future Land Use Map or the Future Built Form Map. If the Planning and Zoning Commission or City Council finds that a proposal is in keeping with and supportive of the Goals and Strategies related to the Six Big Ideas of this plan, then this is evidence of consistency with the Plan.

The Six Big Ideas that convey the fundamental ideals of the community include:

- a) FILLING IN OUR FRAMEWORK
- b) CREATING GREAT PLACES
- c) BECOMING CAR OPTIONAL
- d) PRIORITIZING SUSTAINABILITY
- e) BUILDING COMMUNITY CONNECTIONS
- f) GROWING ECONOMIC COMPETITIVENESS

A development or rezoning proposal should be evaluated in the context of the Six Big Ideas and their associated goals to determine consistency with the intent of the Plan.