



GREENSBORO  
NORTH CAROLINA

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PLANNING DEPARTMENT

# Procedures Manual

October 9, 2012

(Updated as of 12/30/22)

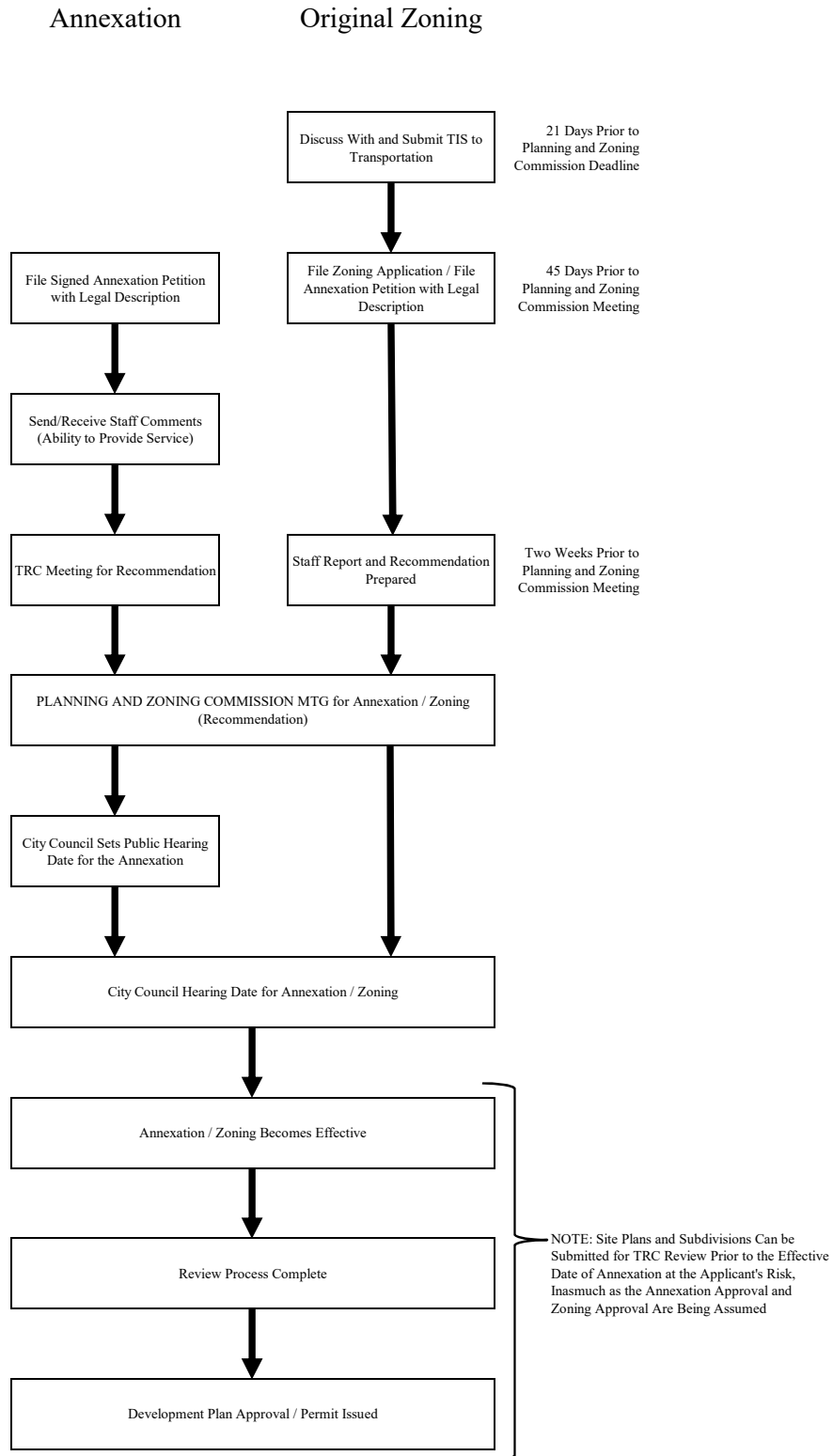
This Planning Department's Procedure Manual Contains the Following Flow Charts:

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

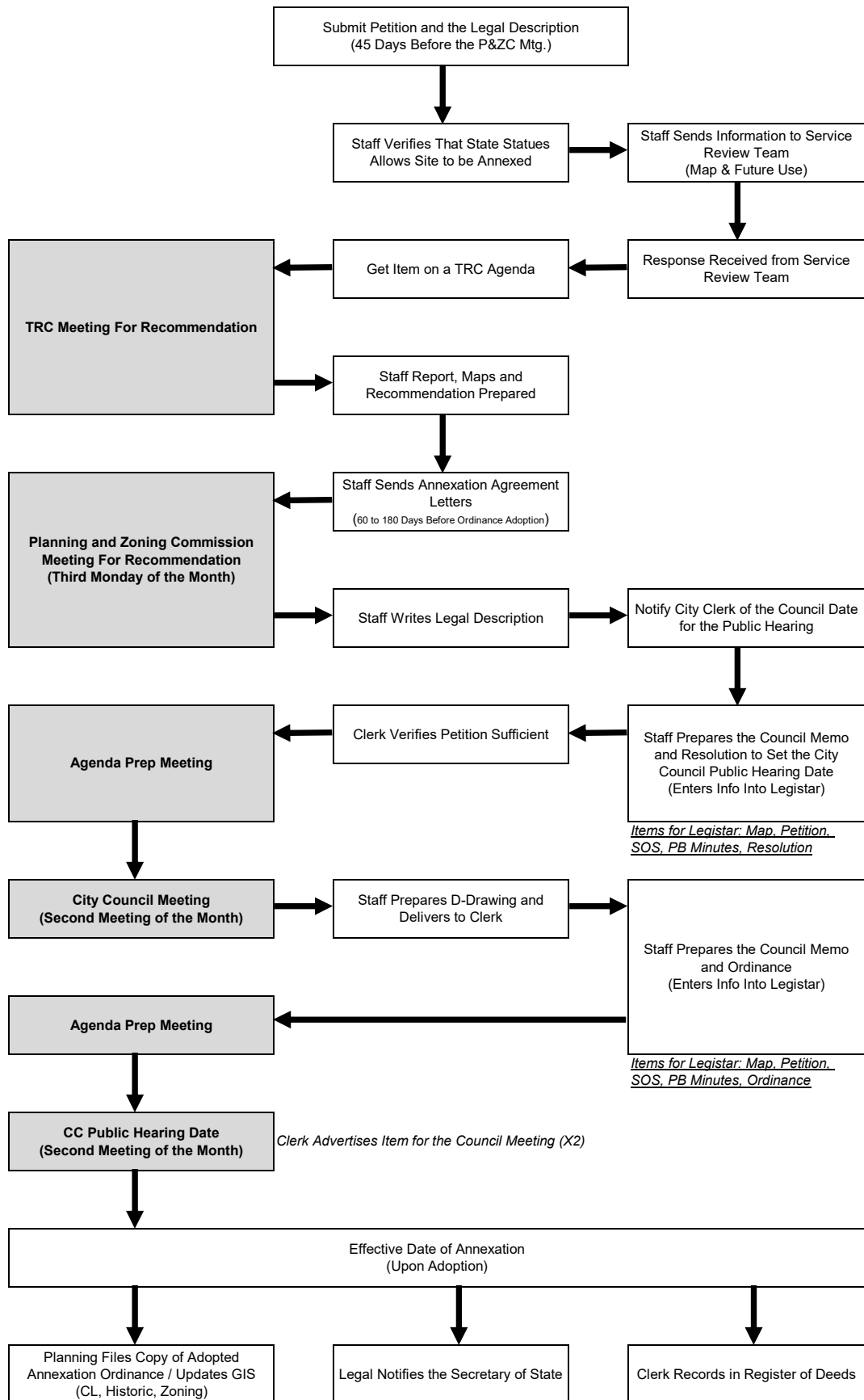
8/1/2020

# ANNEXATION AND ORIGINAL ZONING PROCEDURE



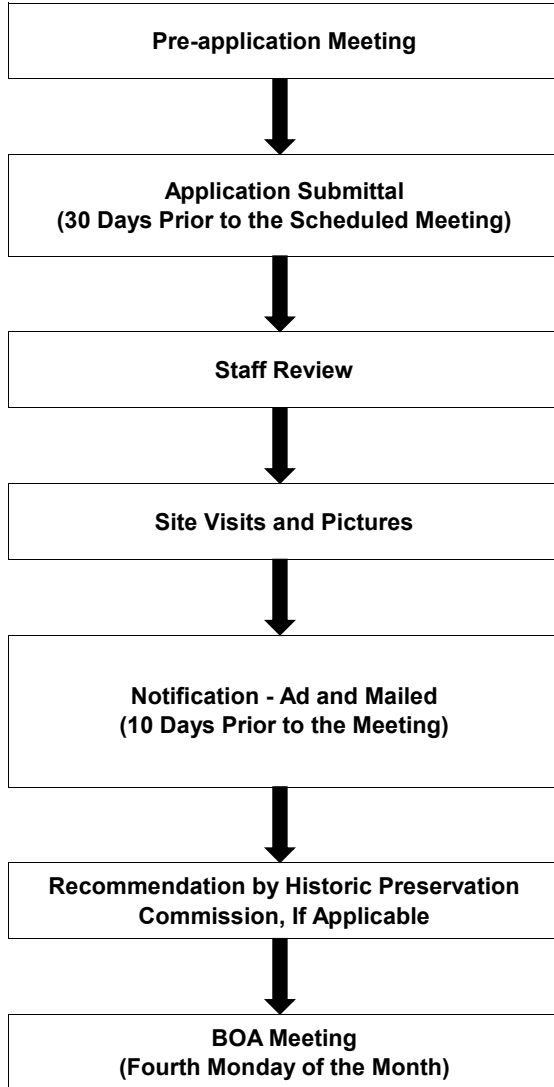
6/15/2021

# 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:

- if the applicant complies with the provisions of this ordinance, no reasonable use could be made of the property;
- the hardship of which the applicant complains results from unique circumstances related to the applicant's property;
- the hardship results from the application of this ordinance to the property; and
- 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***

9/1/2020

**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](mailto:Mike.cowhig@greensboro-nc.gov)

[Stefan-geary@greensboro-nc.gov](mailto: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](http://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.

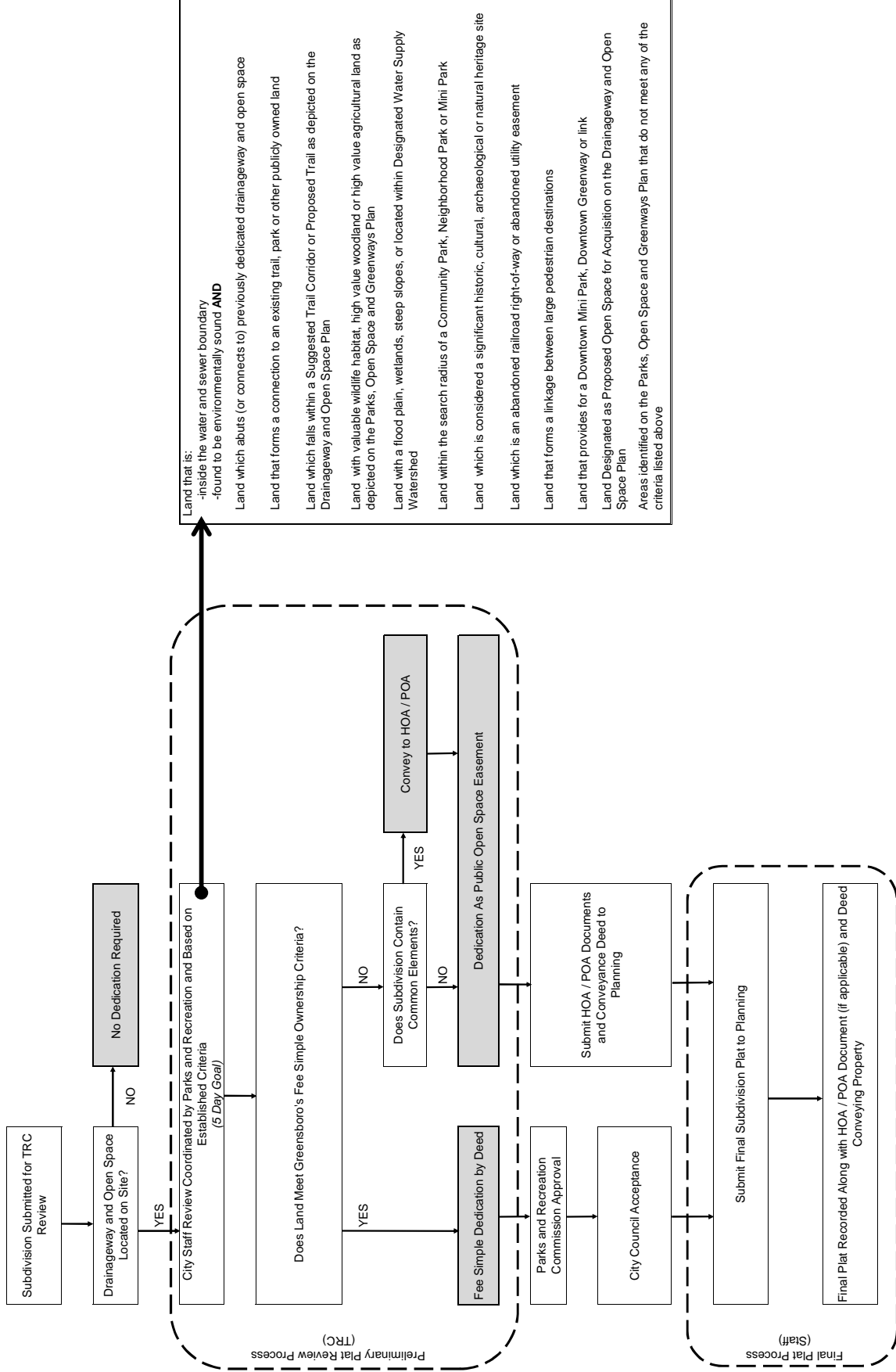


### APPROVAL

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)

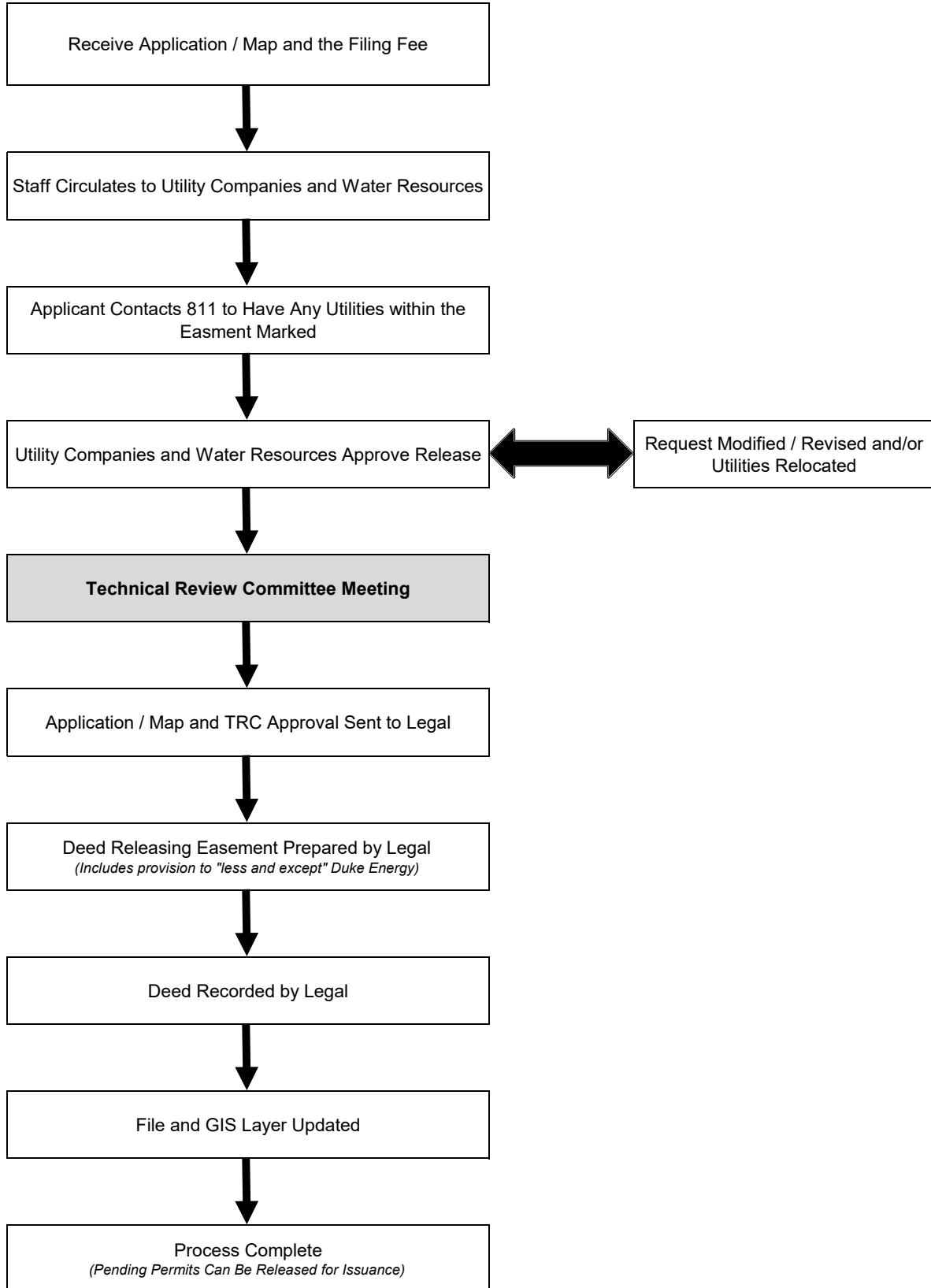


Land that is:  
 -inside the water and sewer boundary  
 -found to be environmentally sound **AND**  
 Land which abuts (or connects to) previously dedicated drainageway and open space  
 Land that forms a connection to an existing trail, park or other publicly owned land  
 Land which falls within a 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.

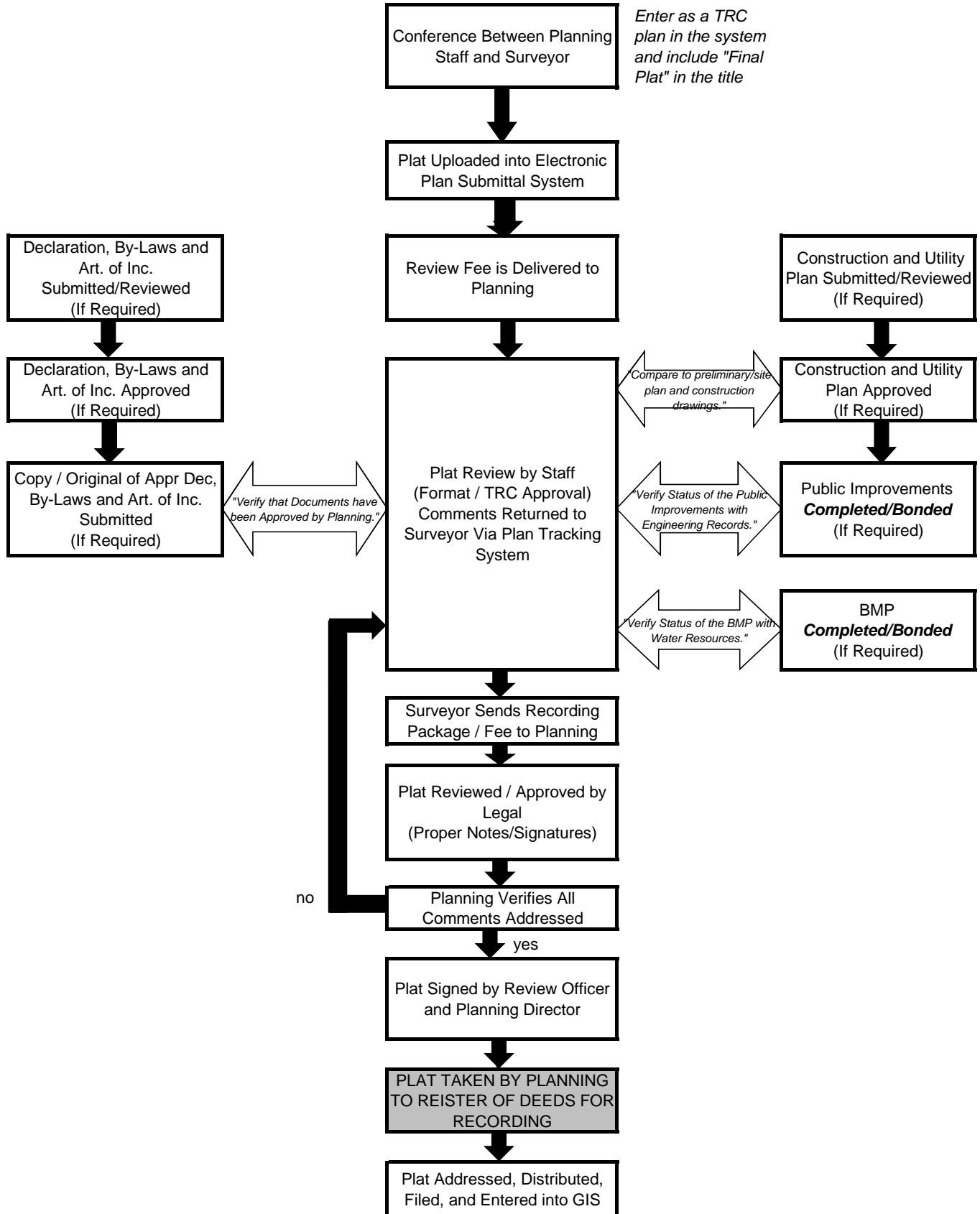
NOTE: Dedicated drainageway and open space may be used for drainage, open space, greenways, bikeways, trails, and other similar recreation activities, including park- and trail- related improvements in accordance with applicable regulations.

# EASEMENT RELEASE PROCESS

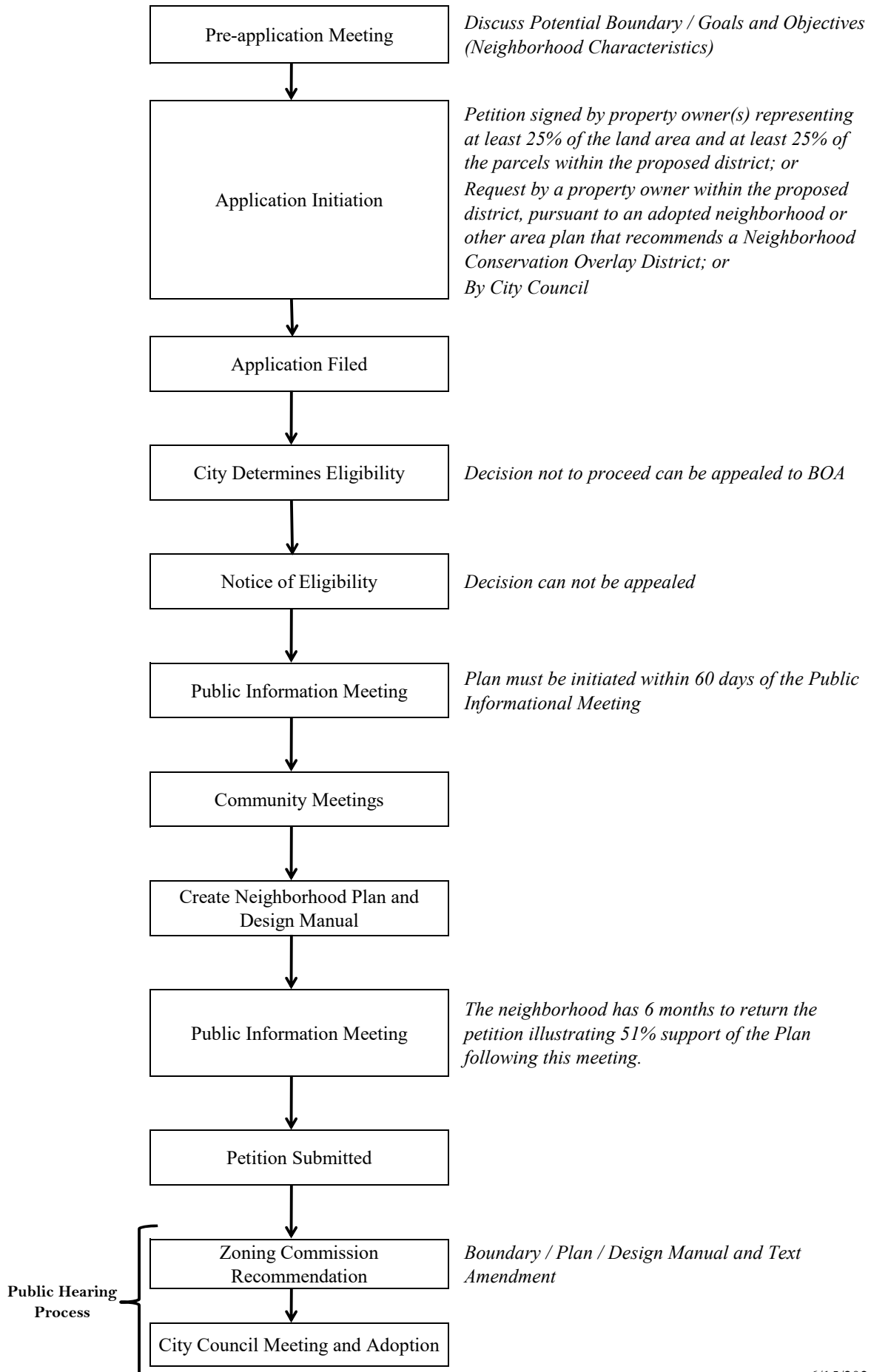




Final Plat Review Process  
(Exempt Plats, also.)



# Neighborhood Conservation Overlay District Process

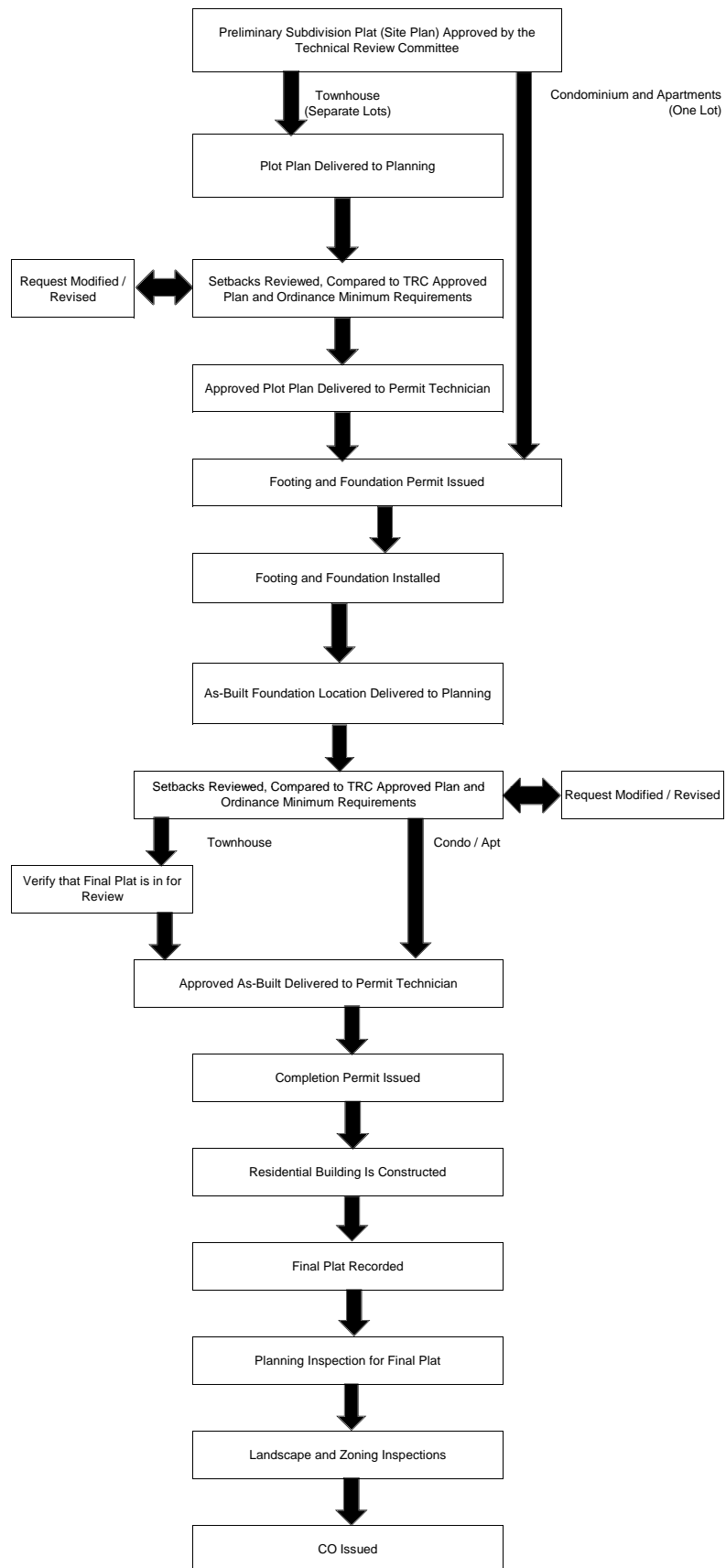


# Neighborhood Planning Process



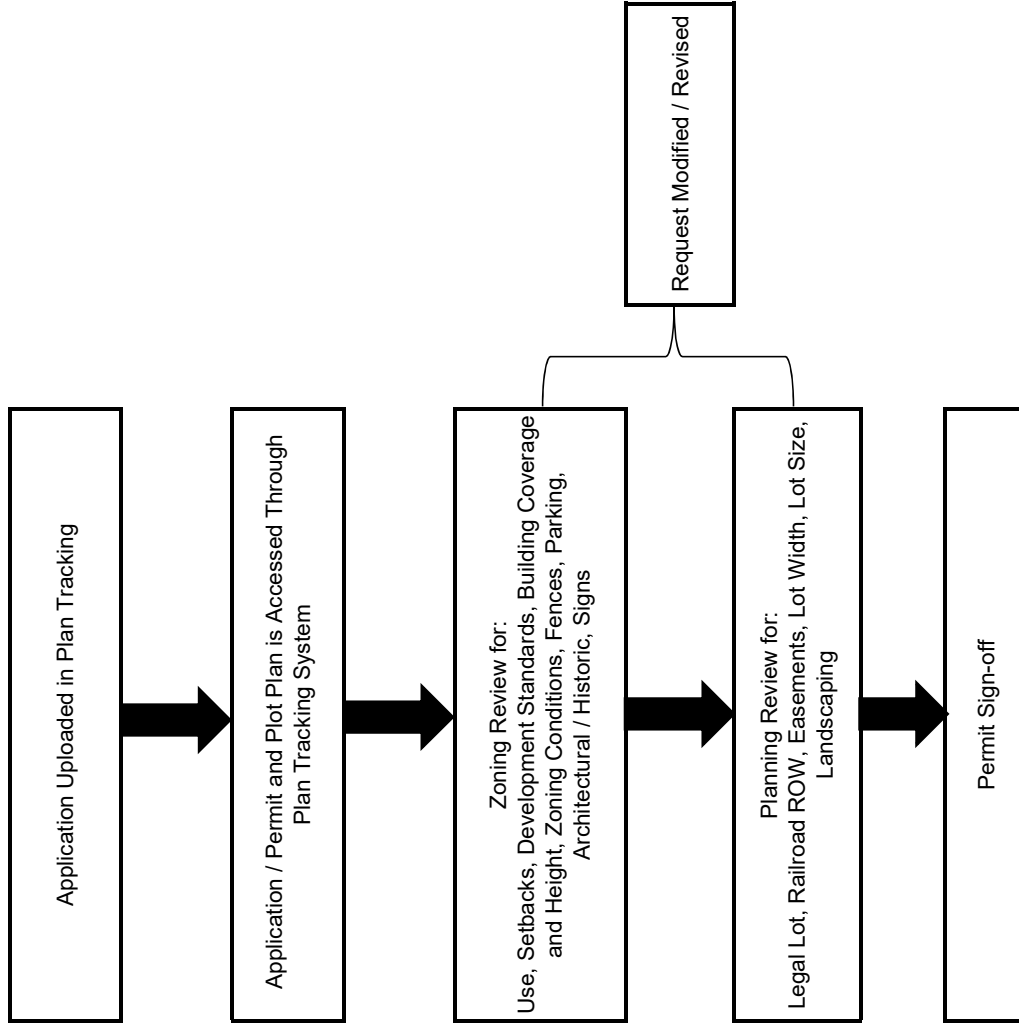
# Planning and Zoning Review Process

(Multifamily Building Permits)

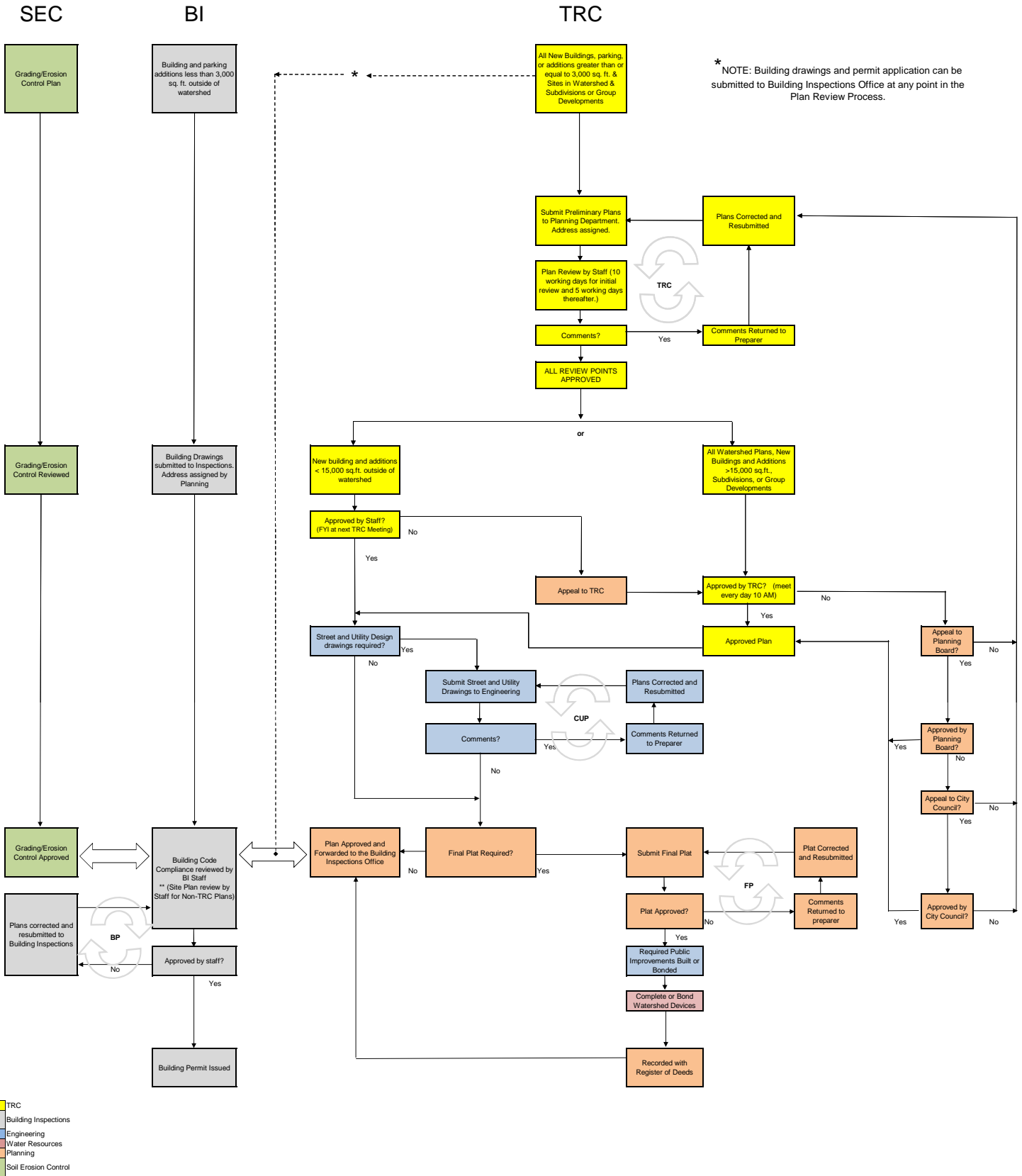


5/4/2016

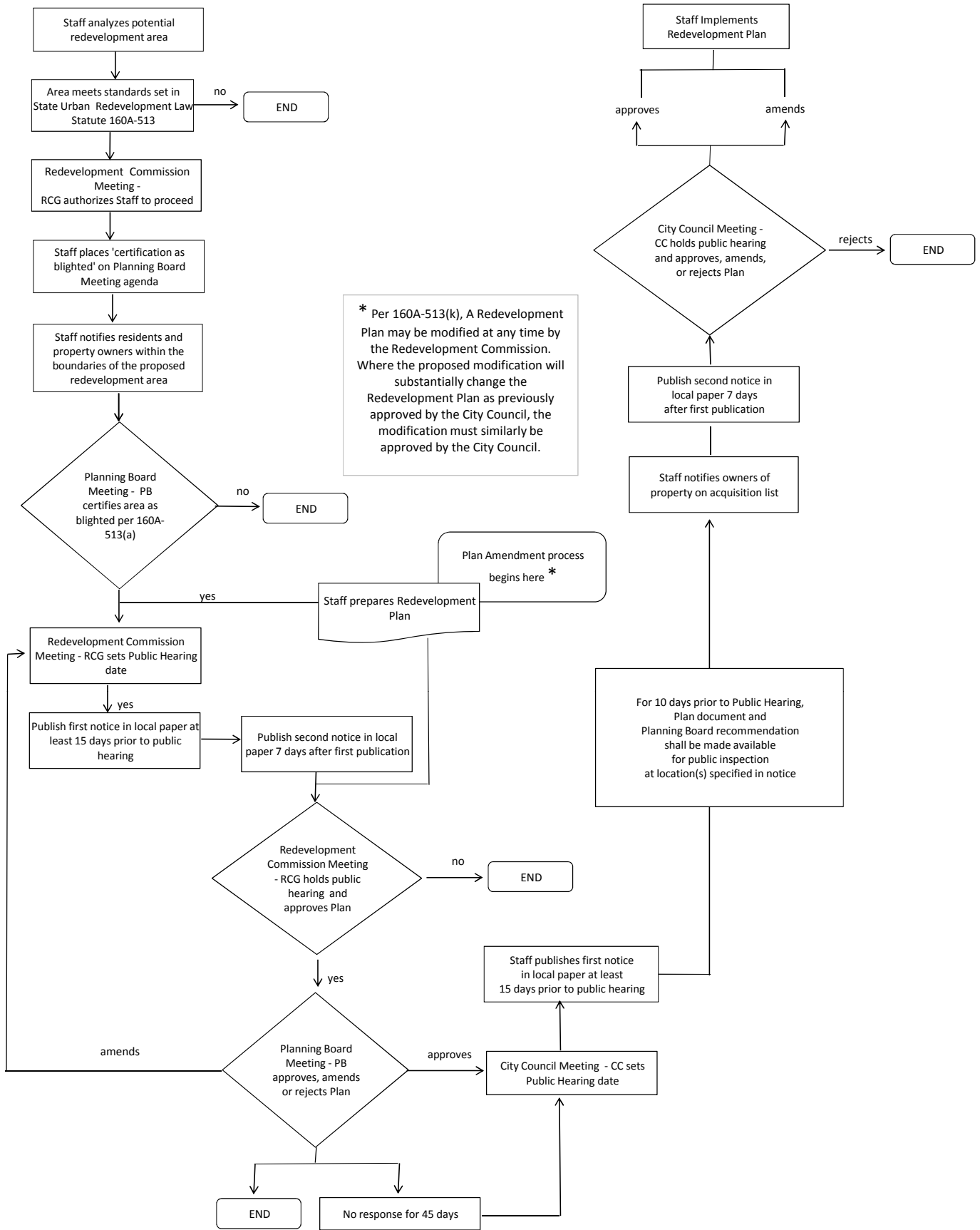
# Single Family Building Permit Review (Planning / Zoning)



# Plan Review Process

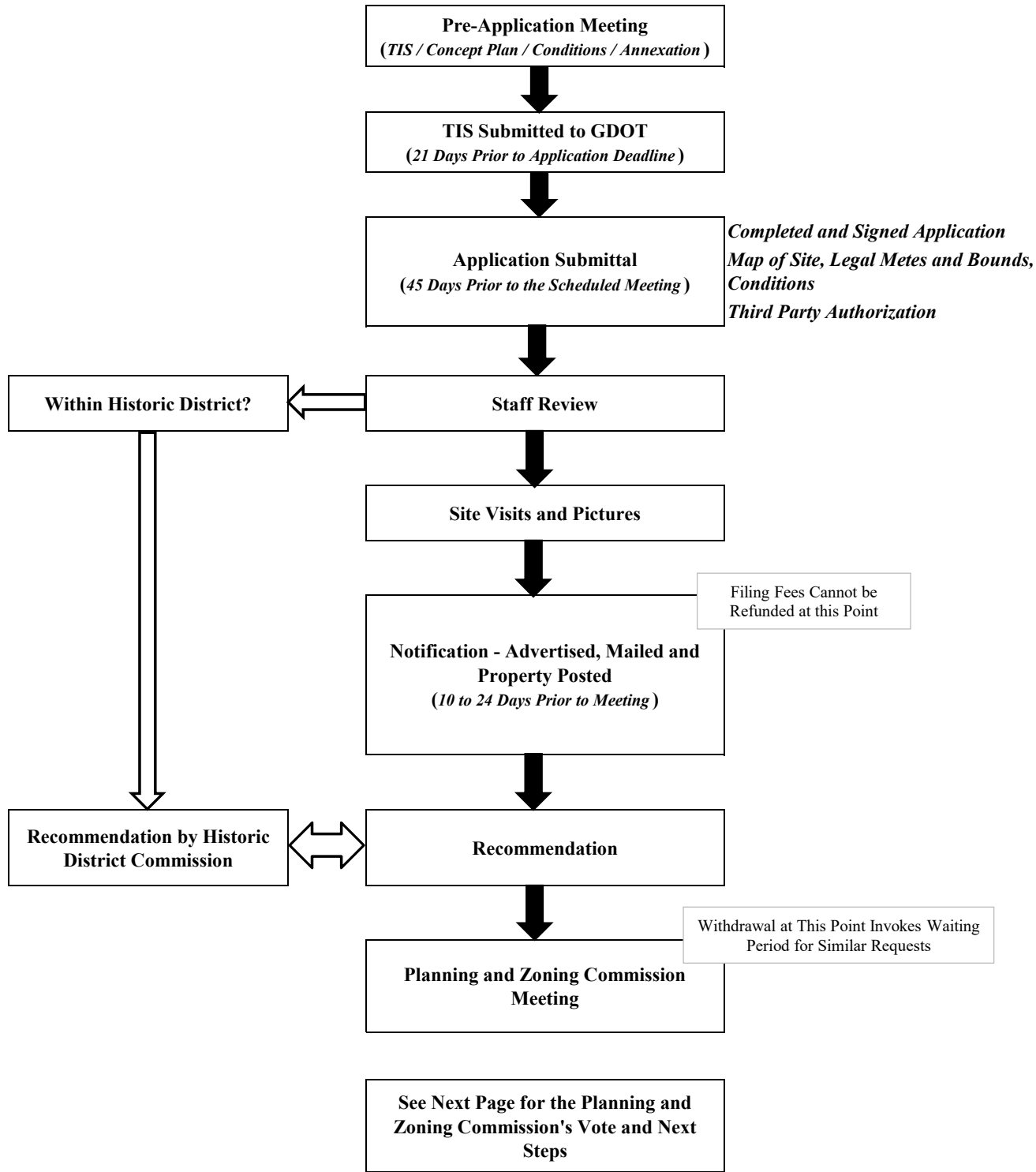


**Redevelopment Plan Production Process  
and  
Redevelopment Plan Amendment Process**



# REZONING PROCESS

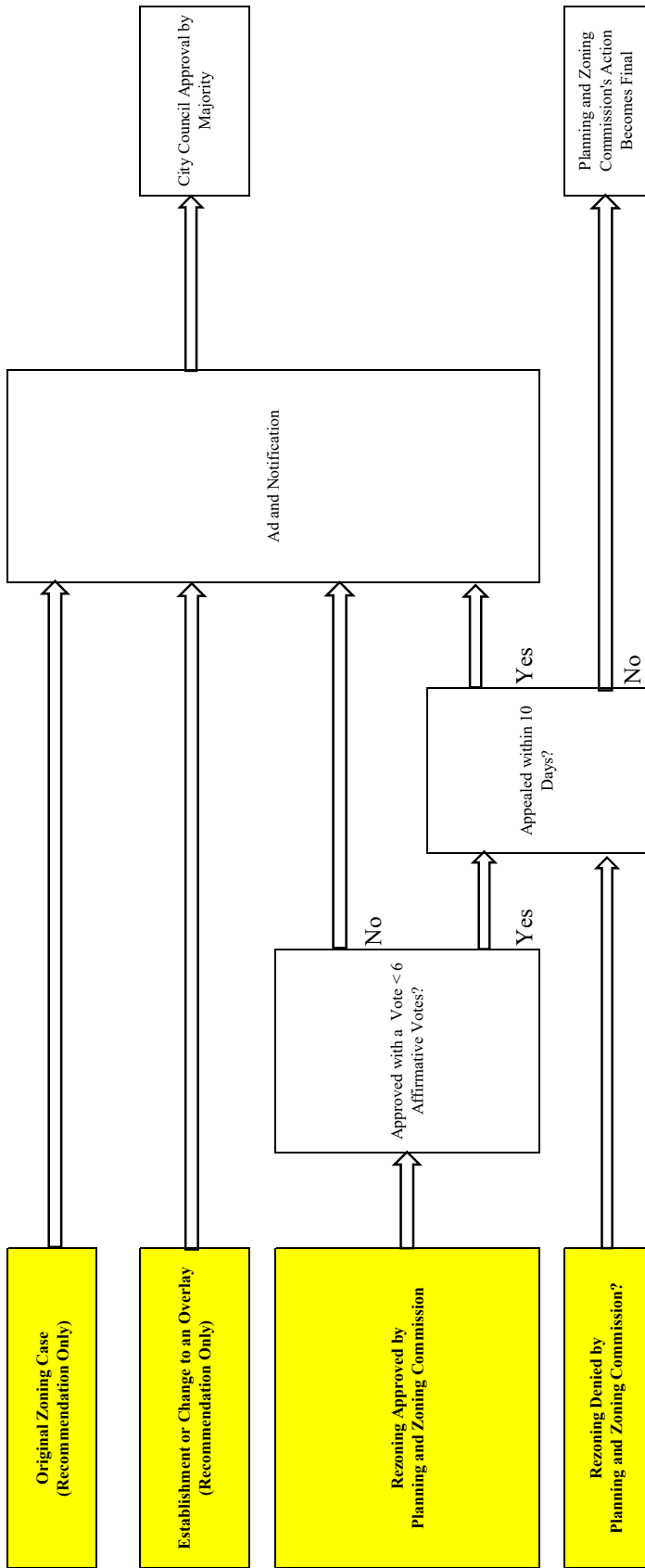
*Rezoning, Overlays, Original Zoning*



6/15/2021

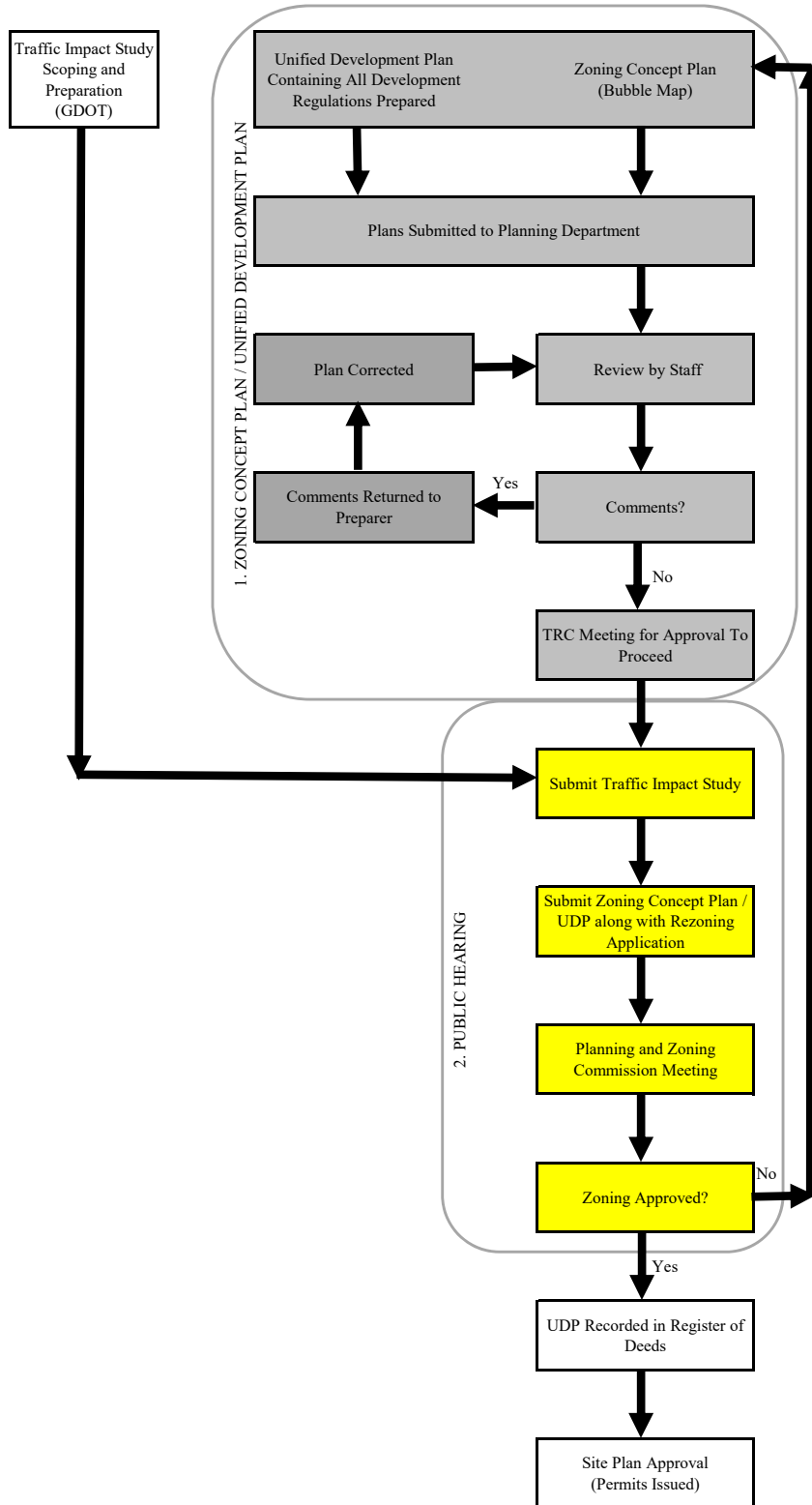


**Rezoning Process (Con't)**



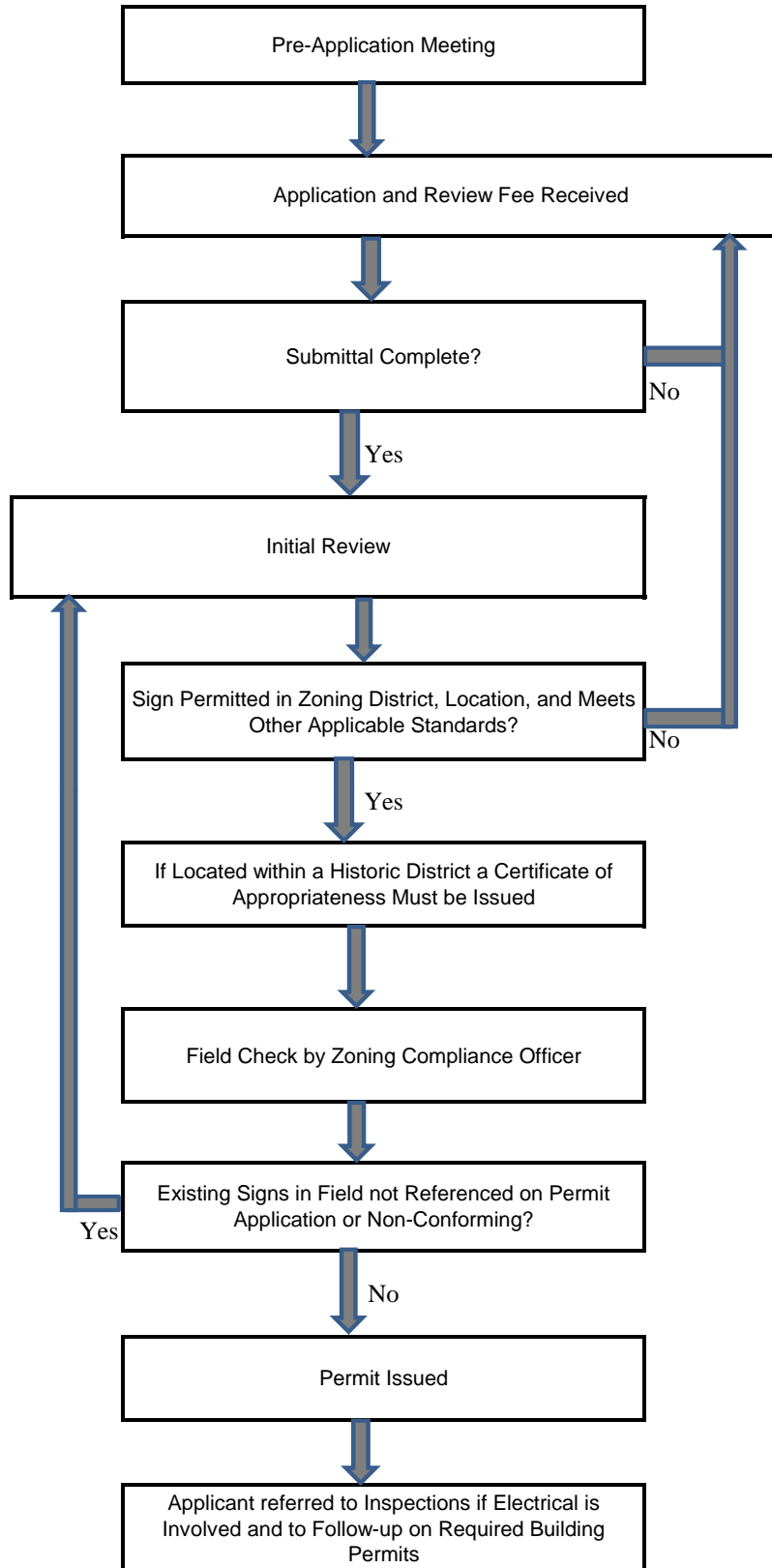
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## Rezoning Process for Planned Unit Developments



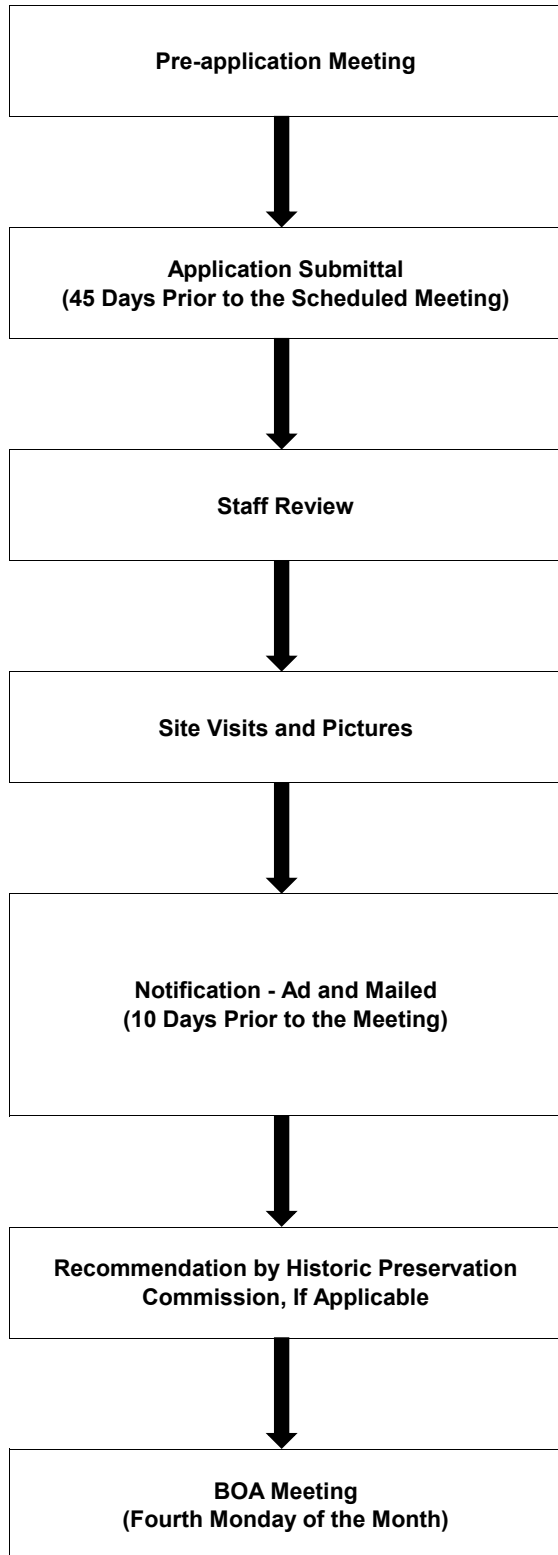
5/10/2022

# Sign Permit Process



10/9/2012

# SPECIAL USE PERMIT PROCESS

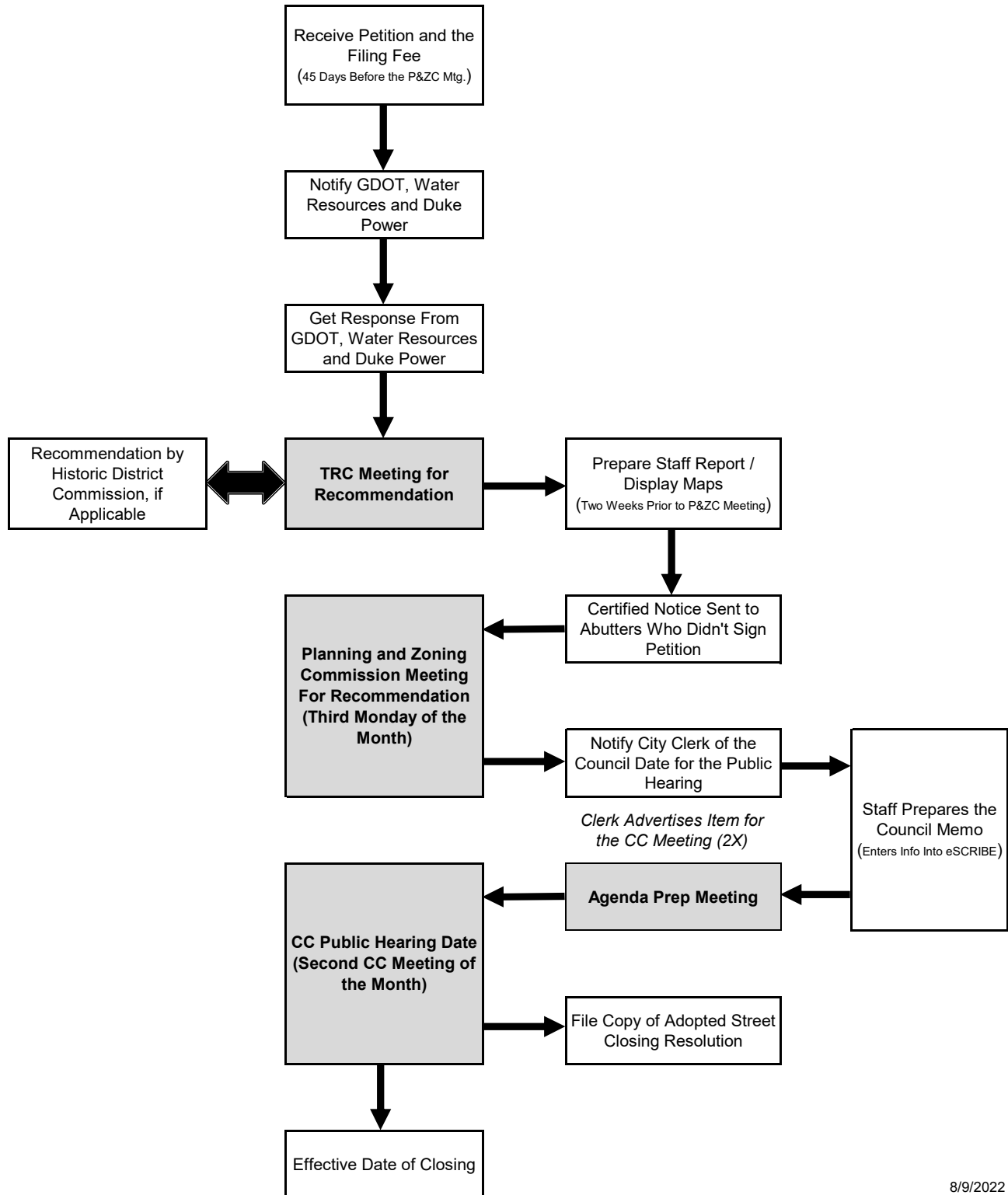


In order to a special use permit request, the Board must make the following findings of fact:

1. That the proposed use will not be detrimental to the health or safety of persons residing or working in the vicinity or injurious to property or improvements in the vicinity;
2. That the proposed use at the particular location provides a service or facility that will contribute to the general well-being of the neighborhood or the community; and
3. That the location and character of the proposed use will be in harmony with the area in which it is to be located and in general conformity with the Comprehensive Plan.

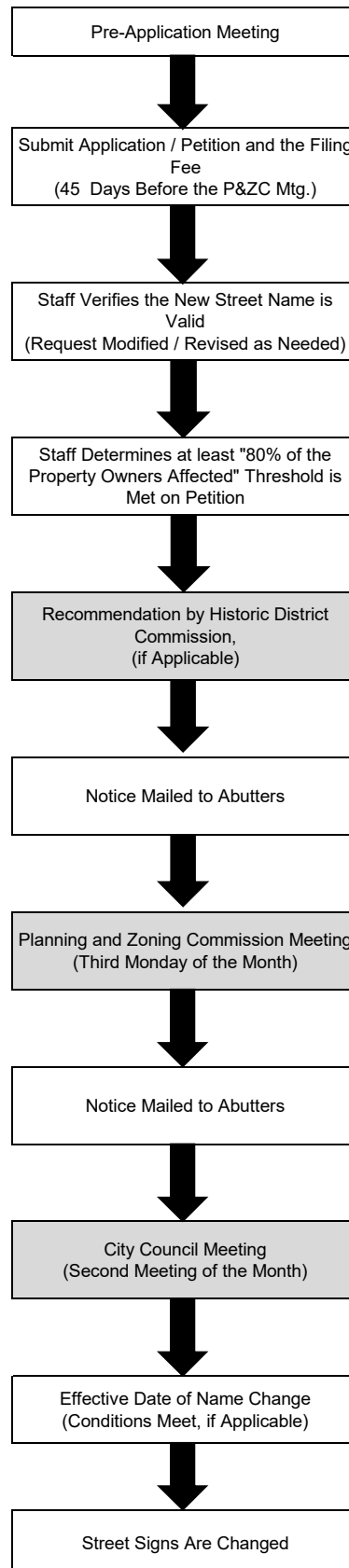
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# STREET CLOSING PROCESS

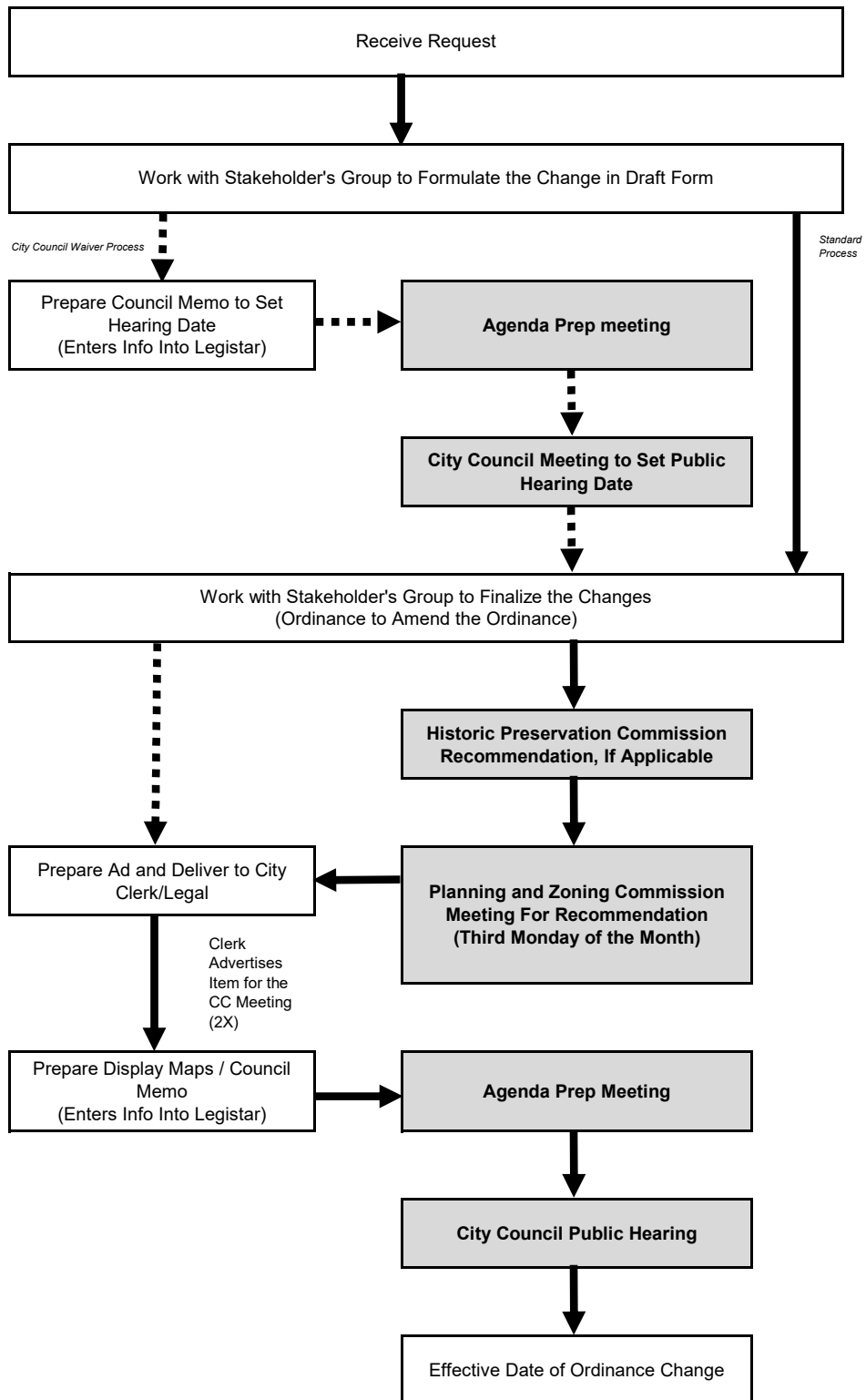


8/9/2022

# STREET NAME CHANGE PROCESS

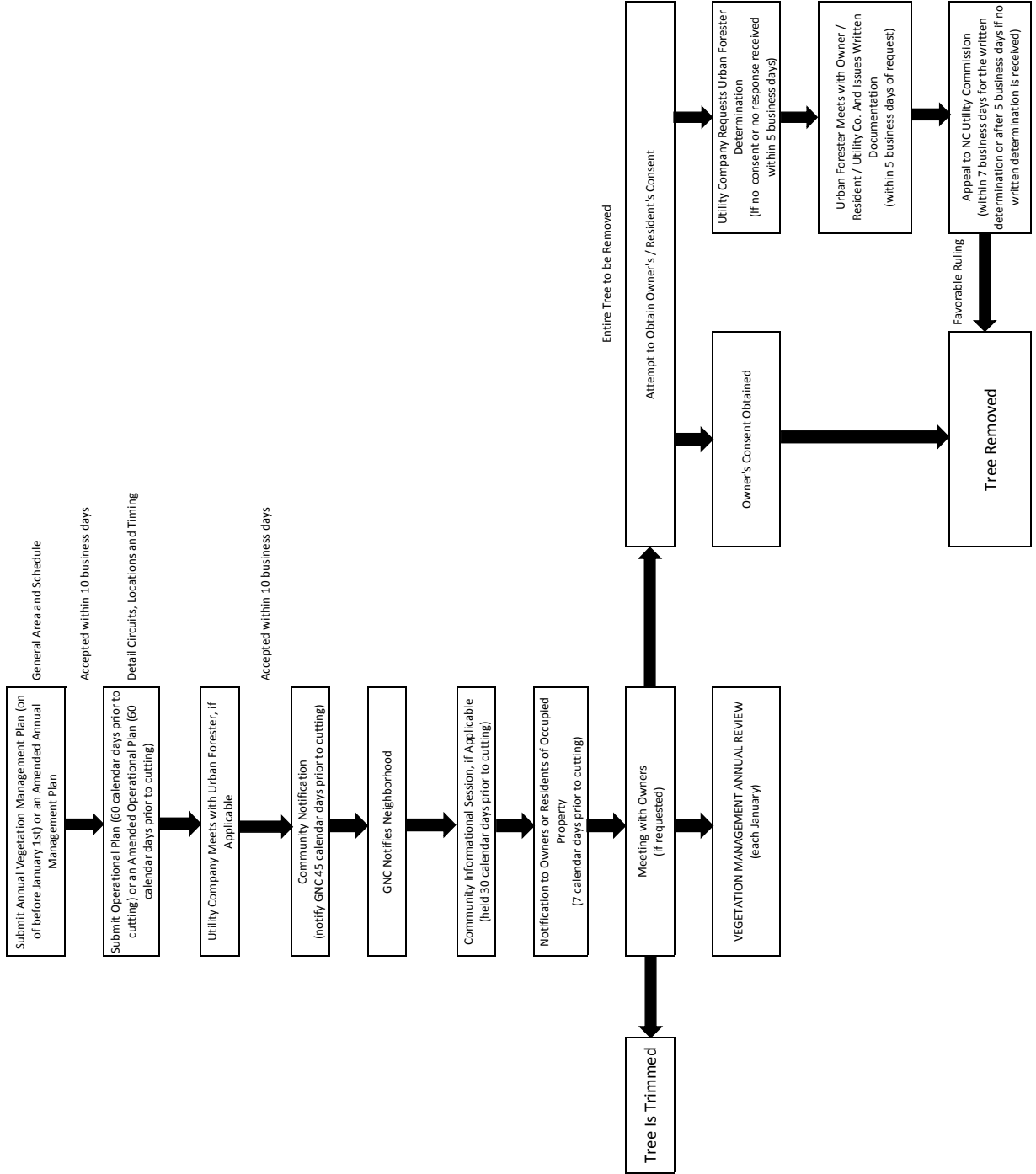


# TEXT AMENDMENT PROCESS



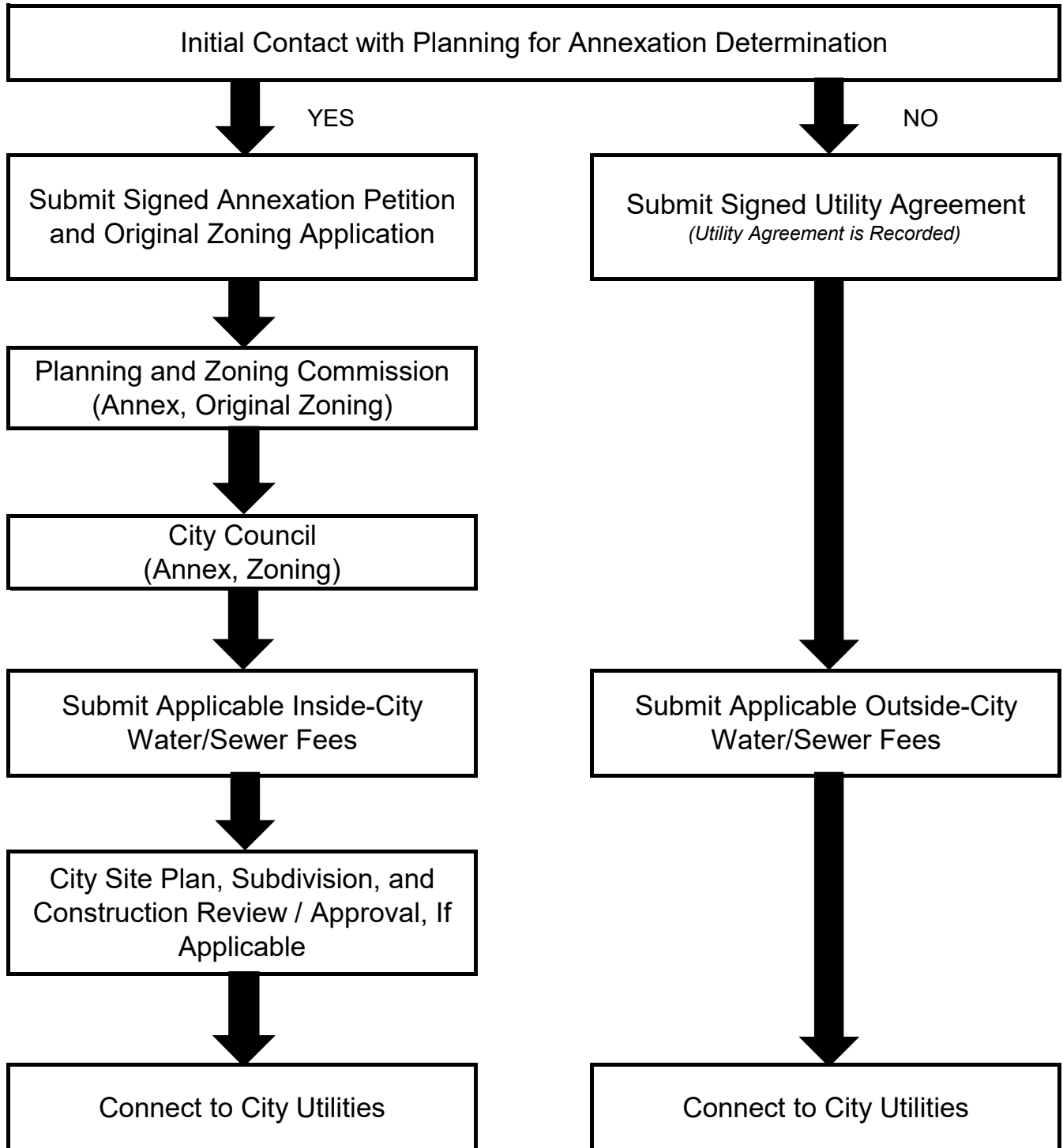
6/15/2021

**UTILITY VEGETATION MANAGEMENT ORDINANCE**  
*(June 18, 2013)*



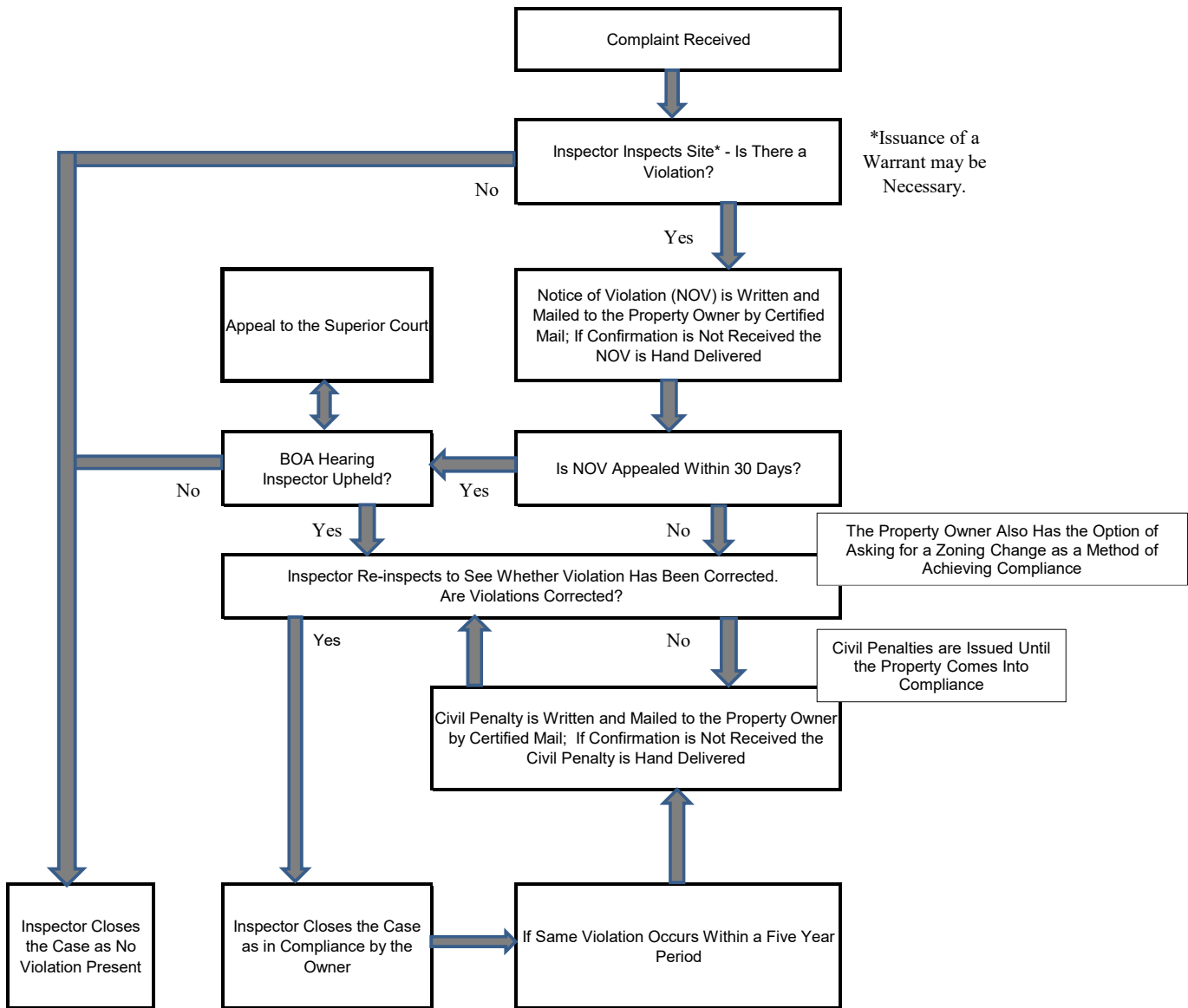


# WATER / SEWER CONNECTION PROCESS



6/15/2021

# Zoning Compliance Process



9/9/2019