



GUILFORD COUNTY PLANNING AND DEVELOPMENT

Planning Board Appeal Process Bulletin

The following decisions of the Planning Board can be appealed to the Board of County Commissioners.

Appeal Types & Appeal Filing Period (See Article 3, Section 3.5)

- Road Namings/Road Renamings (Within ten [10] days of the Planning Board's decision)
- Rezoning (Within fifteen [15] days of the Planning Board's decision)
- Road Closings/Easement Closings (Within thirty [30] days after the Planning Board's decision)
- Quasi-Judicial [e.g., Variances, Special Use Permits] (Shall be appealed to Guilford County Superior Court no later than thirty [30] days after the decision is effective or after a written copy thereof is given in accordance with G.S. 160D-406(j). When first-class mail is used to deliver notice, three (3) days shall be added to the time to file the petition).

The applicant, their representative, or anyone impacted by the Planning Board's decision can make the appeal. This appeal must be in writing and indicate the specific case being appealed. A properly filed appeal consists of a completed Appeal Form and the appropriate filing fee (see Appeal Application). Appealed cases will be scheduled by the Clerk to Board's Office for the next available meeting of the Board of County Commissioners.

The process for filing the appeal:

- ◆ Appellant
 - Appellant can secure the Appeal Process Application and Fee Schedule from the Planning and Development Department
 - Appellant submits the completed form and appropriate filing fee to the Planning and Development Department
- ◆ Planning and Development Department
 - Checks the form for completeness
 - Processes fee and generates a receipt / Indicates on the form that fee has been paid
 - Provides copy to Appellant
 - Emails Appeal Form to the Clerk to the Board for scheduling
- ◆ Clerk to the Board
 - Receives email from Planning and Development Department scheduling a Hearing Date, notifies Appellant and Planning and Development Department via email (USPS mail if no email available) of Hearing Date
 - Appeal Hearing now is properly filed and scheduled

Appellant will receive notification as to the date, time, and location of the Public Hearing. The Appellant or someone representing the Appellant must be present at the Public Hearing. If you have any questions, please contact:

PLANNING & DEVELOPMENT DEPARTMENT
400 W MARKET STREET
PO BOX 3427
GREENSBORO, NC 27402
PHONE (336) 641-3334 FAX (336) 641-6988

CLERK TO THE BOARD
301 W MARKET STREET
PO BOX 3427
GREENSBORO, NC 27402
PHONE (336) 641-5532



GUILFORD COUNTY
PLANNING AND DEVELOPMENT

Planning Board
Appeal Process
Application

Date Submitted: _____ Case Number _____

Rezoning Appeal Fee \$750.00 Receipt # _____ Or Other Appeals of the Board Fee \$200.00 Receipt # _____

Provide the required information as indicated below. Pursuant to the Unified Development Ordinance (UDO), this appeal will not be processed until appeal fees are paid and this form is completed and signed. (For Specific Applications, See Section 3.5 of the UDO).

Select Appeal Type:

Rezoning Road Naming/Renaming Road/Easement Closing Other

Pursuant to Section 3.5.C of the Unified Development Ordinance (UDO), the undersigned hereby appeals the decision of the Guilford County Planning Board made on _____, 20____
Month Day Year
in Case Number _____. Said property is located at _____

in _____ Township; Being a total of _____ acres. Further referenced by the Guilford County Tax Department as: Tax Parcel # _____; Tax Parcel # _____; Tax Parcel # _____; Tax Parcel # _____; Tax Parcel # _____.

I hereby agree to conform to all applicable laws of Guilford County and the State of North Carolina and certify that the information provided is complete and accurate to the best of my knowledge.

YOU OR SOMEONE REPRESENTING YOU MUST BE PRESENT AT THE PUBLIC HEARING

Respectfully Submitted,

Owner/Applicant Signature

Owner Representative Signature, if applicable

Name

Name

Mailing Address

Mailing Address

City, State and Zip Code

City, State and Zip Code

Phone Number

Phone Number

Email Address

Email Address