



GUILFORD COUNTY PLANNING AND DEVELOPMENT

Planning Board Road Closing Bulletin

OVERVIEW

The Unified Development Ordinance (UDO) contains public hearing procedures whereby anyone may submit a request for a road to be closed and removed from dedication. According to North Carolina General Statute 153A-241 the Planning Board may close the road if the closing of said road is not contrary to the public interest and no individual or other party owning property adjoining the road or in the vicinity of said road, will be deprived of reasonable means of ingress or egress to their property.

PROCEDURES

Pre-Filing Conference

A pre-filing conference is recommended for anyone planning to file an application. This informal meeting allows staff to provide guidance in the application procedures and indicate a likely recommendation to the Planning Board. This should be scheduled in the weeks prior to the submission deadline.

Filing

Filing for a road closing requires:

- A completed Petition Form signed by all property owners abutting said road or a portion thereof
- Application Fee, see Road Closing Petition
- A legal description of the road to be closed and attach a map or sketch
- State Maintenance must be abandoned before the public hearing can be held. Contact NC DOT at 336-487-0100 for abandonment procedures

These items must be submitted by noon on the submittal deadline date. Failure to submit the required items on time may delay the processing of the application and scheduling of the public hearing. It is recommended that applications be hand-delivered to the Planning and Development Department. **Refer to the Planning Board Meeting Schedule for meeting dates and deadlines.**

Resolution of Intent

Once the application is filed and accepted, the Planning Board will be requested to adopt a Resolution of Intent. If

adopted, the Planning Board will set the date of the public hearing, usually the following month, to consider the petition.

Notice

Notification of a public hearing is required under state law. This consists of:

- Notice published in local newspaper once a week for two (2) successive weeks, approx. ten (10) days and five (5) days before the public hearing.
- Notice by mail to adjoining property owners of said road not signing petition approximately ten (10) days before the public hearing
- Notice by posting of signs in at least two (2) places along the said road or a portion thereof.

Public inquiries often result from the notification process. The applicant may contact staff to inquire about citizen comments prior to the public hearing.

BEFORE THE MEETING

Discussion with interested parties

It is recommended that the applicant discuss his/her plans with adjoining property owners, neighborhood associations and other interested parties prior to the public hearing.

Staff Report

Staff prepares a report for each case, which includes the staff recommendation. The report is available three or four days prior to the public hearing and anyone may request a copy.

Withdrawals

A request to withdraw must be made in writing, signed by the applicant and submitted to planning staff. If the withdrawal request is submitted prior to any public notification, a refund may be made and attendance at the meeting is not required. If public notification has already been made, a withdrawal may only be granted by the Planning Board. Attendance at the meeting is required, and the applicant is not eligible for a refund.



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Continuances

A continuance of a request may only be granted by the Planning Board. Attendance at the meeting is required. If granted, the Planning Board will set a new date for the public hearing. The Planning Board may only continue a request for a total of sixty (60) days.

THE MEETING

The applicant or his /her representative must be present for the public hearing. Planning Board meetings are generally held on the second Wednesday of each month, in the Guilford County Agricultural Center located at 3309 Burlington Road, Greensboro, NC. A Hearing Notice is mailed to the applicant approximately ten (10) days prior to the public hearing notifying of the exact date, time and place.

Meeting Format

At the beginning of each meeting, the Chair of the Planning Board reviews the meeting and voting procedures. Following an approval of minutes, the Chair calls a case, the staff report is presented, and the public hearing is opened. During the public hearing, the applicant, his/her representative, or anyone in favor of the request will have a total of twenty (20) minutes to address the Planning Board. Next, anyone in opposition to the request will be given a total of twenty (20) minutes to speak. Maps, photographs, diagrams and other presentation materials may be incorporated into public hearing presentations. Any materials presented to the Planning Board remain with the case file, so duplicates should be provided. This includes written petitions, which should list the address for each signatory.

AFTER THE MEETING

Notification

If approved, the following notifications will take place:

- Day after hearing -Notice by posting of signs in at least two places along the said road or a portion thereof
- Thirty (30) days after hearing, no appeal -Record affidavit of publication and resolution in the

Register of Deeds office

- Thirty (30) days after hearing, no appeal -Notice by mail to the petitioner

Appeals

A decision of the Planning Board may be appealed to the Board of County Commissioners by any person aggrieved by the closing of a public road. The appeal form, available from the Planning Department and appeal fee must be submitted to the Planning Department within thirty (30) days of the Planning Board decision. Decisions of the Board of Commissioners may be appealed to State Superior Court within two months of the Board's decision.

This document is intended for public information purposes only. It summarizes and omits some provisions. It is not to be construed or used as an official interpretation of the Unified Development Ordinance (UDO) in any legal proceeding.



**GUILFORD COUNTY
PLANNING AND DEVELOPMENT**

**Planning Board
Road Closing
Petition**

Date Submitted: _____ Fee **\$381.00** Receipt # _____ Case Number _____
(includes \$26 recording fee)

Pursuant to Section 2-4 of the Unified Development Ordinance (UDO), the undersigned, being the owner(s) of property abutting said road, or a portion thereof, described below request(s) that said road be closed and removed from dedication. The road is presently known as _____ Secondary Road# _____ in _____ Township, and running _____ from _____ Secondary Rd# _____ and terminating at _____ Secondary Rd# _____. (Provide a legal description of said road or portion thereof and attach a map or sketch.)

Please check one of the following:

- The road has been dedicated but is unopened
- The road is open and is a part of the State Secondary Road System. **State Maintenance must be abandoned before the public hearing can be held. Contact NCDOT at 336-487-0100 for abandonment procedures.**
- The road is open and is not part of the State Secondary Road System

According to North Carolina General Statute 153A-241 the Planning Board may close the road if the closing of said road is not contrary to the public interest and no individual or other party owning property adjoining the road or in the vicinity of said road, will be deprived of reasonable means of ingress or egress to their property. Any person aggrieved by the closing of said public road may appeal the Planning Boards decision to the Board of Commissioners within 30 days, if none, decision is final. Refer to the Road Closing Bulletin for more information.

Petitioners:

Name	Address
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

Additional sheets for petitioners are available upon request.

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

Submitted By: _____

Contact Name

Address

Contact Phone # & Email