

Helpful Hints for Development Review

The Legacy Toolkit

10 Helpful Hints for Development Review

1. **Understand** - Make sure you fully understand the difference between General and Special Use District zoning; don't hesitate to ask questions.
2. **Inform** - Tell the surrounding property owners what you are planning prior to filing with the Planning Department. Showing up to the public hearing with a room full of uninformed neighbors doesn't help your chances of having your request approved or having it dealt with in a timely manner.
3. **Be Early** - Submit your application early in case there are any unforeseen issues. Waiting until the last minute on deadline day leaves little room for error.
4. **Match Signatures** - Make sure that signatures match tax records. Planning will compare the signatures on your application to the information that you get from the tax office. If the tax office lists John and Jane Doe as the property owners, we need both signatures. If a company or LLC is the owner, we need someone authorized by that company to sign the application. If the tax records have not been updated after someone is deceased, the discrepancy must be reconciled by you prior to acceptance of the application.
5. **Quality Is Our Goal** - Understand that Special Use District rezonings will be subject to review by other city/county departments. These departments, along with planning staff, may ask for additional improvements beyond the minimum UDO requirements in order to ensure quality development for the community.
6. **Don't Shoot The Messenger** - Keep in mind that planning staff only makes a recommendation to either approve or deny your request. This is a recommendation, not the final decision. The Planning Board or the appropriate elected body makes the final decision.
7. **Deadlines** - Be aware of all significant dates and deadlines throughout the review process. Especially for Special Use District rezonings, failure to meet the appropriate deadlines will result in a delay until the next review cycle for your request.
8. **Ask** - Contact staff with any questions you have. If you're not sure about something, call us - that's what we're here for.
9. **Attend** - Attend the public hearing(s). You filed this request so putting a face with the application is critical when it is being decided. If you can't attend, try to at least have someone at the meeting on your behalf who can answer questions.
10. **Reach Out** - Contact your elected official(s) to discuss your request after the Planning Board has voted on it. If they have any questions or concerns, then you will have time to address them before your case is heard by them. It also helps to give elected officials a better understanding of your request before they act on it.

Important Phone Numbers

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City-County Planning Board	727-2548
City-County Inspections Division	727-2628
City Engineer	727-2141
Winston-Salem Department of Transportation (WSDOT)	727-2707
North Carolina Department of Transportation (NCDOT)	703-6500
Streets/Stormwater	748-3070

Forsyth County Municipalities

Village of Clemmons	766-7511
Town of Lewisville	945-5558
Town of Kernersville	996-3121
Town of Bethania	922-4744
Town of Walkertown	595-4212
Village of Tobaccoville	983-0029
Town of Rural Hall	969-6856

Winston-Salem Mayor and City Council

Allen Joines, Mayor	727-2058
Vivian Burke, Northeast Ward, Mayor Pro Tempore	661-6460
Dan Besse, Southwest Ward	722-1674
Robert Clark, West Ward	765-1777
Joycelyn Johnson, East Ward	724-2971
Nelson Malloy Jr., North Ward	722-4906
Wanda Merschel, Northwest Ward	722-6092
Molly Leight, South Ward	725-4325
Evelyn Terry, Southeast Ward	788-5008

Forsyth County Board of Commissioners

David R. Plyler, At Large, Chairman	413-1102
Debra Conrad, District B, Vice Chair	760-9653
Beaufort Bailey, District A	922-6946
Ted Kaplan, District B	703-2006
Richard Linville, District B	727-2531
Walter Marshall, District A	748-3231
Gloria Whisenhunt, District B	748-3229