



Bryce A. Stuart Municipal Building  
 Suite 328, 100 E. First Street  
 Winston-Salem, NC 27101  
 P.O. Box 2511  
 Winston-Salem, NC 27102-2511

Phone: 311 or (336) 727-8000  
 Fax: (336) 747-9428

## NCO (NEIGHBORHOOD CONSERVATION OVERLAY) REZONING CHECKLIST

**- REQUIREMENTS ARE SEQUENTIAL -**

### Pre-application Staff Determination of Eligibility

| Date Completed  | Verified                 | Item to be Completed/Verified   | Completed By |
|---|--------------------------|---|--------------|
|   | <input type="checkbox"/> | Submission of preliminary proposal including subject properties and goals/objectives of the proposed district.                | Petitioner   |
|   | <input type="checkbox"/> | Minimum of 15 acres?  | Staff        |
|   | <input type="checkbox"/> | Is the development at least 40 years old if located within GMA 2 or at least 25 years old if located within GMAs 3, 4, and 5? | Staff        |
|   | <input type="checkbox"/> | Does the proposed NCO contain only one unified neighborhood, as defined?  | Staff        |
| <input type="checkbox"/> Accept <input type="checkbox"/> Deny |                          | Informal staff determination of eligibility   | Staff        |

### Initial Planning Board Determination of Eligibility

| Date Completed | Verified                 | Item to be Completed/Verified  | Completed By |
|----------------|--------------------------|--|--------------|
|                | <input type="checkbox"/> | Submission of Neighborhood Association support of the request (include by-laws and list of elected officers).                            | Petitioner   |
|                | <input type="checkbox"/> | Submission of required percentage of property owners who support the request as per Chapter B, Article II, Section 2-1.6 (A)(4)(a)(iii). | Petitioner   |
|                | <input type="checkbox"/> | Review by Historic Resources Commission  | Staff        |
|                | <input type="checkbox"/> | Planning Board Determination of Eligibility  | CCPB/Staff   |

### After the Planning Board Determination of Eligibility

| Date Completed | Verified                 | Item to be Completed/Verified   | Completed By |
|----------------|--------------------------|---|--------------|
|                | <input type="checkbox"/> | Submission of inventory and description of distinctive natural and manmade features of the neighborhood including streams, wooded areas, parks and open space, development history, and predominate architectural building types. Inventory shall also include a block by block listing of the lot sizes, widths, and setbacks which will be averaged to serve as a basis for the proposed standards. Staff will review for completeness. | Petitioner   |
|                | <input type="checkbox"/> | Submission of two (2) copies of the proposed conservation standards with proff of support by the applicable required percentage of property owners who support the request as per Chapter 4, Article II, Section 2 1.6 (A)(4)(e)(iv). Staff will review for completeness.   | Petitioner   |
|                | <input type="checkbox"/> | Submission of signed memorandum of understanding from the Neighborhood Association concerning its responsibility for continued property owner notification and monitoring of the proposed NCO standards.  | Petitioner   |

## Official Submittal of Rezoning Application

| Date Completed | Verified                 | Item to be Completed/Verified   | Completed By |
|----------------|--------------------------|---|--------------|
|                | <input type="checkbox"/> | Submission of a general use rezoning application i.e. from RS9 to RS9 NCO (see fee schedule for specific NCO fee). Planning staff will advise the petitioner of the date for the Planning Board public hearing. After the Planning Board makes a recommendation the City Council will hold a final public hearing and either approve or deny the rezoning request. The petitioner will need to attend both public hearings. | Petitioner   |

# City-County Planning BOARD

FORSYTH COUNTY  
& WINSTON-SALEM,  
NORTH CAROLINA