

The Major Subdivision & Planned Residential Development (PRD) Process

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Major Subdivision & PRD Process: The process should begin with a call or visit to the Land Use Administration (LUA) Team to discuss your preliminary plans and to ask the staff's advice on submission procedures. Applications, forms, and checklists are all submitted electronically through the IDT Plans portal located here: <https://winston-salem.idtplans.com/secure/>.

Submission Steps

Sketch Plan Review Meeting: For Planned Residential Development (PRD) submittals, a Sketch Plan Review Meeting is required. For Major Subdivisions, this meeting is optional but recommended. This meeting allows the petitioner to receive feedback before formally entering the review process. Informal review meetings are held every Friday morning, excepting any City Office closing, beginning at 8:30 AM. We have up to five 30-minute slots available. Please reference the Sketch Plan Review meeting handout for more information (located here: <https://www.cityofws.org/448/Handouts>). In order to get placed on the agenda, the petitioner must submit a draft site plan along with a brief description of their project using our online IDT Plans portal by the Monday of that same week at 12:00 PM.

Pre-submittal Requirements: All Major Subdivisions and Planned Residential Development (PRD) site plans that are not a part of a rezoning request will be submitted through the IDT Plans portal using the 01.07) Pre-Submittal Application for Preliminary Subdivision Approval application type. Site plans should include all information as required by the Form 1 site plan checklist located on the Planning Department website here: <https://www.cityofws.org/437/Checklists>. Submitted site plans will be reviewed by staff at the pre-submittal application stage to ensure that the plan meets minimum UDO ClearCode requirements. Staff will return these comments back to you electronically via IDT Plans.

Filing Deadline Requirements: (1) An electronic application that includes all property PIN's, lot acreage, and number of lots. (2) A revised site plan that addresses all pre-submittal review comments. (3) Applicable fee payment. Fee can be paid either online via the IDT Plans portal, or in person at the Planning Counter at the address above.

Interdepartmental Review Meeting: At this meeting, the site plan preparer will receive comments from the Interdepartmental Review Committee. This committee consists of representatives of the various departments involved in the site plan review process. The site plan preparer will receive a list of comments from this meeting via email and will also be available on the IDT Plans project submission page. Attendance by the site plan preparer is highly recommended.

Re-submittal Deadline – After the Interdepartmental Review meeting, the site plan preparer will need to address the applicable comments. Please consult the City-County Planning Board Calendar of Significant Dates to verify the deadline for final submission. The calendar is posted here: <https://www.cityofws.org/1564/Monthly-Planning-Board-Items>. Failure to re-submit revised site plans by the specified deadline will result in a one month continuance of the request.

Planning Board Meeting – Staff strongly encourages the petitioner to attend the Planning Board meeting. If all issues have been resolved and the petitioner is agreeable to the proposed conditions, the subdivision request is typically handled on the consent agenda. After the request is presented, the Planning Board will vote to approve or deny the subdivision request. The Planning Board is the approving authority for conventional subdivisions and PRDs that do not require a rezoning.