



**GUILFORD COUNTY
PLANNING AND DEVELOPMENT**

**Planning Board
Appeal Process
Bulletin**

Decisions of the Planning Board can be appealed to the Board of County Commissioners. 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 Form. 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 to contact the Planning and Development Department for the Appeal Form
 - Appellant submits the completed Appeal Form and the 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 Board for scheduling

- ◆ Clerk to Board
 - Receives email from Planning, chooses a Hearing date, notifies Appellant and Planning via email (mail if no email available) of Hearing date

- ◆ Appeal is now properly filed

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 us.

PLANNING & DEVELOPMENT

400 W MARKET STREET

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GREENSBORO NC 27402

Phone (336) 641-3334 Fax (336) 641-6988

CLERK TO THE BOARD

301 W MARKET STREET

PO BOX 3427

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