

# APPLICATION ACCEPTANCE POLICY



Village of Clemmons  
Department of Planning and  
Community Development

3715 Clemmons Road, Clemmons NC 27012  
Telephone 336.766.7511 | Fax 336.766.7536  
[www.clemmons.org](http://www.clemmons.org)

The Village of Clemmons understands that clear expectations make the application and development review processes easier for both applicants and staff. The policies outlined below will enable Planning staff to move the process along in a way that ensures that each application receives the attention it deserves. Staff desires to complete review of projects in an accurate and timely manner. Due to the volume of applications and public hearing schedules, working with incomplete materials detracts from the timely review of applications.

1. Applications are to be reviewed for completeness by staff prior to being officially accepted by the Village for review. Applications that are dropped off or mailed in cannot be accepted without prior approval from the Planning Director.
2. Requested information for each type of development petition are provided with each application package. If the application does not contain all required items on the checklist, it will be considered incomplete and shall not be accepted.
3. Upon determination by staff that an application is complete, it will be officially accepted by the Planning Department. Staff will notify the contact person upon acceptance of the application. Staff will not hold materials for incomplete applications.
4. Application fees must be paid at the time an application is delivered for acceptance.
5. In order to allow time to process fees, applications will not be accepted after 4:00 PM each day.
6. For your convenience, applicants may schedule an appointment with staff. Please allow sufficient time to review the application package with staff.

Planning Department staff looks forward to working with you during the application process. If you have questions or need further assistance, please call (336) 766-7511.



Docket # C-250

Planning Department  
3715 Clemmons Road  
Clemmons, NC 27012

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## APPLICATION FOR ZONING MAP AMENDMENT

### THE PROCESS:

1. Pre-submittal meeting held with Village staff.
2. Neighborhood meeting is held by the petitioner. Village staff may attend.
3. A complete application and all required materials shall be submitted by 5 p.m. per applicable deadline.
4. Planning staff will review submitted petition for sufficiency. Completed petitions are reviewed by applicable committees and boards.
5. The Planning Board holds a legislative hearing on the petition and makes a recommendation to Village Council after consideration of relevant materials and information.
6. The Village Council calls for a public hearing usually at the first Council meeting of the following month.
7. The Village Council holds a legislative hearing to review and make a final decision on the petition, typically at the second meeting of the following month.

### CHECKLIST:

- Application form
  - o With all necessary signatures completed in ink (no copies or fax)
- Property description of land requested for rezoning
  - o Such description shall be by reference to the latest available parcel identifier as maintained by the Forsyth County Tax Assessor and shall include reference to a recorded plat if available.
  - o If a portion of a lot(s) is included in the petition, the property description shall be a written metes and bounds description from a field survey or a sealed survey clearly depicting the property included in the map amendment request with Deed Book and Page.
- Fee payment *exempt per B.8-1(B)*
  - o Check (payable to the Village of Clemmons) or cash

### FOR SPECIAL USE DISTRICT REQUESTS:

- Site plan map
  - o Two (2) physical copies and one (1) digital copy
  - o See site plan checklist online for all site plan submittal requirements

# APPLICATION FOR ZONING MAP AMENDMENT

## PETITIONER INFORMATION:

Petitioner Name: Village of Clemmons

Address: 3715 Clemmons Road

City: Clemmons

State: North Carolina ZIP: 27012

Email Address: mgunnell@clemmons.org

Phone: (336) 439-5187

## PROPERTY OWNER INFORMATION (if different from the petitioner):

Property Owner(s) Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

ZIP: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_

*(Attach additional owners' information, as necessary)*

## PRIMARY CONTACT PERSON INFORMATION

Contact Person Name: Amy Flyte

Email Address: aflyte@clemmons.org

Phone: (336) 439-5179

## SITE INFORMATION:

Address: 2838 Harper Road

City: Clemmons

State: North Carolina

ZIP: 27012

Forsyth County Property Identification # (PIN): 5883-67-9829

Total Acreage of Land Included: 15.29996

Current Zoning District(s): RS-40 Residential Single Family District

Proposed Zoning District(s): RM-8 Residential Multifamily District

*(If more than one zoning district, please state the acreage by district for the following items.)*

# APPLICATION FOR ZONING MAP AMENDMENT

Current Future Land Use Map Classification(s): Cluster\_Residential

Is the property subject to annexation?  Yes  No

Date of pre-application meeting with the Village: 08/10/2022

## NEIGHBORHOOD MEETING:

Date & Time: August 30, 2022

Location: 3715 Clemmons Road, Clemmons, NC 27012

Report:  Report Included  To be Submitted in Compliance with Deadline

## DECLARATION & SIGNATURE:

I/we the undersigned do hereby certify that all information given above is true, complete, and accurate to the best of my/our knowledge, information, and belief.

Petitioner(s):

Signature:



Date: 8/11/22

Print Name: Michael Gunnell

Property Owner(s):

Signature:



Date: 8/11/22

Print Name: Michael Gunnell

*(Affidavit of Ownership is required where owner(s) of subject property gives authorization to another person to petition for a zoning map amendment. Print and attach additional signature pages, as necessary)*

# APPLICATION FOR ZONING MAP AMENDMENT

## PETITIONER CONSIDERATIONS:

It is incumbent upon the petitioner to address:

- Changing condition(s) or circumstances to justify the zoning map amendment request
- Why it is in the public interest
- Zoning compatibility (effects of the request on the subject property and surrounding community)
- Compatibility with the Future Land Use Plan and other relevant long-range plans of the Village
- Consider the benefits and detriments of the map amendment and the relative magnitude said benefits and detriments would have on all stakeholders
- Conditions and requirements related to the Special Use District

*(Attach additional sheets, as necessary).*

Development conditions and preferences have been changing for decades towards large parcel suburban/exurban development to more compact and fiscally prudent design.

The proposed rezoning is in the public interest as it seeks to rezone to a more compact design. Compact development require less services and are therefore less impactful than single-family detached development.

Parcels in the surrounding area range from RS-40 to RM-18-S. RM-8 may strike a balance between those extremes.

RM-8 allow for eight lots per acre. Cluster Residential has a density minimum of two units per acre with no specified maximum. Cluster Residential does desire common open space. Multifamily developments have to provide common recreation area in addition to the subdivision ordinance requiring open space.

Benefits to the immediate are include the addition of housing inventory. Potential detriments could indlude the generation of additional traffic on municipal and state maintained roads.

# **APPLICATION FOR ZONING MAP AMENDMENT**

## **Special Use District**

**FOR SPECIAL USE DISTRICT REQUESTS:**

In granting the request for a special use zoning district, the Village Council may propose additional reasonable and appropriate conditions, as deemed necessary, in order to serve the purpose and intent of the Clemmons Unified Development Ordinances; secure the public health, safety and general welfare; and ensure substantial justice done. In such cases, the property owner(s) and petitioner(s) must agree to these conditions. The property owner(s) and petitioner(s) shall accept all requirements and conditions prior to final decision by the Village Council.

It is understood and acknowledged that where a zoning map amendment is made to a special use district, the property involved such petition will be perpetually bound to the use(s) authorized and subject to such condition(s) imposed, unless subsequent zoning map amendment is approved by the Village Council. It is further understood and acknowledged that plans for any development for the subject property made pursuant to approval of a special use zoning district so authorized shall be approved pursuant to the Clemmons Unified Development Ordinances.

**Permitted Use(s):** A petition for a special use district shall specify the permitted use(s) allowable, where any limitation to the uses allowed in the corresponding standard zoning district is proposed. A special use district does not provide for additional use permissions; only permitted uses authorized in the corresponding standard zoning district are allowable. All other requirements of the corresponding district shall be met. List such permitted uses below (*attach additional sheets, as necessary*).

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**Condition(s):** In considering an application for a special use district, the Village Council shall consider conditions or restrictions associated with the petition, where any limitation to the conditions or standards in the corresponding standard zoning district are proposed. All other requirements of the corresponding district shall be met. List all proposed conditions, including site specific standards, which are proposed in the special use district request (*attach additional sheets, as necessary*).

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Company which may encumber the property described herein, the right-of-way of Harper Road, and 2007 ad valorem taxes which constitute a lien against the property described herein.

IN WITNESS WHEREOF, Grantor has caused these presents to be executed, as of the day and year first above written.

Sally P Kelly (SEAL)  
Sally P. Kelly

David L Kelly, Jr. (SEAL)  
David L. Kelly, Jr.

STATE OF NORTH CAROLINA )

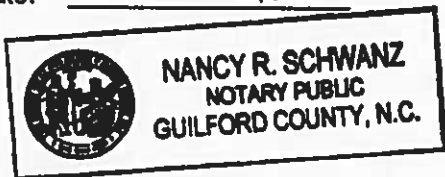
SS:

COUNTY OF FORSYTH )

I certify that the following person(s) personally appeared before me this day, each acknowledging to me that he or she voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated: Sally P. Kelly and David L. Kelly, Jr.

Date: November 11, 2007

Nancy R. Schwanz  
Printed Name: NANCY R. SCHWANZ, Notary Public



My commission expires: 4-1-2012



**EXHIBIT "A"**

**BEGINNING** at a point in the center of Harper Road, said point being the southeasternmost corner of the property conveyed to Grantors herein in Book 1253, Page 640, Forsyth County Registry, and running thence from said point and place of beginning, North 83° 30' 49" West 244.31 feet to a stone; thence North 84° 19' 44" West 239.01 feet to an iron pin; thence North 84° 27' 31" West 265.53 feet to an iron pin located in the eastern line of the property conveyed to Jerry P. Koontz, et ux, in Book 606, Page 146, Forsyth County Registry, said iron pin being located at the northwestern corner of the property conveyed to Duke Power Company, LLC in Book 2651, Page 258, Forsyth County Registry; thence with Koontz's eastern line North 01° 38' 24" East 440.08 feet to an existing iron pin, the northeastern corner of the Koontz property and the southeastern corner of the property conveyed to Terry C. Longworth in Deed Book 2104, Page 1613, Forsyth County Registry; thence with Longworth's eastern line, North 01° 33' 15" East 881.85 feet to a point in the center of Harper Road; thence South 60° 34' 06" East 232.27 feet to a point in Harper Road; thence South 28° 27' 00" East 877.93 feet to a point in Harper Road; thence South 09° 43' 45" East 519.71 feet to the point and place of beginning, containing 15.29996 acres, more or less, as shown on a survey by Thomas A. Riccio & Associates, dated November 1, 2007.

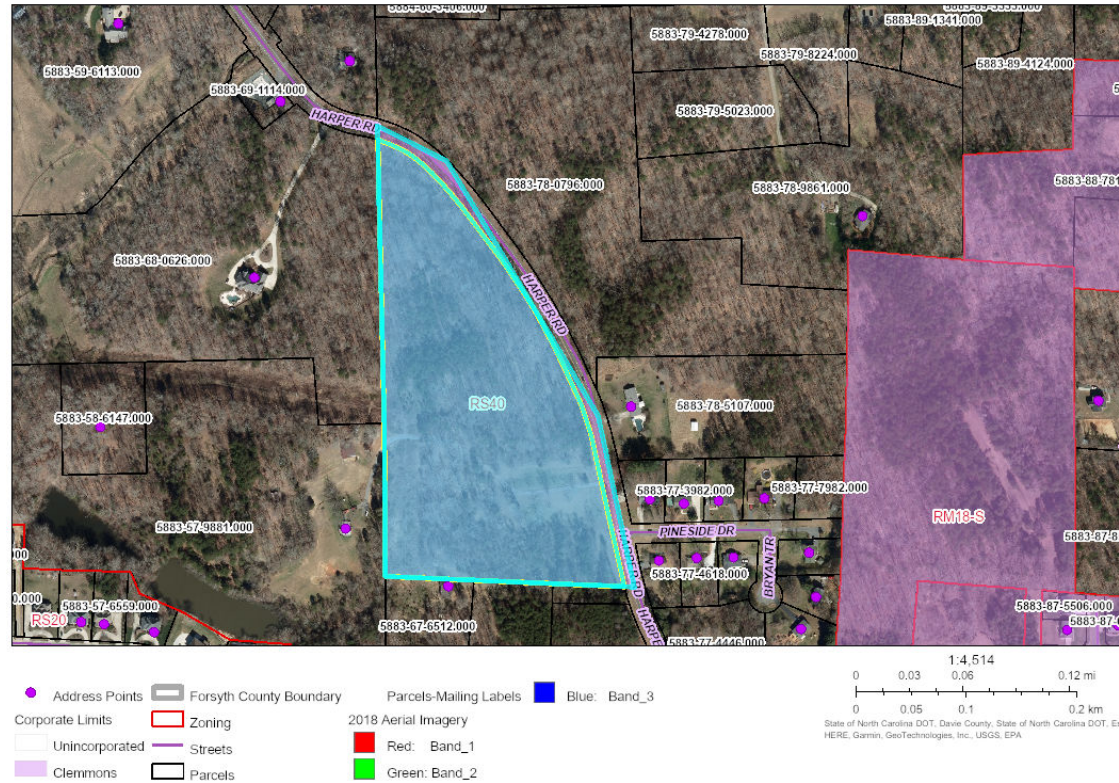


# Basic Info Report

## Area of Interest (AOI) Information

Area : 625,855.48 ft<sup>2</sup>

Aug 11 2022 13:30:02 Eastern Daylight Time



## Parcel Information

#	Parcel Id	Current Owner 1	Current Owner 2	Total Accessed Value	Record Acreage	Zoning	Area(ft <sup>2</sup> )
1	5883-67-9829.000	VILLAGE OF CLEMMONS		293100	14.70	RS40	625,855.48

Zoning is as of January 1st. Area calculation is computer generated estimate only, not used in Tax Assessment or Valuation.  
For official tax related information, please contact Forsyth County Tax Administration 336-703-2300