



## GUILFORD COUNTY PLANNING AND DEVELOPMENT

## Technical Review Committee

The Guilford County Technical Review Committee (TRC) is a designated planning agency pursuant to NCGS 153A-321 with the authority to review, recommend changes to, and approve all major site plans and major subdivision plans within the County's zoning jurisdiction. The Committee also approves waivers to certain standards of the Development Ordinance and hears appeals of the Enforcement Officer's decisions regarding site and subdivision plans.

The Committee is made up of the Planning Director, who acts as Chairman, and at least five department or division heads, or their designated representatives, appointed by resolution of the Governing Body. These include the Watershed Protection Engineer, the Chief Building Inspector, the Fire Marshal, and a representative from the Environmental Health Division (approval of wells and septic tanks). The Community Services Manager, who may arrange for public water and sewer service, is also a voting member. There are several advisory, non-voting members including representatives from NCDOT, the City of Greensboro, and Duke Power. The Committee combines technical expertise with the authority to approve plans in a structured, regularly scheduled setting.

### Submission of Plan

The Technical Review Committee reviews and may approve all major subdivisions and major site plans in the jurisdiction. Major subdivisions are those that 1) contain five (5) lots or more; 2) involve dedication of new street right-of-way; 3) involve approval of non-standard lots, such as Special Purpose Lots or Flag Lots; or 4) involve requests for waivers. Major site plans are those in which the building equals or exceeds 15,000 square feet in area or the "open use of land," such as storage of building material, exceeds 40,000 square feet. Plans submitted to the Planning and Development Department will be scheduled for review based upon when they are submitted. Please refer to Development Bulletin # D2 Annual Meeting Schedule for submission cut-off dates and TRC meeting dates.

Plans should be delivered or mailed to arrive by 12:00 Noon on the submission date. All TRC meetings take place at 1:30 PM in the Plaza Conference Room of the Melvin Municipal Office Building. *Please note that the sketch, preliminary plat, or site plan must meet the map standards found in Appendix 2 of the Development Ordinance in order to be reviewed.*

### Case Comments

At the TRC meeting, one staff person presents the plan, along with a list of comments and corrections that need to be addressed. Major issues and waiver requests are highlighted for the Committee. Meetings are open to the public and design professionals and developers may attend. The Committee will take one of the following actions on each plan:

Advisory Comments: This indicates that the plan was presented to TRC for comments only and that no review fees have been paid.

Revise and Resubmit: This indicates that the plan exhibits numerous deficiencies and/or is not in compliance with the Development Ordinance. Once the plan has been revised, it may be submitted again for TRC approval.

Conditional Approval: This indicates that the plan exhibits only minor deficiencies and, after corrections have been made, can be approved by staff.

Approval: This indicates that the plan meets all requirements of the Development Ordinance and is approved.

The comments for each TRC case are mailed by Friday following the meeting to the surveyor, engineer or architect who submitted the plan.

*Please note that any subdivisions or site plans located within the towns of Oak Ridge, Whitsett, Pleasant Garden, Sedalia, or Stokesdale may go to the County Technical Review Committee. These plans would then be presented to the appropriate town Planning/Zoning and Town Council for approval.*