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[www.cityofws.org/departments/
planning-and-development-services](http://www.cityofws.org/departments/planning-and-development-services)

Planning Sketch Plan Meetings

Do you have a potential rezoning, subdivision, or Planning Board Review request? Do you have an idea that you would like to receive feedback on before formally submitting for review? Planning and Development Services offers a forum for this type of feedback/interaction. Each Friday, the Land Use Administration staff hosts informal sketch plan meetings in 30-minute increments from 8:30 a.m. – 10:30 a.m. via the Zoom remote meeting platform. Sketch plan meetings are hosted by Planning staff but include representatives from other key departments involved in the development review process.

The purpose of a sketch plan meeting is to provide a forum where applicants can receive feedback on their proposal from several of the reviewing agencies at one time. The departments that participate will provide feedback on the proposal as submitted and try to identify any “deal breaker issues” that may significantly impact a requests viability.

Sketch Plan Meeting General Requirements

1. Sketch plan meetings generally take place each Friday morning, although staff may cancel these meetings on weeks with a designated City holiday. Any plan submitted on a week without a Friday morning sketch meeting will be automatically held until the next available sketch review meeting.
2. Each Friday schedule is limited to five individual 30-minute meetings. The first five complete requests received will be placed on the Friday agenda. The submittal deadline for a Friday sketch plan meeting is the prior Monday the same of week by 12:00 PM. Plans submitted after this deadline will be automatically held until the following week. A meeting date, time, and Zoom link will be emailed to the applicant after acceptance and after the filing deadline.
3. All sketch plans are submitted electronically through the GeoCivix portal at <https://winston-salem.geocivix.com/secure/>. Plans are required to include a location/vicinity map, contact information, and geographic property identification such as a PIN#(s) and/or assigned address(es).
4. While there is no requirement for the minimum amount of information depicted on the plan, please remember that staff’s comments will be limited to the information provided- the more complete the plan, the better feedback staff can give. Additional comments can be added to the “project description” field for any needed clarification concerning the project.
5. Staff will provide the best feedback we can; however, we may not be able to identify every issue in a preliminary sketch meeting. These meetings are primarily intended to identify any red flags or “deal breaker issues” prior to a formal submittal. Comments from the meeting should be considered preliminary in nature. Each request must still proceed through a formal application and review process, during which time formal review comments will be provided.

If you have any questions about sketch plan meetings, please contact Planning staff at (336)-747-7426.