

APPLICATION ACCEPTANCE POLICY

GENERAL MAP AMENDMENT

City of Wilmington
Planning and Development

PO Box 1810 | 929 N. Front Street
Wilmington, NC 28402
Telephone 910.254.0900 | Fax 910.341.3264

The policies outlined below 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 will be reviewed for completeness by staff prior to being accepted for review. Applications that are dropped off or mailed in cannot be accepted without prior approval from the planning director.
2. A checklist is provided with application forms. If the application does not include all required items on the checklist, it will be considered incomplete and shall not be accepted.

Pre-application meeting information

3. Upon determination by staff that an application is complete, it will be officially accepted. Staff will complete an acceptance form that must be signed by both applicant and staff. The application is not considered officially accepted until this form is signed by both staff and the applicant. A copy of the signed form will be given to the applicant and a copy will be placed in the project file at the time of acceptance. Staff will not hold materials for incomplete applications.
4. Application fees must be paid at the time an application is submitted for acceptance.
5. To allow time to process fees, applications will not be accepted after 4:00 PM each day. On the deadline day for submittals for planning commission hearings, applications will not be accepted after 1:00 PM.
6. To schedule a pre-application meeting or a time to submit an application, please call 910-254-0900.
7. A flowchart of the map amendment process is included on the last page.

Planning staff looks forward to working with you during the application process. If you have questions or need further assistance, please call 254-0900.

**APPLICATION FOR
GENERAL MAP
AMENDMENT**



City of Wilmington
Planning and Development

P. O. Box 1810, 305 Chestnut St, Wilmington, NC 28402
Telephone: (910) 254-0900 FAX: (910)341-3264

Section A. APPLICANT INFORMATION

NAME OF APPLICANT: _____

MAILING ADDRESS OF APPLICANT: _____

PHONE NUMBER AND E-MAIL OF APPLICANT: _____

PROPERTY OWNER INFORMATION:

Name(s) _____

Address: _____
_____ Zip _____

Telephone: _____

Email Address: _____

PROPERTY INFORMATION: The following information is required to provide the necessary information to process the rezoning request:

ADDRESS OF SUBJECT SITE: _____

NEW HANOVER CO. PROPERTY IDENTIFICATION # (PIN): _____

CURRENT ZONING DISTRICT(S): _____ **PROPOSED ZONING DISTRICT(S):** _____

TOTAL SITE AREA: _____

PRE-APPLICATION MEETING: _____
(Date)

INTERNAL USE ONLY	
DATE RECEIVED: _____	PLANNER: _____
CASE FILE #: _____	FEE PAID \$: _____

Section B. SUBMITTAL INFORMATION AND PROCEDURE

- (1) Supplementary information is **REQUIRED** as part of the application. See Section C below for required information.
 - (2) The petition **MUST** be reviewed by the planning department for completeness **PRIOR** to the acceptance of any application or petition. Please do not leave your application materials without speaking to a planner. If you do, your application may not be processed.
 - (3) Receipt for the paid applicable fee must accompany the application.
 - (3) Applications must be officially accepted by the planning department, 305 Chestnut Street, 3rd floor, Wilmington. Applications mailed in or left without official acceptance will not be processed or scheduled for planning commission review.
 - (4) The planning commission will consider the application, if properly completed, at the applicable meeting. The applicant should appear at all hearings. Planning commission meetings are typically held at 6:00 p.m. in council chambers, City Hall, 102 N. 3rd Street, Wilmington, North Carolina, usually on the first Wednesday of each month. Applicants will be informed of any change in date, time or location of meetings. **Complete applications must be received by the planning department no later than 1:00 PM on the deadline day** to allow time for processing and advertisement as required the North Carolina General Statutes.
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Section C. SUPPLEMENTAL INFORMATION REQUIRED WITH THE APPLICATION

PLEASE INCLUDE ALL OF THE FOLLOWING INFORMATION. Please check the list below carefully before you submitting.

- Completed application form;
- Agent form if the applicant is not the property owner;
- Receipt for application fee;
- Legal description of property requested for rezoning, by metes and bounds;
- List of the names of owners, their addresses, and the tax parcel numbers of the properties within 300 feet of the subject property, including those separated by a street right-of-way. A list will be provided by planning staff;
- Two sets of business-size envelopes pre-addressed to the property owners within 300 feet of the subject property with the planning department's return address. All envelopes must have postage and metered postage must be *undated*. Envelopes should include the department's return address:
 City of Wilmington Planning Department
 PO Box 1810
 Wilmington, NC 28402-1810
- Copy of the New Hanover Tax map that delineates the property requested for rezoning.

OWNER'S SIGNATURE*: *In filing this application for a zoning map amendment, I/we as the property owner(s), hereby certify that the information presented in this application is accurate to the best of my knowledge, information and belief. I hereby designate _____ to act on my behalf regarding this application, to receive and respond to administrative comments, to resubmit plans on my behalf, and to speak for me in any public meeting regarding this application.*

Signature/Date: _____

Figure 18-585: Zoning map amendment—general procedure

