

PRE-TRC CONSULTATION

SITE PLAN APPLICATION



City of Wilmington
Planning and Development Department
Development Review Division

PO Box 1810 | 929 N. Front St.
Wilmington, NC 28402
Telephone 910.254.0900

Applicants must submit plans for a *Pre-TRC Consultation* prior to submitting for *Formal TRC Review*. The *Pre-TRC Consultation* will include representatives from city planning, engineering, transportation planning, traffic engineering, the Wilmington Fire Department, the City Arborist, and the Cape Fear Public Utility Authority. The *Pre-TRC Consultation* is intended to identify the following:

- Major site plan issues and any waivers that will be required (BOA, DAC, Engineering)
- Requirements for internal circulation, driveways, sidewalks
- Level of stormwater review required and provide necessary applications/fees
- Fire protection access, hydrants, building materials, sprinklers, radio signal compliance
- Traffic related requirements (TIA, Driveway Permits)
- CFPUA requirements and provide necessary applications/fees
- All outside permits/documentation needed (e.g. grading, wetlands, CAMA, historic preservation)

Following the *Pre-TRC Consultation*, the applicant may choose to bring the project back for an additional consultation(s) or proceed with a *Formal TRC Review*.

Project Information

Project Name: _____

Location: _____

Acreage: _____ 1945 Corporate Limits: Yes No

Current Zoning: _____ Proposed Zoning: _____

Contributing Structure On-site/Demolished: Yes No Year of Demolition: _____

Current Land Use: _____ Proposed Land Use: _____

Owner Information

Owner(s)' Name: _____

Address: _____

Phone: _____ Email: _____

Consultant/Agent Information

Consultant/Agent Name: _____

Address: _____

Phone: _____ Email: _____

Owner Authorization: _____ Date: _____

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Pre-TRC Minimum Site Plan Requirements

A digital copy (pdf) of the proposed site plan is required. Professional seals (engineers, land surveyors, architects, etc) on digital plans will need to be redacted from digital copies submitted to the city for review. Please be sure to mark, strike through, or conceal any professional seal located on your digital (re)submittals (e.g. PDF). If you have any questions please contact the plan review staff (contact information below).

Site Data Table Information

- Parcel ID
- Parcel ownership
- Current zoning
- Proposed zoning (as applicable)
- Proposed use(s) – Square footage(s) of use(s)
- Number of units/bedrooms
- Building construction type
- Building lot coverage percentage
- Building height / # of Stories
- Building setbacks – required and proposed
- Parking spaces – # required, allowed, and proposed, handicap space and ramps
- Impervious coverage – existing and proposed
- Amount (sq ft) of disturbed area
- Estimated trip generation or TIA status (if determined)

Site Plan Information (digital PDF copy required)

- Adjacent property owner information (names, zoning, land use, deed book)
- Tree inventory (protected trees, size and species) overlaid on proposed improvements
- Existing impervious areas (buildings, paved areas, sidewalks)
- Existing utilities (water, sewer, power, etc)
- Topography (1' contour intervals)
- Proposed buildings
- Proposed streets (public or private)
- Proposed parking areas, sidewalks, driveways (including dimensions for TSSM compliance)
- Proposed stormwater control measures (schematic)
- Wetlands (delineated by qualified professional)
- All flood plain areas with zone and elevation noted (if available)
- 100 year flood plain boundary
- All surface waters (ditches, creeks, and streams)
- Existing drainage easements and pipes
- Existing utility and access easements
- CAMA Areas of Environmental Concerns
- CAMA land use classification boundaries
- Conservation resources
- Historic and archaeological sites