

## **Special Use Permit** **Information to Applicants**

Special use permits (SUP) are reviewed and issued by city council. City council generally considers SUP applications on the third Tuesday of each month at 6:30 p.m. in council chambers, City Hall, 102 N. 3<sup>rd</sup> Street, Wilmington, NC.

All requests for special use permits require a complete application and supplemental information, by the first day of a month, in order to be scheduled for an evidentiary hearing by city council no sooner than the second meeting date of the following month. **Applications will not be accepted after 1:00 PM on deadline days.** For SUPs associated with a rezoning request, the rezoning request will be heard concurrently with the SUP request (while the rezoning action will be considered by the planning commission, SUPs will not).

**A pre-application meeting (Sec. 18-566) and a neighborhood meeting (Sec 18-567) are required prior to submission.**

**Signs are required to be posted onsite by the applicant (see posted notice form).**

All items listed below must be submitted for an application to be considered complete.

1. Completed application and fee (see below for fee schedule);
2. List of property owners, their mailing addresses, and the tax parcel number of all properties within 300 feet of the subject property, including property owner(s) directly opposite the request, but separated by a street right of way. A list of affected property owners will be provided by staff upon request.
3. Set of envelopes addressed to the property owners as described above; envelopes must be unsealed, stamped, and bear the return address of the planning department:  
City of Wilmington  
Planning Department  
PO Box 1810  
Wilmington, NC 28402-1810
4. Narrative describing the site and the proposed use, parking, landscaping, compliance with SUP conditions and specifications and applicable use-specific standards (Article 3) etc.
5. Current, to-scale copy of the New Hanover County tax map delineating the site;
6. One digital copy (pdf) of the site plan, drawn to scale, that includes, at minimum, the site and building information as indicated on the application;
7. Completed posted notice form for review.

**NOTE: All special use permit applications must be scheduled for review by the technical review committee prior to the City Council meeting at which the SUP will be considered.**