

# ZONING COMPLIANCE



City of Wilmington  
Planning & Development Department

PO Box 1810 | 929 N Front St. Wilmington, NC 28401  
Telephone 910.254.0900

IMPORTANT: The Applicant will complete SECTION A, below. SECTION B through SECTION E, below, are to be completed by the appropriate Zoning/Planning/Engineering Official. To request inspections and zoning certifications, please contact the city's zoning department. A \$25.00 fee is required at the time of submittal. This form *must* be completed by the zoning and engineering prior to the issuance of a permit.

## SECTION A – APPLICANT TO COMPLETE

Applicant: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Address of Business: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Proposed Use: \_\_\_\_\_ Previous Use: \_\_\_\_\_

Amount of time since the discontinuance of previous use: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION B – ZONING TO COMPLETE

Proposed Use: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Considered a Change of Use per section 18-19? Yes No

Permitted by Right  Permitted by Conditions  Permitted by Special Use Permit  Not Permitted

Home Office Only: with no customers, employees, materials, equipment, noise, or deliveries in excess of what is typical of a residential use.

Zoning Classification: \_\_\_\_\_

## SECTION C – PLANNING TO COMPLETE

Required Improvements per the Land Development Code section 18-359 Change in Use:

Screening of existing and expanded parking with a low buffer at least three feet in height

Compliance with the requirements of Table 18-326: Required landscaping for expansions

Full compliance with divisions 1 and 6 of Article 5

Bicycle Parking shall be required based on the square footage of the building expansion or at a 1:5 ratio for new parking spaces (whichever is greater)

Bicycle Parking Required: \_\_\_\_\_

Bicycle Parking Provided: \_\_\_\_\_

**SECTION D – ENGINEERING TO COMPLETE**

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**Required Improvements:**

**Installation or repair of sidewalk, including associated curb ramps compliant with the Americans with Disabilities Act (ADA), along all adjacent streets and pedestrian connections to all entrances;**

**Closure or modification of any nonconforming driveways.**

**Right-of-way permit required?**

**Other:** \_\_\_\_\_

**Staff Reviewer:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**SECTION E – FINAL INSPECTIONS**

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**\* Please call Zoning to schedule an inspection at 910-254-0900.**

**\* Please call Engineering to schedule an inspection at 910-341-7807.**

**Zoning/Planning Inspector:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Engineering Inspector:** \_\_\_\_\_

**Date:** \_\_\_\_\_