

APPLICATION ACCEPTANCE POLICY

APPEALS TO THE BOARD OF ADJUSTMENT

City of Wilmington
Planning, Development and Transportation
Zoning Division

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

The City of Wilmington understands that clear expectations make the application and review processes easier for both applicants and staff. The policies outlined below will enable 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 quasi-judicial hearing schedules, working with incomplete materials detracts from the timely review of applications.

1. Applications are to be reviewed for completeness by planning staff (located on the 1st Floor of 929 N Front Street) prior to being officially submitted to the City Clerk for acceptance. Applications that are dropped off or mailed in cannot be accepted without prior approval.
2. Checklists for each type of request are provided with each application package. If the application does not contain all required items on the checklist, it will be considered incomplete and shall not be accepted.
3. An application fee of \$200.00 must be paid at the time an application is submitted for acceptance. Upon determination by staff that an application is complete, zoning staff will complete an acceptance form, which zoning staff and the applicant must sign prior to submission of the application to the City Clerk, located at 929 N Front Street. The application is not considered officially accepted until this form is filed with the City Clerk. 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. Upon acceptance of a completed application, city staff will provide public hearing sign to post on the property for which the hearing scheduled. Staff will provide a map showing the location the sign(s) must be posted and the timeframe during which the sign shall remain in place.
5. For your convenience, applicants may schedule an appointment with staff or may “walk-in” without an appointment. Please allow sufficient time to review the application package with staff.
6. If you plan to have legal representation at the hearing, please notify city staff within one week prior to the hearing to ensure that the city can arrange representation as well. Failure to do so may result in the city requesting a continuance to another hearing.

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