

APPLICATION ACCEPTANCE POLICY

CONDITIONAL ZONING MAP AMENDMENT

City of Wilmington
Planning and Development

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

The policies outlined below enable planning staff to move an application 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 officially accepted for review.
2. Checklists for each type of request are provided with each application package. If the application does not include all required items on the checklist, it will be considered incomplete and shall not be accepted.
3. Upon determination by staff that an application is complete, it will be officially accepted by the department. Staff will complete an acceptance form and both staff and the applicant must sign the form. The application is not considered officially accepted until this form is signed by both the planner 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, applications will not be accepted after 1:00 PM.
6. All applications require a pre-application meeting. To schedule an appointment with staff, please call 910-254-0900. Please allow sufficient time to review the application package with staff.
7. A flowchart for zoning map amendments is included on the last page.

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 CONDITIONAL ZONING MAP AMENDMENT



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Planning and Development

P. O. Box 1810, 929 N Front 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 EMAIL OF APPLICANT: _____

PROPERTY OWNER INFORMATION:

Name(s) _____

Address: _____

_____ Zip _____

Telephone: _____ Fax: _____

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: _____

PROPOSED USE(S) AND PROPOSED CONDITIONS FOR THE SITE: _____

PRE-APPLICATION MEETING: _____

(Date)

NEIGHBORHOOD MEETING: _____ (report due prior to application submittal)

(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) All applications require a pre-application meeting prior to submittal. Applications may be submitted after pre-application meetings and all applications **MUST** be reviewed by planning staff for completeness **PRIOR** to the acceptance. Please **do not** leave your application materials without speaking to a planner. Applications left this way will not be processed or scheduled for planning commission review.
- (3) A receipt for applicable fees must accompany the application.
- (4) Applications shall be submitted according to the adopted filing calendar and will be considered by the planning commission at the regular meeting noted on the official acceptance form.
- (5) The applicant or agent should appear at all hearings. Planning commission meetings are typically held at 6:00 P. M. in at City Hall, council chambers (second floor) 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.
- (6) A written summary of at least one neighborhood meeting (Section 18-567), for which notification was sent to property owners within 300 feet of the subject site, must be submitted to the city clerk before an application will be accepted. See Sec. 18-567. For complete information on neighborhood meetings.
- (7) Conceptual site plan review (pre-TRC consultation) by the technical review committee (TRC) is required for all conditional district map amendment applications. To avoid potential processing and scheduling delays, applicants are advised to have completed a conceptual review with the TRC prior to rezoning application submittal. If a conceptual review has not occurred at time of application, the proposed development will be scheduled for conceptual review at the next available TRC meeting.

Section C. REQUIRED SUPPLEMENTAL INFORMATION

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

- Agent form if the applicant is not the property owner;
- Detailed project narrative describing the site, proposed rezoning, uses, and any applicable prescribed conditions;
- One digital copy (pdf) of the site plan, drawn to scale, that includes, at minimum, the site and proposed building information as indicated in Section D below;
- Legal description of property requested for rezoning, by metes and bounds;
- Receipt of application fee;
- Receipt of mailing fee;
 - An invoice will be emailed for the mailing fee at a cost of \$0.85 per notice. Note that this cost will include two mailings, one mailing notifying property owners for planning commission review and a second mailing notifying property owners of city council review. Payment must be made within 5 business days of the invoice.
- Current to-scale copy of the New Hanover County tax map delineating the subject property.

Section D. INFORMATION REQUIRED TO BE INCLUDED ON THE SITE PLAN

The following information is required to be shown on the site plan submitted with this application. If any of the required information is not included on the site plan, reasons for excluding that information must be given.

- A boundary survey and vicinity map showing the property's total acreage, its zoning classification(s), the general location in relation to major streets, railroads, and waterways, the date and north arrow;**
- All existing easements, reservations, and rights-of-way, existing and proposed;
- Approximate location on the site of proposed buildings, structures, and other improvements;
- Approximate dimensions, including height, of proposed buildings and structures;
- Proposed use of land and buildings, including the number of residential units and the total square footage of any nonresidential development;
- All required and proposed yards, buffers, screening, and landscaping;
- All existing and proposed points of access to public streets;
- Delineation of areas within the regulatory floodplain as shown on official flood hazard boundary maps;
- Proposed phasing, if any;
- The location of existing and proposed storm drainage patterns and facilities intended to serve the proposed development;
- Approximate location of all existing and proposed infrastructure on the site including water, sewer, roads, and bicycle and pedestrian facilities;
- Generalized traffic, parking, and circulation plans;
- Tree survey; and
- Traffic impact analysis, if required.

In evaluating the proposal, staff, planning commission, and city council may request additional information from the applicant. Additional information may include the following:

- Proposed screening, buffers, and landscaping over and above that required by the land development code, as well as proposed treatment of any existing natural features;
- Scale of buildings relative to abutting property;
- Building elevations and exterior features of proposed development;
- Any other information needed to demonstrate compliance with the land development code; and
- Proposed number and locations of signs.

OWNER’S SIGNATURE*: *In filing this application for a zoning map amendment, I/we as the property owner(s), hereby certify that all 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: _____

NEIGHBORHOOD MEETING FOR CONDITIONAL DISTRICT REZONING PROPOSAL

To: Penelope Spicer-Sidbury, City Clerk

Case No.: _____

Location: _____

Proposed zoning: _____

I hereby certify that written notice of a neighborhood meeting on the above conditional district map amendment application was mailed to property owners with 300 feet, as set forth on the attached list, by first class mail on (date) _____. A copy of the written notice is also attached.

The meeting was held at the following date, time and location: _____

The persons in attendance at the meeting were: _____

The following issues were discussed at the meeting: _____

As a result of the meeting, the following changes were made to the rezoning application: _____

Date: _____
Applicant: _____
By: _____

Please submit this report to the Wilmington City Clerk's office located at 929 N Front Street or mail it to Penelope Spicer-Sidbury, City Clerk, PO Box 1810, Wilmington, NC 28402-1810.

Figure 18-586: Zoning map amendment—conditional procedure

