

APPLICATION ACCEPTANCE POLICY

GENERAL MAP AMENDMENT

City of Wilmington
Planning and Development

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

The policies outlined below enable planning 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 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 accepted for review. Applications that are dropped off or mailed in cannot be accepted without prior approval from the planning director.
2. A checklist is provided with application forms. If the application does not include all required items on the checklist, it will be considered incomplete and shall not be accepted.

Pre-application meeting information

3. Upon determination by staff that an application is complete, it will be officially accepted. Staff will complete an acceptance form that must be signed by both applicant and staff. The application is not considered officially accepted until this form is signed by both staff 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 for planning commission hearings, applications will not be accepted after 1:00 PM.
6. To schedule a pre-application meeting or a time to submit an application, please call 910-254-0900.
7. A flowchart of the map amendment process is included on the last page.

Planning 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
GENERAL MAP
AMENDMENT**



City of Wilmington
Planning and Development

P. O. Box 1810, 305 Chestnut 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 E-MAIL OF APPLICANT: _____

PROPERTY OWNER INFORMATION:

Name(s) _____

Address: _____
_____ Zip _____

Telephone: _____

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: _____

PRE-APPLICATION MEETING: _____
(Date)

INTERNAL USE ONLY	
DATE RECEIVED: _____	PLANNER: _____
CASE FILE #: _____	FEE PAID \$: _____

When the planning commission and city council review petitions for a general rezoning of property, the intended use of the property cannot be considered. It is important that the applicant provide information to explain how the general rezoning request satisfies the following questions. Please use attachments if necessary.

1. **What changed or changing condition(s) justifies the passage of the amendment?** Discuss how circumstances have so changed since the property was last zoned.
2. **Explain how the map amendment would be consistent with the *Create Wilmington Comprehensive Plan* and adopted special area plans (e.g., corridor plans, neighborhood plans, etc.).**
3. **Explain the expected impacts on the area if the proposed zoning map amendment is approved.**
4. **Describe other circumstances that justify that the proposed amendment in the public interest.**

Section B. SUBMITTAL INFORMATION AND PROCEDURE

- (1) Supplementary information is **REQUIRED** as part of the application. See Section C below for required information.
 - (2) The petition **MUST** be reviewed by the planning department for completeness **PRIOR** to the acceptance of any application or petition. Please do not leave your application materials without speaking to a planner. If you do, your application may not be processed.
 - (3) Receipt for the paid applicable fee must accompany the application.
 - (3) Applications must be officially accepted by the planning department, 305 Chestnut Street, 3rd floor, Wilmington. Applications mailed in or left without official acceptance will not be processed or scheduled for planning commission review.
 - (4) The planning commission will consider the application, if properly completed, at the applicable meeting. The applicant should appear at all hearings. Planning commission meetings are typically held at 6:00 p.m. in council chambers, City Hall, 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. **Complete applications must be received by the planning department no later than 1:00 PM on the deadline day** to allow time for processing and advertisement as required by the North Carolina General Statutes.
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Section C. SUPPLEMENTAL INFORMATION REQUIRED WITH THE APPLICATION

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

- Completed application form;
- Agent form if the applicant is not the property owner;
- Receipt for application fee;
- Legal description of property requested for rezoning, by metes and bounds;
- 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.
- Copy of the New Hanover Tax map that delineates the property requested for rezoning.

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

Figure 18-585: Zoning map amendment—general procedure

