

# APPLICATION ACCEPTANCE POLICY

## LAND DEVELOPMENT CODE AMENDMENTS

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City of Wilmington  
Planning and Development

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

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The policies outlined below will 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, 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 of the land development amendment process 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.

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CODE AMENDMENT**



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**Section A. APPLICANT INFORMATION**

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Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Applicant signature \_\_\_\_\_

Date of pre-application meeting: \_\_\_\_\_





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## **Section B. SUBMITTAL INFORMATION AND PROCEDURE**

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### **PROCEDURES AND INSTRUCTIONS FOR COMPLETING THIS APPLICATION**

**Incomplete applications cannot be accepted.**

Requests to amend the land development code are accepted quarterly. A complete application adhering to the requirement Land Development Code, Section 18-587 must be received by city staff by 1:00 pm on the first Monday of the month indicated.

Application Due	Planning Commission Meeting
January	April
April	July
July	October
October	January

Planning staff will review applications and provide a written recommendation that will be presented at a legislative hearing of the Wilmington planning commission. The staff report will be sent to the applicant and the planning commission prior to the hearing. If the planning commission issues a favorable recommendation, the report and recommendation will be forwarded to the city council, which will then hold a legislative hearing before rendering a final decision on the request. Should the planning commission issue a denial recommendation, an appeal will be required for the request to proceed to City Council.

The city will place legal notice in the *Star-News* approximately five days prior to the planning commission meeting. The applicant and citizens will have an opportunity to speak at the hearing. The applicant or their representative should attend all public hearings.

**All information is required to be provided at the time of submittal as part of this application.** The application will be reviewed for completeness prior to acceptance and scheduling for planning commission review. **Incomplete applications will not be accepted.**

A non-refundable filing fee of \$200 must accompany this application.  
A flowchart of the land development code amendment process is included on the last page.

#### **Checklist**

Please include all of the following information with the application. Incomplete applications will not be accepted.

- Completed application form, including justification
- Application fee

**Figure 18-587: Land development code amendment process**

