

# SITE PLAN REVIEW PROCESS

The City of Wilmington understands that clear expectations make the application and development review process easier for both applicants and staff. The review process outlined below provides clear expectations and outcomes for applicants and will enable staff to review and approve development plans efficiently and expeditiously. Each step in the review process is intended to inform and provide guidance from the initial site assessment through final construction approval.

## □ **Planning & Zoning Assessment**

- Prior to submitting plans for technical review the applicant must meet (*virtually, by phone, in-person*) with a planner (*Planner of the Day or scheduled meeting*) for a *Planning & Zoning Assessment*.
- As part of this assessment the planner will confirm that the use is permitted, identify any supplemental standards that may apply (e.g. tree removal, parking, landscaping), and provide general guidance on the applicant's proposed concept. The planner may request other TRC members or zoning staff to provide additional feedback.
- This meeting is intended for projects that are in their conceptual phase and will assist applicants in deciding whether to move forward to a *Pre-TRC Consultation*.

## □ **Pre-TRC Consultation**

- The applicant must submit plans for a *Pre-TRC Consultation* prior to submitting for *Formal TRC Review*. The *Pre-TRC Consultation* will include representatives from city planning, engineering, transportation planning, traffic engineering, the fire department, the city arborist, and the Cape Fear Public Utility Authority.
- The *Pre-TRC Consultation* is intended to identify:
  - Major site plan issues and any waivers that will be required (BOA, DAC, Engineering)
  - Requirements for internal circulation, driveways, sidewalks
  - Level of stormwater review required and necessary applications/fees
  - Fire protection, access, hydrants, building type, sprinklers, radio signal compliance
  - Traffic related requirements (TIA, Driveway Permits)
  - CFPUA requirements and necessary applications/fees
  - All outside permits/documentation needed (e.g. grading, wetlands, CAMA, historic preservation)
- The *Pre-TRC Consultation* is intended to provide the applicant with the necessary information and guidance to successfully submit for *Formal TRC Review*. Additional consultations may be needed or desired. The *Pre-TRC Consultation* may be waived by TRC at the applicant's request.

## □ **Formal TRC Review**

- The goal of the *Formal TRC Review* is to approve or conditionally approve a site plan application at the TRC meeting. To accomplish this goal, applicants must submit a complete site plan application package to be considered for formal review. The application package must include the following:
  - Fully Engineered Site Plan, Application, & Fee
  - Stormwater Permit Application, Materials, & Fee
  - Landscape plan (per Sec 18-315)
  - Building elevations (as applicable)
  - Administrative Adjustment Request (as applicable)
  - Tree Removal/Preservation Permit Application
  - TIA scoping letter (as applicable, TIA approval letter will be required prior to site plan approval)
- An application completeness check (1 week) will be performed by each TRC discipline. If complete, the application will be placed on the next available TRC agenda (4 weeks). If incomplete (e.g. missing information or materials), staff will inform the applicant of the missing information or materials. The application will not be placed on the TRC agenda until all required information is provided. Each discipline will review the complete application and comments will be compiled by the assigned planner and provided to the applicant three days prior to the TRC meeting.

## □ **Resubmittals**

- Following *Formal TRC Review*, the applicant will resubmit plans that address any outstanding comments. All resubmittals must include an updated submittal package and a resubmittal letter that identifies how and where each comment was addressed (multiple resubmittals may be necessary if all comments are not adequately addressed). Each discipline will review the resubmittal and comments will be compiled by the assigned planner and provided to the applicant (15 business days). Once technical review is complete and all required permits are submitted the applicant will submit a final plan set for signatures and construction release. Per G.S. 143-755 and Section 18-571 of the Land Development Code, projects with no resubmittals or applicant response within six (6) months shall be discontinued and considered withdrawn.