

## **Planning Commission** **INFORMATION TO APPLICANTS**

The Wilmington planning commission generally meets on the first Wednesday of each month at 6:00 p.m. in council Chambers, City Hall, 102 N. 3<sup>rd</sup> Street, Wilmington, NC.

All applications for the commission's review are due in the planning department at Skyline Center, 929 North Front Street, 1<sup>st</sup> floor, and shall be submitted in accordance with the adopted application submittal schedule. Land Development Code amendment applications are considered on a quarterly basis subject to the submission deadlines prescribed by Sec. 18-568. **Applications will not be accepted after 1:00 PM on deadline days.**

**A pre-application meeting (Sec. 18-566) is required prior to submission of all application types. For conditional district rezoning requests, a neighborhood meeting (Sec. 18-567) is required prior to submission.**

**Signs will be required to be posted onsite by the applicant (see posted notice form).**

All items listed below must be submitted for an application to be considered complete.

1. A completed application and fee (see below for fee schedule).
2. Per Section 18-565 of the Land Development Code, property owners of properties within 300 feet of the subject property are required to be notified of this request. A list of affected property owners will be compiled by staff and an invoice will be sent to the applicant for the cost of the mailing.
  - a. The cost per notice is \$0.85 and payment must be made within 5 business days of the invoice. Instructions on payment will be provided with the invoice. Please 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.
3. For all zoning map amendments, a metes and bounds description (legal description) of the boundary of the entire area to be rezoned shall be provided. This description will be reviewed for accuracy by staff.
4. Please provide a typed, detailed narrative describing the site and proposed use, parking, landscaping, compliance with any prescribed conditions, etc.
5. A current to-scale copy of the New Hanover County tax map delineating the site.
6. Completed posted notice form for review.
7. No conditional zoning district application will be accepted unless accompanied by a site plan, drawn to scale, that includes, at a minimum, the site and building information as indicated on the application.

Applications for amendments that receive a favorable recommendation from the planning commission will be scheduled for public hearing the following month before the city council, usually at the first regular meeting of the month.

Applications that receive an unfavorable recommendation from the planning commission may be appealed by the applicant to the city council by filing a written notice of appeal with the city clerk within 10 days after the rendering of the final recommendation by the planning commission. Upon filing of a written notice of appeal, the matter shall be placed on the agenda of the next regularly scheduled meeting of the city council.

**NOTE:** 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 submitting for planning commission review. 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.

**Application Fee Schedule**

Proposed rezoning/ conditional zoning district:

R-15, R-10, R-7, R-5, R-3, HD, HDR, HDMU, CEM:	\$400.00 + \$20/acre
CBD, UMX:	\$500.00 + \$20/acre
O&I MD-10, MD-17, MH:	\$600.00 + \$20/acre
CB, RB, CS, LI, IND:	\$800.00 + \$20/acre

Note: No applications for rezoning to a legacy district will be accepted

Projects located within the 1945 Corporate Limits (proposed district):

R-15, R-10, R-7, R-5, R-3, HD, HDMU, HDR:	\$200.00 + \$20/acre
O&I:	\$400.00 + \$20/acre
CB, RB, CBD, CS:	\$500.00 + \$20/acre

**Note:** Acreage will be rounded to the nearest quarter of an acre to determine fee. For example, a proposal to rezone a 1.68-acre lot to CB would have a fee of \$835.00 ( $\$800 + 1.75 \times 20 = \$835.00$ ).

Code amendment .....	\$200.00
Street closure* .....	\$250.00
Land use plan amendments.....	\$500.00
Vested right application .....	\$500.00

Annexation:

\$500.00 plus applicable rezoning fee listed above.

**\*Additional advertising fees will be billed to the applicant by the city clerk. Please be advised that the additional advertising fee will be a minimum of \$900.00.**