

INFORMATION TO APPLICANTS

The Wilmington Planning Commission generally meets on the first Wednesday of each month at 6:00 p.m. in the City Council Chambers, City Hall, 3rd and Princess Streets, Wilmington, NC.

All applications for the Commission's review are due in the Planning Division, 305 Chestnut Street, 3rd Floor, **thirty (30) working days** prior to the meeting of the Planning Commission at which the application is to be considered. **Applications will not be accepted after 1:00 PM on deadline days.**

All applications must be accompanied by the following items - otherwise, they cannot be accepted.

- 1) A completed application form and an application fee in the form of a check made payable to the City of Wilmington. The application fee schedule is listed on the following page.
- 2) A list of the names of owners, their addresses and the tax parcel number of the properties within 100 feet of the subject property to the request, including the property owner(s) directly opposite the request, but separated by a street right-of-way. This information may be obtained from the New Hanover County Tax Appraisal Office located at 230 Market Place Drive (Market Place Mall), Wilmington, NC 28403.
- 3) Two sets of business size envelopes (approx. 4" x 9-1/2"). The envelopes are to be unsealed, stamped and addressed for mailing to the property owners within 100 feet you have listed, and bearing the return address of the Planning Division. The return address is:
City of Wilmington
Planning Division 419-2670
PO Box 1810, 3rd Floor
Wilmington, NC 28402-1810

The first set of envelopes is for notifying adjacent property owners for the Planning Commission's review. The second set is for notifying adjacent property owners of City Council's review.

- 4) Applicants proposing to alter or build non-residential structures exceeding a floor area of 10,000 sq. ft. on a tract of two acres or more shall also make application to the **City's Engineering Department** or the **City's Technical Review Committee** in accordance with Sec. 18-60(b)(4) of the City of Wilmington Land Development Code **prior to Planning Commission review.**
- 5) For special use permit and conditional zoning district applications, please provide a typed detailed narrative describing the site and proposed use, parking, landscaping, etc.
- 6) A current to-scale copy of the New Hanover County tax map delineating the site.
- 7) No special use permit or conditional zoning district application will be accepted unless accompanied by a sketch of the proposed plot plan drawn to scale which includes, at a minimum, the site and building information as indicated on the sample site plan. Ten (10) 24" x 36" copies and one (1) 11" x 17" copy of this sketch must be submitted with the application.

NOTE:

All special use permit and conditional zoning district applications MUST be scheduled for review by the Technical Review Committee prior to the Planning Commission submittal deadline.

List of Planning Commission Meeting Dates and Application Submittal Deadlines
Applications will not be accepted after 1:00 PM on deadline days.

<u>Meeting Date</u>	<u>Submission Deadline</u>	<u>Meeting Date</u>	<u>Submission Deadline</u>
Jan. 12, 2011	-----Nov. 30, 2010	Aug. 3, 2011	----- June 21, 2011
Feb. 2, 2011	----- Dec. 20, 2010	Sept. 7, 2011	----- July 26, 2011
Mar. 2, 2011	----- Jan. 19, 2011	Oct. 5, 2011	----- Aug. 23, 2011
Apr. 6, 2011	----- Feb. 23, 2011	Nov. 2, 2011	----- Sept. 21, 2011*
May 4, 2011	----- Mar. 22, 2011	Dec. 7, 2011	----- Oct. 21, 2011
June 1, 2011	----- Apr. 18, 2011	Jan. 4, 2012	----- Nov. 16, 2011
July 6, 2011	----- May 23, 2011	Feb. 1, 2012	----- Dec. 15, 2011

*These dates are subject to change to the first Thursday of the month due to elections.

Application Fee Schedule

Rezoning/Special Use Permit/Conditional Zoning District:

R-20, R-15, R-10, R-7, R-5, R-3, HD, HD-O, HD-R, HD-MU, CEM	\$400.00 + \$20 per acre
CBD, MSMU	\$500.00 + \$20 per acre
MHP, MF-L, MF-M, MF-H, O&I-1, O&I-2, MF-MH, NB	\$600.00 + \$20 per acre
CB, RB, CS, PD, AI, LI, IND, MX.....	\$800.00 + \$20 per acre

Note: Acreage will be rounded to the nearest ¼ acre to determine the fees. For example, a 1.68 acre proposal to rezone to CB would cost an applicant \$835.00 at \$800 + 1.75 x 20 = \$835.00.

Projects located in the 1945 Corporate Limits shall be subject to the FY 2001-02 Fee Schedule related to Zoning Application Fees.

Text Amendment	\$200.00
Variance	\$500.00
Appeal to Board of Adjustment/ Building Appeals Board	\$500.00
Street Naming/Renaming	\$250.00 *
Street Closure	\$250.00 *
Mobile Home Park	
Less than 5 acres	\$ 50.00
5 or more acres	\$100.00
Plus \$1.00 per mobile home space.	
Land Use Plan Amendment	\$250.00
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. (Note: Please be advised that the additional advertising fee will be a minimum of \$900.00.)**

LIST OF PROPERTIES WITHIN 100 FEET

Applicant: _____

Address of Applicant: _____

Property Owners:

Property Owner's Name: _____

Mailing Address: _____

Adjacent Property Address: _____

Tax Parcel Number: _____

Property Owner's Name: _____

Mailing Address: _____

Adjacent Property Address: _____

Tax Parcel Number: _____

Property Owner's Name: _____

Mailing Address: _____

Adjacent Property Address: _____

Tax Parcel Number: _____

Property Owner's Name: _____

Mailing Address: _____

Adjacent Property Address: _____

Tax Parcel Number: _____

Property Owner's Name: _____

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Tax Parcel Number: _____

Property Owner's Name: _____

Mailing Address: _____

Adjacent Property Address: _____

Tax Parcel Number: _____

Property Owner's Name: _____

Mailing Address: _____

Adjacent Property Address: _____

Tax Parcel Number: _____

Property Owner's Name: _____

Mailing Address: _____

Adjacent Property Address: _____

Tax Parcel Number: _____

Please include a stamped envelope addressed to each adjacent property owner with the following return address:

City of Wilmington
Planning Division
PO Drawer 1810
Wilmington, NC 28402-1810

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