

APPLICATION ACCEPTANCE FORM

SITE PLAN REVIEW
FOR TRC/SRB

City of Wilmington
Development Services Department
Planning Division

PO Box 1810 | 305 Chestnut St.
Wilmington, NC 28402
Telephone 910.254.0900 | Fax 910.341.3264

This form acknowledges acceptance of your application and does not constitute approval of any plans or requests. The Planning Division has accepted your application for the following case:

Site Location: _____

Reviewing Board: _____

Meeting/Hearing Date: _____

Although this application has been reviewed for completeness and has been accepted by the Planning Division, you may be contacted by Planning Division staff should additional information be required.

You or your representative should attend the meeting/hearing. A copy of the staff's recommendation/comments will be provided to the applicant or agent prior to or at the meeting/hearing.

Planning Division Staff

Date of Acceptance

Applicant/Applicant's Agent

**THE FOLLOWING ITEMS ARE THE MINIMUM REQUIREMENTS
FOR PLAN ACCEPTANCE. ANY MISSING ITEMS WILL RESULT IN AN
INCOMPLETE APPLICATION WHICH WILL BE DENIED ACCEPTANCE FOR
MAJOR/MINOR SITE PLAN REVIEW.**

Key Information.

- A vicinity sketch or key map;
- True north arrow, with north being at the top of the map;
- Scale of the map using engineer's scale both graphic and numeric;

Title Block/Site Data Tabulation

- Name of the development;
- Name of the property owner;
- Name, address and telephone number of the designer who prepared the plan;
- Project address;
- PIN number or Tax Parcel Number;
- Zoning district;
- Building setbacks, required;
- Building setbacks, proposed;
- Total amount of acreage within the project boundaries;
- Building size (square footage), both existing and proposed;
- Calculations for building lot coverage;
- Number of units; (and number of bedrooms per unit if multi-unit residential)
- Number of buildings;
- Building height;
- Number of stories and square feet per floor;
- Total amount and percent of impervious surface areas, before and after development;
- Off street parking calculations based on use;
- Minimum parking required;
- Maximum parking required;
- CAMA land use classification;

General Information

- Names of property owners of adjacent properties;
- Zoning and land use of adjacent properties;
- Proposed streets with cross sections, existing and platted streets on adjoining properties and in the proposed development with right-of-way widths;
- Location and size of proposed recreational areas or open spaces;

- Existing easements:
 - Widths;
 - Purposes noted;
 - Public or private;
 - Book and page numbers;
- Current accurate topographical information based on mean sea level datum;
- Identify if in a special highway overlay district or any other zoning overlay district;

Building, Structure and Use Information

- Location of solid waste disposal;

Other required Information:

- General location, ownership and size of existing:
 - Water;
 - Sanitary Sewer;
 - Storm drainage lines or systems;
 - Fire Hydrants;
- FEMA 100-year floodplain line
- Existing parcel lines for the entire tract
- General locations only, with sizes of proposed:
 - Water lines;
 - Fire hydrants;
 - Sewer lines;
 - Storm drainage lines;
- Please provide the Water and Sewer Capacity needs (current and proposed zoning) with calculations in gallons per day based on state guide lines.
 - Water: _____ GPD (current use)
 - Water: _____ GPD (proposed use)
 - Sewer: _____ GPD (current use)
 - Sewer: _____ GPD (proposed use)
- Site Inventory map as required;
- Show tree inventory of existing and proposed removal.