

# LAND DEVELOPMENT CODE AMENDMENT REQUEST

## APPLICATION TO AMEND THE LAND DEVELOPMENT CODE (CHAPTER 18)

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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

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## PROCEDURES AND INSTRUCTIONS FOR COMPLETING THIS APPLICATION

### **Incomplete applications cannot be accepted.**

Requests to amend the regulations of the Land Development Code shall only be accepted biannually in accordance with the following schedule. Criteria for the submittal of such an amendment are set forth in this section.

**First Amendment Cycle:** a complete application must be received by city staff by 1 pm on the first Monday in February. The Planning Commission will hear the request no earlier than the first Planning Commission meeting in May.

**Second Amendment Cycle:** A complete application adhering to the requirements of this section must be received by city staff by 1 pm on the first Monday in July. The Planning Commission will hear the request no earlier than the first Planning Commission meeting in October.

City staff will review this application and provide a written recommendation which will be presented at a public hearing of the Wilmington Planning Commission. The staff report will be mailed to the applicant and the Planning Commission prior to the public 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 public hearing before rendering a final decision on the request. Should the Planning Commission issue a denial recommendation, an appeal will be required in order for the request to proceed to City Council.

The city will place legal notice in the *Star-News* approximately 5 days prior to the first public hearing. The applicant as well as citizens will have an opportunity to speak at the public hearing. The applicant or his 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 must be reviewed by the City for completeness prior to acceptance for review. **Incomplete applications will not be accepted.**

A non-refundable filing fee of \$200 must accompany this application.

### **Checklist**

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

- Completed application form, including justification
- Signed agent form, if applicable
- Application fee

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The applicant requests that the City of Wilmington Land Development Code be amended as indicated below:

Applicant Information

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

Mailing Address: \_\_\_\_\_

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

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

Applicant Signature \_\_\_\_\_

Action Requested

Article, Division, and Section of Land Development Code to be amended (be sure to include all applicable articles and sections): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Wording of proposed text amendment (attach additional sheets as necessary):

\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_



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**Agent Form**

Please make additional copies as necessary.

I/we, the applicant(s), hereby designate \_\_\_\_\_ to serve as agent regarding this application, to receive and respond to administrative comments, to resubmit information on my behalf, and to represent me in any public meeting regarding this application.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date