

APPLICATION ACCEPTANCE POLICY

MINOR AND MAJOR SITEPLANS AND MAJOR SUBDIVISIONS

City of Wilmington
Development Services Department
Planning Division

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The City of Wilmington understands that clear expectations make the application and development review processes easier for both applicants and staff. The policies outlined below will enable Planning Division staff to move the process along in a way that ensures that each application receives the attention it deserves. Staff desires to complete projects in an accurate and timely manner. Due to the volume of applications and public hearing schedules, working with incomplete materials detracts from the timely review of applications.

1. Applications are to be reviewed for completeness by staff prior to being officially accepted by the City for review. Applications that are dropped off or mailed in cannot be accepted without prior approval from the Planning Manager.
2. When a development requires a land disturbing activity permit, a Site Inventory Map must be approved **prior** to a development plan and application being accepted for review.
3. Checklists for each type of request are provided with each application package. If the application does not contain all required items on the checklist, it will be considered incomplete and shall not be accepted.
4. Upon determination by staff that an application is complete, it will be officially accepted by the Planning Division. Staff will complete the acceptance form and both staff and the applicant must sign the form. An application is not considered officially accepted until this form is signed by both the planner and the applicant. A copy of the signed form will be given to the applicant and a copy will be placed in the project file at the time of acceptance. Staff will not hold materials for incomplete applications.
5. Application fees must be paid at the time an application is submitted for acceptance.
6. **In order to allow time to process fees, applications will not be accepted after 4:00 PM each day. On the deadline day for submittals for Technical Review Committee hearings, applications will not be accepted after 1:00 PM.**
7. For your convenience, applicants may schedule an appointment with staff or may “walk-in” without an appointment. Please allow sufficient time to review the application package with staff.
8. Please submit with your application, 5 paper copies and a digital copy (TIFF or PDF) of site plans for major and minor site plan review.

The Planning Division staff looks forward to working with you during the site plan review process. If you have questions or need further assistance, please call 254-0900.