

APPLICATION FOR MINOR SUBDIVISION PRELIMINARY PLAN APPROVAL

City of Wilmington, N.C.
Planning Division

P.O. Box 1810, 305 Chestnut St., Wilmington, N.C. 28402
Telephone (910) 254-0900 Fax (910)341-3264

Section "A" GENERAL DATA

TYPE OF SUBDIVISION PROPOSED (Based on definition of Minor Subdivision – See page 6)

- _____ New lot(s) only on a tract fronting a public street which has existing w&s utilities (residential or commercial)
_____ New lot(s) only not fronting a public street, requiring constructing a private access easement (4 residential max.)
_____ Multiple buildings on a tract adjacent to a public street which has existing w&s utilities (residential or commercial)

Proposed Name of subdivision _____
Property location and address _____
New Hanover County property ID # (PIN) _____ Total site acres _____
Current zoning district(s) classification _____
Proposed Use _____
Proposed number of units/lots _____ Ave Lot size _____
Proposed building area (s.f.) _____ existing area _____ (if expansion, s.f. gross) _____
Maximum building height, each type _____
Parking – off street: number spaces proposed _____ number required _____ group/std. applied _____
Apts./Condos/Townhomes: # 1BR Units _____ # 2BR units _____ # 3BR units _____ # 4Br Units _____

Park/Recreation/Open space- required for all residential; single-family (SF): see Section 18-383; Multi-Family (MF): see Section 18-184
Calculations: Required; (SF): no. of dwelling units X 1306.8 s.f. each unit divided by 43,560 s.f = _____ acre(s)
Area Proposed: _____ acre(s) (MF): Tract size X 0.35 = _____ acre(s) required; Area Proposed: _____ acre(s)
If Payment-in-Lieu requested, city approval required: PIL: yes _____ no _____
Is site subject to conditions of approval from a Board of Adjustment, rezoning, subdivision, or prior preliminary site plan action? Yes _____ (if yes, file # SP-xx-00, Z-xx-00, A-xx-00, etc.) _____ No _____

A Traffic Impact Analysis (TIA) is required with the submittal of an application where more than 100 vehicle trips during any Peak Hour is anticipated. The AM Peak Hour is: _____ The PM PEAK HOUR is: _____
The ITE Land Use # used is: _____. No application will be reviewed without the submittal of the TIA, when required.
Is site within the Special Highway Overlay District? _____ Yes _____ No
Is site subject to any Corridor Overlay Districts? _____ Yes _____ No (if yes, which one?) _____

CLIENT (Owner or developer)

Name(s) _____
Address _____
_____ zip _____

Telephone _____ Fax _____ e-mail _____

Representative/Agent (person to contact regarding questions or revisions to the plan):

Name(s) _____
Address _____

_____ zip _____
Telephone _____ Fax _____ E-mail _____

OWNER'S SIGNATURE*: *In filing this plan as the property owner(s), I/we do hereby agree and firmly bind ourselves, my/our heirs, executors, administrators, successors and assigns jointly and severally to construct all improvements and make all dedications as shown on this proposed site plan as approved by the City. I hereby designate _____ to serve as my agent regarding this application, to receive and respond to administrative comments, to resubmit plans on my behalf and to represent me in any public meeting regarding this application.*

Signature/Date: _____

DATE RECD:
PLANNER:
CASE FILE #:
FEE PAID \$:

Section B. SUBMITTAL CHECKLIST AND PROCEDURE

(1) THE APPLICATION AND PLANS ARE TO BE SUBMITTED TO THE PLANNING DIVISION, 3RD FLOOR, 305 CHESTNUT STREET IN DOWNTOWN WILMINGTON.

(2) WHEN SUBMITTING THE ABOVE, ASK AT THE RECEPTION DESK TO SEE A PLANNER OR PROJECT MANAGER.

Staff members will review the submittal package to ensure that the package is complete and all necessary information is shown on the plans. Time is valuable to all and it is requested that discussion be held at submittal so the project can be processed. The submittal cannot be processed unless and until all required information is included. **Please do not simply leave the application materials with the receptionist.** Request to see a staff representative first for a discussion.

(3) UPON RECEIPT OF THE COMPLETED APPLICATION AND PLAN, A REVIEW WILL BE CONDUCTED BY THE ASSIGNED PROJECT MANAGER AND THE CITY TECHNICAL REVIEW COMMITTEE, AS NECESSARY. THE OWNER AND/OR DESIGNATED REPRESENTATIVE WILL BE CONTACTED AS TO THE REVIEW AND/OR SCHEDULE, USUALLY WITHIN ONE WEEK.

(4) SUBMITTAL ITEMS REQUIRED (checkoff)

- FILING FEE FOR MINOR PRELIMINARY SUBDIVISION PLANS. Currently \$100.00.**
 - Checks may be made out to the City of Wilmington.
 - Payments may be made by cash or check
 - THIS APPLICATION FORM COMPLETED AND SIGNED BY THE PROPERTY OWNER (agent cannot sign for owner).**
 - TEN COPIES OF THE PLAN ON LARGE SHEET (sizes shown below) AND ONE 11" x 17" COPY OF THE PLAN.**
 - COPIES OF PREVIOUS BOARD OF ADJUSTMENT, REZONING, SPECIAL USE PERMIT, CERTIFICATE OF APPROPRIATENESS, OR PRIOR SITE PLAN ACTIONS (as applicable).**
 - COPY OF TRAFFIC IMPACT ANALYSIS (TIA), IF REQUIRED**
-

Section C. DATA REQUIRED ON ALL PLANS

(a) Sheet size.

The preliminary site plan shall be drawn on one of three (3) standard sheet sizes. These are:

- eighteen (18) by twenty-four (24) inches;
- twenty-four (24) by thirty-six (36) inches;
- thirty (30) by thirty-six (36) inches;

(b) Key Information.

- 1. A **vicinity** sketch or key **map** at a scale of not more than one thousand (1000) feet to the inch, showing the position of the subdivision with its relation to surrounding streets and properties, and oriented in the same direction as the remainder of the preliminary subdivision plan;
- 2. **North arrow**, with north oriented to the top of the map;
- 3. **Scale** of the map using engineer's scale (1"=10', 1"=50', etc.) both **graphic and numeric** and date of preparation, including all revision dates;

(c) Preliminary Subdivision Plat Checklist (Section 18-112 of the City of Wilmington Subdivision Ordinance):

- 1. The **boundaries** of the entire contiguous tract, distinctly and accurately represented with all bearings and distances shown;
 - 2. **Proposed** streets, existing and platted streets on adjoining properties and in the proposed subdivision, and rights-of-way widths;
 - 3. **Proposed** street names (must be unduplicated county-wide);
 - 4. **Any proposed** path or trail, buffer, gas, electric or communications **easements or rights-of-way**, their location, width and purposes;
 - 5. Existing and proposed **lot lines**, both on the tract to be subdivided and on adjoining properties;
 - 6. **Corporate limits**, township boundaries and county lines;
 - 7. All blocks lettered consecutively throughout the entire subdivision and **all lots numbered consecutively** within each block;
 - 8. Location and size of all **proposed parks, school sites, recreational areas or open spaces** and designation of future ownership and/or dedication;
 - 9. The **names of owners** of adjoining unplatted properties and the name of any adjoining subdivisions (of record or under review);
 - 10. **North arrow**, noted whether true or magnetic;
 - 11. **Graphic and numeric scale**;
 - 12. A **sketch vicinity map** showing the relationship between the proposed subdivision and the surrounding area at a scale of approximately one (1) inch to 2,000 feet;
 - 13. **Title block** to include:
 - the name of the subdivision,
 - location by municipality, township, county and state,
 - name and address of subdivider,
 - name and address of individual or firm preparing the plans,
 - file number of private firm preparing plans,
 - sheet number,
 - signature line for draftsman, engineer, or designer;
 - 14. Recent accurate **topographic information** based on mean sea level datum, with contour interval of two (2.0) feet, more or less, or as acceptable by the City;
-

4.

- 15. A City of Wilmington standard typical **street cross section**, if applicable, which includes:
 - scale of one (1) inch equals ten (10) feet,
 - roadway and right-of-way width,
 - curb and gutter,
 - sidewalks (type, width and thickness),
 - sidewalk area and plaza (if sidewalks are not constructed),
 - crown or roadway (centerline grade in reference to curb grade),
 - sidewalk and plaza grade (one-fourth-inch per foot);
- 16. General location, with size noted, of **existing water, sewer, or storm drainage lines or systems** in the immediate or adjacent area, which includes, but is not limited to, pumping stations, manholes, catch basins, etc. See (g) below;
- 17. General locations only, with sizes or other information noted, of **proposed water lines, fire hydrants, valves, sewer lines, storm drainage lines, manholes, catch basins, force mains, pumping stations, or any other system** intended to or proposed to serve the development, showing tie-in locations to existing systems. See (g) below;
- 18. **Sidewalks** shall be indicated on the preliminary plan in accordance with provisions of Section 18-68 of the Subdivision Code.
- 19. A City of Wilmington standard typical **private access easement cross section**, if applicable

(d) General Information

- 1. Project address, PIN number, project name, phase and recorded lot number;
- 2. Zoning districts;
- 3. Building setbacks, required and proposed;
- 4. Total amount of acreage within the project boundaries;
- 5. Off street parking calculations, including required amount of parking and proposed amount of parking and the basis for determination;
- 6. CAMA land use classification;
- 7. Zoning and land use of adjacent properties or subdivisions of record;
- 8. Proposed streets, existing and platted streets on adjoining properties and in the proposed development with rights-of-way widths and cross sections; Designate which are being dedicated as public or private;
- 9. Identify if in a Special Highway Overlay District, the Dawson-Wooster Corridor, Wrightsville Avenue Corridor, or South 17th Street/Independence Boulevard Corridor
- 10. note all utilities that will serve the project as public or private, and that all new are to be underground;
- 11. General concept landscaping plan (as applicable), including;
- 12. Approximate locations and species of all existing hardwood trees at least eight (8) inches DBH, all conifer trees at least twelve (12) inches DBH, and all dogwoods and American Hollies at least four (4) inches DBH. The canopy drip lines of those trees shall be delineated. If groves of protected trees exist that will not be removed or disturbed, it is permitted to label the grove as such on the map, stating the approximate number of protected trees and species mix, without specifying data on each individual tree;

(e) Traffic Engineering

- 1. Existing street names, together with state road numbers if applicable;
 - 2. General horizontal alignment of existing and proposed streets and thoroughfares, showing centerline minimum radii, pavement width, surface materials, curb and gutter, ditches and shoulder widths;
 - 3. Cross-sections of typical proposed streets and parking area;
 - 4. Vertical alignment of streets only when deemed necessary by the Traffic Engineer to properly determine the safety of proposed streets or driveways;
 - 5. Sight triangles as set forth in Section 19-70 (Zoning Ordinance), including any structures within them;
 - 6. Any rights-of-way proposed to be closed;
 - 7. Proposed private streets, dimensions and curb treatments;
 - 8. Existing and proposed parking areas, bay dimensions, aisle dimensions and summary of required and new parking provided.
-

5.

- 9. Location and dimensions of loading and unloading areas;
- 10. Show driveways for adjacent lots and lots across the street.
- 11. The proposed driveway must be dimensioned to both property corners.
- 12. Note whether existing driveways will be closed.
- 13. Show or note street intersections within 500' of the site.
- 14. Show appropriate City standard driveway detail on plan.
- 15. Show parking lot and driveway geometric dimensions and radii.
- 16. Show all required and/or proposed turn lanes, with details.
- 17. Show all existing and proposed traffic control devices (including signals, signs, parking meters, and pavement markings).
- 18. Parking lot must meet requirements of standard details SD 15-10 and 15-11 (Technical Standards Manual) for parking lots under 25 stalls.
- 19. Show any other information needed to accurately depict the proposed improvements.

(f) Environmental Requirements (where applicable)

- 1. Floodplain information, including base flood elevation, elevation of lowest floor proposed for development, 100-year flood boundary, floodway and floodway fringe areas, indicating source of information;
- 2. Conservation Overlay District information including type/amount of conservation resource, worktable for determining required conservation space and developable land, setbacks from conservation space (both required and proposed);
- 3. State and federal wetlands designated on the site;

(g) Stormwater Information

A Schematic stormwater drainage plan is required. The detail on the schematic must provide a clear concept of the existing and proposed channels, pipes, watercourses, and retention/detention on and adjacent to the site. Directions of flow are to be included. Sizes are to be approximate. The following components should appear on the schematic plan:

- 1. Existing and proposed site improvements to convey stormwater;
 - 2. Proposed off-site improvements to convey stormwater;
 - 3. Connection to existing public or private systems downstream and upstream;
 - 4. Places where runoff enters the site from adjacent area and how it will be conveyed;
 - 5. Proposed and existing retention/detention systems on or serving the site;
 - 6. Existing and proposed drainage easements indicated as public or private including approximate widths;
 - 7. Existing and proposed contours with intervals of 2' or less;
 - 8. Existing and proposed impervious surface area;
 - 9. Approximate disturbance area shown and reported;
 - 11. Approximate delineation of any Federally regulated wetlands on the site;
 - 12. Indicate any known drainage problems in and downstream of the site (clogged systems, undersize systems, recurring flooding in the immediate and adjacent area);
 - 13. Indicate the classification (SC, SA, etc.) and name of the State regulated water body serving the watershed where the site is located if the site disturbance area equals or exceeds one acre;
 - 14. Indicate if innovative or unusual methods will be employed to meet applicable State or Federal requirements;
 - 15. Trees and proposed utilities shown on the same plan view.
-

6.

(h) Special Information.

- 1. Contact the North Carolina One Call Center prior to doing any digging. 1-800-632-4949
- 2. The BellSouth contact is Steve Dayvault, Building Industry Consultant (910) 392-8712. Please contact him prior to starting the project in order to facilitate good communication and maximum flexibility.
- 3. The process for telephone cable placement is:
 - Final grade will need to be established.
 - Power company will place its cable first – which goes in at about 3 ft deep.
 - BellSouth / cable TV will then place their cables at approx. 2 ft deep.

Section D MINOR SUBDIVISION DEFINED

A subdivision of land out of a tract in single ownership which:

- a. Does not involve the dedication of rights-of-way or construction of new streets;
- b. Does not involve construction alterations to existing streets, except for alterations required solely as a condition of the issuance of a driveway permit;
- c. Does not require the extension of any public utilities;
- d. Does not create any public improvements, dedication of parks, open space, or recreation land for public use, provided, however, if the only public improvement required is the extension of sidewalks along existing streets, the subdivision shall be deemed to be a minor subdivision;
- e. Does not land-lock or otherwise impair convenient ingress and egress to or from the rear or side of the subject tract or any adjacent property;
- f. Does not fall within the corridors of any planned or proposed street as shown upon an adopted thoroughfare plan of the City;
- g. Does not violate any other local, state, or federally adopted law, ordinance, regulation, plan or policy;
- h. Does not require approval of or permit from any other regulatory agency at any level of government (save and except a soil and erosion control permit, if required, to be issued by New Hanover County).