

# SUBDIVISION PLAN

## APPLICATION FOR MAJOR PRELIMINARY PLAN APPROVAL

City of Wilmington, NC  
Planning Division

P. O. Box 1810, 305 Chestnut St, Wilmington, NC 28402  
Telephone: (910) 254-0900 FAX: (910)341-3264

### Section A. SITE DATA SHEET

PROPOSED NAME OF SUBDIVISION: \_\_\_\_\_  
PROPERTY LOCATION/ADDRESS: \_\_\_\_\_  
NEW HANOVER CO. PROPERTY IDENTIFICATION # (PIN): \_\_\_\_\_

ZONING DISTRICT(S): \_\_\_\_\_ TOTAL SITE ACRES: \_\_\_\_\_

**NOTE: IF IN A SPECIAL USE ZONING DISTRICT OR SUP, PLACE THE COMPLETE LIST OF ZONING CONDITIONS ON THE PLAN.**

#### ALL PLANS:

PROPOSED USE: \_\_\_\_\_

PROPOSED TOTAL# OF UNITS/LOTS \_\_\_\_\_

PROPOSED BUILDING AREA AND EXISTING AREA IF EXPANSION (sq. ft. gross): \_\_\_\_\_

MAX. BUILDING HEIGHT: \_\_\_\_\_

IF GROUP HOUSING (Apts. / Condo) , LIST HEIGHTS OF EACH BUILDING TYPE:: \_\_\_\_\_

OFF STREET PARKING: REQ'D SPACES: \_\_\_\_\_ PROVIDED SPACES: \_\_\_\_\_

PARKING GROUP/STANDARD APPLIED: (i.e. "1 space per 300 s.f. building area"): \_\_\_\_\_

APT. / CONDO/TOWNHOME: # 1BR Units: \_\_\_\_\_ 2BR: \_\_\_\_\_ 3BR: \_\_\_\_\_ 4BR \_\_\_\_\_

AVERAGE LOT SIZE: \_\_\_\_\_

REQUIRED/PROPOSED PARK, RECREATION & OPEN SPACE AREAS (see LDC Section 18-383) \_\_\_\_\_

**Calculation:** Area required (single family subdivisions): number of dwelling units X 1306.8 s.f. each unit divided by 43,560 s.f = \_\_\_\_\_ acre(s) Note: to calculate required area for multi-family residential subdivisions, refer to LDC Section 18-184(g)(11)

Proposed: \_\_\_\_\_ acre(s)

#### CLIENT (Owner or Developer):

Name(s) \_\_\_\_\_

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

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_ ZIP \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

#### CONSULTANT/AGENT (Person to contact regarding questions or revisions to the plan):

Name(s) \_\_\_\_\_

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

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_ ZIP \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

This site is subject to conditions of approval from a Board of Adjustment, rezoning, subdivision, or prior preliminary site plan action:

YES \_\_\_\_\_ NO \_\_\_\_\_. File number (SP-xx-00, Z-xx-00, A-xx-00, etc.) \_\_\_\_\_

**A Traffic Impact Analysis (TIA) is required with the submittal of an application where more than 100 vehicle trips during any peak hour anticipated?** The AM PEAK HOUR is: \_\_\_\_\_. The PM PEAK HOUR is: \_\_\_\_\_.  
The ITE Land Use Number used is: \_\_\_\_\_. No application will be reviewed without the submittal of the TIA, when required.

**Is the site within the Special Highway Overlay District?** YES \_\_\_\_\_ NO \_\_\_\_\_. **Is the site subject to any Corridor Overlay Districts?** YES \_\_\_\_\_ NO \_\_\_\_\_. If yes, which one? \_\_\_\_\_.

**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) PLANS MAY BE SUBMITTED TO THE PLANNING DIVISION, 3RD FLOOR, 305 CHESTNUT STREET IN DOWNTOWN WILMINGTON.**

**(2) WHEN YOU SUBMIT, ASK AT THE RECEPTION DESK TO SEE A PLANNER OR PROJECT MANAGER.**

Staff members will review your submittal package to ensure that the package is complete and all necessary information is shown on the plans. We don't want to waste your time logging a case into the system and sending out comments only to ask you for more information before we can really offer any substantive help. Please help us by taking the time to talk with us when you submit. **Please do not simply leave your application materials with the receptionist. An incomplete application will not be processed until all required information is included.**

**(3) YOU WILL BE SCHEDULED FOR REVIEW BY THE SUBDIVISION REVIEW BOARD (SRB) AT ITS NEXT AVAILABLE MEETING, TYPICALLY WITHIN 30 WORKING DAYS OF THE PRESCRIBED SUBMITTAL DEADLINE FOR MAJOR PRELIMINARY SUBDIVISION PLAN REVIEW.**

---

**PLEASE INCLUDE ALL OF THE FOLLOWING (CHECK OFF).** Please check the list below carefully before you submit:

- FILING FEE FOR PRELIMINARY SUBDIVISION PLANS.**
  - Checks may be made out to the City of Wilmington.
  - Payments may be made by cash or check
- THIS APPLICATION FORM** completed (Section A) and signed by the **property owner** (agent cannot sign for owner).
- ONE SET OF BUSINESS-SIZED ENVELOPES** pre-addressed to the property owners adjacent to the subject property with the Planning Division's return address. All envelopes must have postage and metered postage must be *undated*. The Department account number, 2670-419, must be shown just below the return address. This will assure any returned letters will come to this Department. Pursuant to G.S. Chapter 160A, Article 19.
- TEN COPIES OF THE PLAN ON LARGE SHEET AND ONE 11" x 17" COPY OF THE PLAN.**
- COPIES OF PREVIOUS BOARD OF ADJUSTMENT ACTION, SPECIAL USE PERMIT OR CERTIFICATE OF APPROPRIATENESS (if applicable).**

---

## **Section C.** DATA TO BE SHOWN ON PLANS

---

**(a) Sheet size.**

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

- 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. True north arrow, with north being at 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** (see Section 18-419 of the City of Wilmington Land Development Code)

- 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;
  - 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 18-376 of the Land Development Code.
-

**(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 right-of-way widths and cross sections;
- 9. Identify if in a Special Highway Overlay District, the Dawson-Wooster Corridor, Wrightsville Avenue Corridor, or South 17<sup>th</sup> Street/Independence Boulevard Corridor
- 10. Show that all utilities, both public and private, that serve a project shall be underground;
- 11. General concept landscaping plan;
- 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 18-556 and Article 15, Definitions, 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 provided parking.
- 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 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.

**(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 he is the Building Industry Consultant (910) 392-8712. Please contact him prior to stating the project in order to facilitate good communication and maximum flexibility.
- 3. The process for telephone cable placement:
  - Final grade will need to be established.
  - Power will place their cable first – they go in at about 3 ft deep.
  - BellSouth / cable TV will then place their cable at approx. 2 ft deep.