

APPLICATION ACCEPTANCE POLICY

SPECIAL USE PERMIT

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

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 review of 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. 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.
3. Upon determination by staff that an application is complete, it will be officially accepted by the Planning Division. Staff will complete an acceptance form and both staff and the applicant must sign the form. The 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.
4. Application fees must be paid at the time an application is submitted for acceptance.
5. 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 Planning Commission hearings, applications will not be accepted after 1:00 PM.
6. 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.

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

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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. *APPLICANT INFORMATION*

Application is hereby made for a Special Use Permit to use the property at the address below for the indicated special use.

NAME OF APPLICANT/PETITIONER: _____

MAILING ADDRESS OF APPLICANT: _____

PHONE NUMBER/E-MAIL OF APPLICANT: _____

PROPERTY OWNER INFORMATION (If different from the applicant):

Name(s) _____

Address: _____ ZIP _____

Telephone: _____ FAX: _____

E-Mail Address: _____

PROPERTY INFORMATION: The following information is required to provide the necessary information to process the Special Use Permit request:

ADDRESS OF REQUESTED SITE: _____

NEW HANOVER CO. PROPERTY IDENTIFICATION # (PIN): _____

PROPOSED SPECIAL USE: _____

CURRENT ZONING DISTRICT(S): _____

TOTAL SITE ACRES/SQUARE FEET: _____

Special Use Permits add flexibility to the Land Development Code. Subject to high standards of planning and design, certain property uses may be allowed in several districts where these uses would not otherwise be acceptable. By means of controls exercised through the special use permit procedures, property uses which would otherwise be undesirable in certain districts can be developed to minimize any adverse effects they might have on surrounding properties.

Authority to grant Special Use Permits is found in Section 18-79 of the Land Development Code pursuant to North Carolina General Statutes 160A-381. The Land Development Code requires that the City

Section B. *SUBMITTAL INFORMATION AND PROCEDURE*

- (1) The request for a Special Use Permit must be reviewed by the Technical Review Committee of the City of Wilmington before the application can be considered by the Planning Commission. Please consider that review time when submitting the application.
- (2) Supplementary Information is **REQUIRED** as part of the application. See Section C below for required information.
- (3) The petition **MUST** be reviewed by the Planning Division for completeness **PRIOR** to the acceptance of any application or petition. Please **do not simply leave your application** materials without speaking to a Planner or Project Manager. If you do, your application may not be processed and your request may not be considered at the next Planning Commission meeting.
- (4) A fee in accordance with the approved fee schedule, payable to the City of Wilmington, must accompany the application.
- (5) The Planning Commission will consider the application, if properly completed, at the next regular meeting. The petitioner or his/her agent should appear at the meeting. Meetings are held at 6:00 P. M. in the Council Chambers, City Hall, 3rd and Princess Streets, Wilmington, North Carolina, usually on the first Wednesday of each month. Petitioners will be informed of any change in date, time or location of meetings. **Applications and the required supplementary information must be received** in the Planning Division, 305 Chestnut Street, Wilmington, NC 28401, **thirty (30) working days before the Planning Commission meeting** to allow time for processing and advertisement as required the North Carolina General Statutes.

Section C. *SUPPLEMENTAL INFORMATION REQUIRED WITH THE APPLICATION*

- Agent form if the applicant is not the property owner;
- Detailed project narrative describing the proposed site and request;
- Ten (10) 24" X 36" copies of the site plan and one (1) 11" X 17" of the site plan (See Section D below for the minimum amount of information required on the site plan);
- List of the names of owners, their addresses and the tax parcel numbers of the properties within 100 feet of the subject property, including those separated by a street right-of-way;
- Two sets of business-size envelopes pre-addressed to the property owners within 100 feet of the subject property with the City Planning Division's return address. All envelopes must have sufficient postage and **metered postage must be undated**. The department account number, 2670-419, should be shown just below the return address. This will assure any returned letters will come to this department.
- Current to-scale copy of the NHC Tax Map delineating the subject property.

Section D. REQUIRED INFORMATION TO BE INCLUDED ON THE SITE PLAN

- The present zoning classification(s) of the tract;
- Adjoining property lines;
- The location, height, size and location of structure(s);
- Proposed use of land and structures.
- Building elevation drawings;
- Proposed planting areas including walls and fences and the treatment of any existing natural features;
- The names and deed references of current adjoining property owners;
- All existing easements, reservations, rights-of-way and all yards required for the zoning district requested;
- General location of on-site utilities and proposed tie-in to existing public utilities (including water, sewer, culverts, drainage, etc);
- General location and type of stormwater facilities;
- Delineation of areas along streams on which the 100-year flood has been determined by the flood plain management regulations of the City of Wilmington;
 - For residential uses this shall include number of units and outline of area within which structures will be located.
 - For nonresidential uses, this shall include approximate square footage of structures and outline of area within which the structure(s) will be located;
 - Parking and circulation plan, showing location, arrangement and number of parking spaces and ingress and egress to adjacent areas;
- Proposed dimension and number of signs and their locations;
- Proposed phasing and approximate completion time of the project;
- Survey of regulated and significant trees and the number of those trees existing, proposed for removal and reasons why those trees will be removed;

OWNER'S SIGNATURE*: *In filing this application for a special use permit I/we as the property owner(s), hereby certify that all of the information presented in this application is accurate to the best of my knowledge, information and belief. I hereby designate _____ to act on my behalf regarding this application, to receive and respond to administrative comments, to resubmit plans on my behalf and to speak for me in any public meeting regarding this application.*

Signature/Date: _____

DATE RECD:

PLANNER:

CASE FILE #:

FEE PAID \$:
