

SITE INVENTORY

FOR SITE INVENTORY MAP 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

The purpose of the Site Inventory Map is: to identify existing features prior to any land-disturbing activity which requires a permit; to facilitate review of the issuance of associated development permits; to establish a collaborative framework to prevent unnecessary natural vegetation and habitat loss on development areas; to enhance the built aesthetics and welfare of the community; to maintain property values; and to maintain good water quality. In order to efficiently review the Site Inventory Maps, the following information is required:

Section A. *SITE DATA SHEET*

DEVELOPMENT NAME: _____
SITE ADDRESS: _____
NEW HANOVER CO. PROPERTY IDENTIFICATION # (PIN): _____

ZONING DISTRICT(S): _____ **TOTAL SITE ACRES:** _____

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: _____

PROPOSED BUILDING USE: _____

PROPOSED TOTAL BUILDING AREA AND EXISTING AREA IF EXPANSION (sq. ft. gross): _____

NUMBER OF BUILDINGS: _____

OFF STREET PARKING: REQ'D SPACES: _____ PROVIDED SPACES: _____

Section B. *SUBMITTAL CHECKLIST AND PROCEDURE*

PLANS MAY BE SUBMITTED TO THE PLANNING DIVISION, 3RD FLOOR, 305 CHESTNUT STREET IN THE MUNICIPAL ANNEX BUILDING.

Site Inventory Maps must be submitted and approved by the City prior to land-disturbing activity which requires a permit on residential and non-residential properties where site disturbance will exceed one-acre per year. The Site Inventory Map must be approved for the area of disturbance and the surrounding one-hundred (100) feet on the same parcel.

Within 15 working days, staff shall review the final Site Inventory Map for compliance with the requirements of the City's Zoning Ordinance. Approval shall be indicated in writing on the original map which will constitute a notice to proceed. If the Site Inventory Map is disapproved, the reasons for disapproval shall be stated in writing with reference to specific sections of Site Inventory requirements.

Approval of the Site Inventory Map shall expire in five (5) years if applicable permits for the development of the site have not been issued.

Section C. DATA TO BE SHOWN ON SITE INVENTORY MAPS

(a) Sheet size.

The site inventory map shall be drawn to scale of 1" = 400' (one inch equals four hundred feet). The map size shall be a minimum of eleven 11" X 17", but preferably 24" X 36".

(b) General Site Information. The following information is required to be shown on the plan, where applicable. Sources for information and assumptions shall be indicated on the map:

- 1. Names of preparer of the plan;
- 2. Applicant name;
- 3. Site address of the development;
- 4. Property owner;
- 5. Name of developer;
- 6. Property boundary. Indicate minimum Tax Parcel information or boundary survey, or deed composite;
- 7. Indicate the zoning of the property;
- 8. Adjacent property information, including owner and zoning;
- 9. Vicinity map in relation to the site;
- 10. Topography of the site in two (2) foot minimum intervals from City or other data sources with date of data;
- 11. Approximate location of 100-year flood plain boundary. Note areas with a history of flooding;
- 12. Locate existing ditches, creeks, and streams and their classification (i.e. intermittent, perennial, C (SW), ORW, etc);
- 13. Indicate the types of soils as referenced in the most recent book of Soil Survey of New Hanover County, North Carolina by the US Department of Agriculture and Natural Resource Conservation Service;
- 14. Locate any CAMA areas of concern (AEC) and associated setbacks;
- 15. Identify the CAMA land classification from the Wilmington-New Hanover County Comprehensive Plan;
- 16. Indicate the presence or non-presence of Conservation Resources and associated setbacks;
- 17. Indicate whether or not the site is recognized as a local, state or federally historic or archaeological site;
- 18. Indicate the location of cemeteries, burial sites, or burial grounds;
- 19. Delineate aerial extent of forested areas, indicated areas in square feet or acres, and note habitat and dominant species within stands;
- 20. Delineate the approximate location of U.S. Army Corps of Engineers Section 404 wetlands and Section 10 waters;
- 21. Indicate the presence of protected species or habitat information available from the U.S. Fish and Wildlife Service and N.C. natural heritage inventory;
- 22. Indicate the presence or non-presence of existing or proposed thoroughfares, bike routes, pedestrian sidewalks or trails and transit facilities.

NOTE: Maps are available to aid in identifying the potential presence of wetlands and conservation resources for purposes of the site inventory map. However, these maps may not accurately reflect actual site conditions. Prior to submittal of a development plan for the site, any indication of the presence of wetlands or conservation resources should be verified and the full extent delineated by a licensed professional.

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 \$: