

# APPLICATION ACCEPTANCE POLICY

## VARIANCES AND APPEALS TO THE BOARD OF ADJUSTMENT

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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

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The City of Wilmington understands that clear expectations make the application and 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 high volume of applications, 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 Board of Adjustment 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.

## INSTRUCTIONS TO APPLICANTS

The date, time, location and other pertinent information concerning the Board of Adjustment meeting is enclosed. It is highly recommended that you or your representative attend the meeting. In the event that you do not attend, the item may be continued or approved in a manner other than your original request. Absence at a meeting is implied consent for the actions that may be taken by the Board.

Should you have questions regarding the Board of Adjustment procedures or the specifics of the meeting, please contact the Planning Division at 254-0900, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m.

## INFORMATION TO APPLICANTS APPEARING BEFORE THE CITY OF WILMINGTON BOARD OF ADJUSTMENT

The Board of Adjustment regularly meets on the third Thursday of each month at 1:00 p.m. in the First Floor Conference Room at City Hall, 3<sup>rd</sup> and Princess Streets, Wilmington, NC.

An application to the Board of Adjustment must be submitted to the City of Wilmington Planning Division located at 305 Chestnut Street, 3<sup>rd</sup> Floor, thirty (30) working days prior to the meeting at which the application is to be considered. Should the applicant or his agent fail to appear for a duly scheduled hearing before the Board of Adjustment/Building Appeals Board without first requesting a continuance, such application for a variance or appeal may be dismissed by the Board.

An application must be accompanied by the following items; otherwise, it will not be accepted:

1. A list of:
  - a) names of all adjacent property owners and their mailing addresses
  - b) addresses of all adjacent properties
  - c) tax parcel numbers of all adjacent properties

Adjacent properties are all properties abutting the site and properties immediately across the street from it. An example is attached.

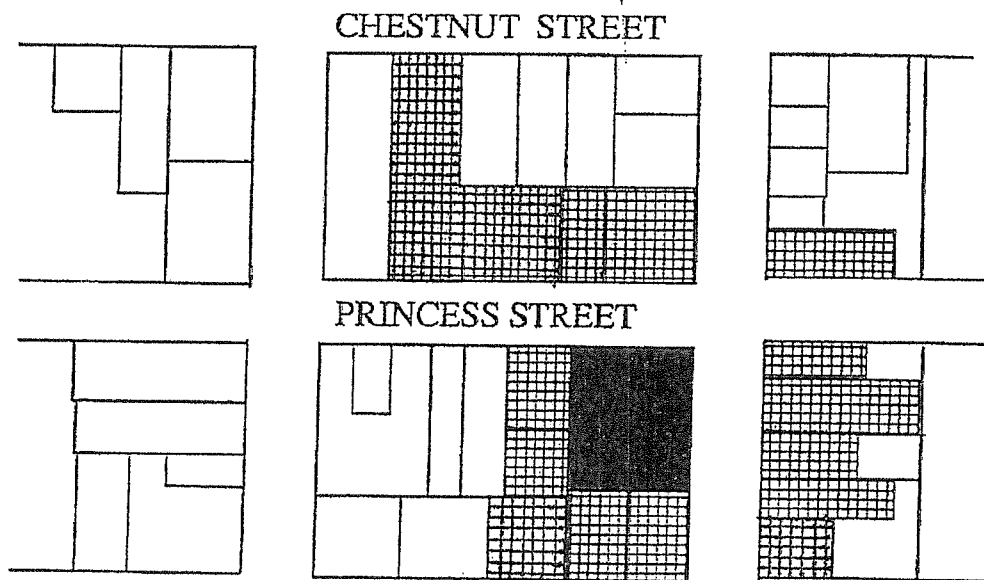
2. Stamped, letter-size envelopes (4" x 9 ½") addressed to all adjacent property owners and bearing the return address of the City of Wilmington Planning Division, P.O. Box 1810, Wilmington, NC 28402-1810.
3. A check made payable to the City of Wilmington in the amount of \$500.00 for a variance request and for all appeals.
4. Completed application form (including plot plan showing the nature of the variance request) and completed agent form, if needed. NOTE: The plot plan shall be drawn to scale and its size shall not exceed 11" x 17". Two (2) larger site plans, 24" x 36", must also be submitted for presentation purposes.
5. A New Hanover County tax map delineating the property in question.

Please contact the Planning Division at 254-0900 if you have any questions.

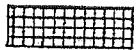
# SAMPLE ADJACENT INSTRUCTIONS

IN ORDER TO COMPLETE YOUR APPLICATION WITH THE PLANNING DEPARTMENT, YOU MUST PROVIDE A LIST OF ADJACENT PROPERTY OWNERS FOR THE PROPERTY IN WHICH YOU ARE SUBMITTING THE APPLICATION.

BELOW IS A SAMPLE SHOWING WHICH PROPERTIES ARE CONSIDERED ADJACENT.



PROPERTY



ADJACENT PROPERTIES

(Everything to the rear of the property, to the sides, across from the property; and for corner properties, the property diagonally across)

**LIST OF ADJACENT PROPERTIES**

Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

**Adjacent Property Owners:**

Property Owner's Name: \_\_\_\_\_

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

Adjacent Property Address: \_\_\_\_\_

Tax Parcel Number: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

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

Adjacent Property Address: \_\_\_\_\_

Tax Parcel Number: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

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

Adjacent Property Address: \_\_\_\_\_

Tax Parcel Number: \_\_\_\_\_

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Adjacent Property Address: \_\_\_\_\_

Tax Parcel Number: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

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

Adjacent Property Address: \_\_\_\_\_

Tax Parcel Number: \_\_\_\_\_

Please include a stamped envelope addressed to each adjacent property owner with the following return address:

City of Wilmington  
Planning Division  
P. O. Drawer 1810  
Wilmington, NC 28402-1810  
(2670-419)