

# APPLICATION ACCEPTANCE POLICY

## APPEALS TO THE BOARD OF ADJUSTMENT

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City of Wilmington  
Planning, Development and Transportation  
Zoning 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 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 quasi-judicial hearing schedules, working with incomplete materials detracts from the timely review of applications.

1. Applications are to be reviewed for completeness by planning staff (located on the 3<sup>rd</sup> Floor of 305 Chestnut Street) prior to being officially submitted to the City Clerk for acceptance. Applications that are dropped off or mailed in cannot be accepted without prior approval.
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, zoning staff will complete an acceptance form, which zoning staff and the applicant must sign prior to submission of the application to the City Clerk, located at 102 N. 3<sup>rd</sup> Street. The application is not considered officially accepted until this form is filed with the City Clerk. 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. An application fee of \$200.00 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 quasi-judicial 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.
7. If you plan to have legal representation at the hearing, please notify City Staff within one week prior to the hearing to ensure that the City can arrange representation as well. Failure to do so may result in the City requesting a continuance to another hearing.

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.