

# PRELIMINARY PLAN REVIEW PROCESS



City of Wilmington  
Planning, Development & Transportation Department  
Planning Division

PO Box 1810 | 305 Chestnut St.  
Wilmington, NC 28401  
Telephone 910.254.0900

The City of Wilmington understands that clear expectations make the application and preliminary plan review process easier for both applicants and staff. The review process outlined below provides clear expectations and outcomes for applicants and will enable staff to review and approve preliminary plans efficiently and expeditiously. Each step in the review process is intended to inform and provide guidance from the initial assessment through preliminary plan approval.

## □ **Planning & Zoning Assessment**

- Prior to submitting preliminary plans for technical review, the applicant must meet (*virtually, by phone, in-person*) with a planner (*Planner of the Day or scheduled meeting*) for a *Planning & Zoning Assessment*.
- As part of this assessment the planner will confirm that the subdivision is permitted, identify any supplemental standards that may apply (e.g. access, lot configuration, infrastructure), and provide general guidance on the applicant's proposed concept. The planner may request other TRC members or zoning staff to provide additional feedback.
- This meeting is intended for projects that are in their conceptual phase and will assist applicants in deciding whether to move forward to a *Pre-TRC Consultation*.

## □ **Pre-TRC Consultation – Preliminary Plan**

- All subdivisions of land and any statutorily exempt subdivision that includes required improvements must submit plans for a *Pre-TRC Consultation – Preliminary Plan* prior to submitting a Preliminary Plan application. The *Pre-TRC Consultation* will include representatives from city planning, engineering, transportation planning, traffic engineering, the fire department, the city arborist, and the Cape Fear Public Utility Authority.
- The *Pre-TRC Consultation – Preliminary Plan* is intended to identify:
  - Major preliminary plan issues and any waivers that will be required (BOA, DAC, Engineering)
  - Requirements for access, road design, internal circulation, driveways, sidewalks
  - Level of stormwater review required
  - Fire protection access
  - Traffic related requirements (TIA)
  - CFPUA requirements
- The *Pre-TRC Consultation* is intended to provide the applicant with the necessary information and guidance to successfully submit for *TRC Preliminary Plan Review*. Additional consultations may be needed or desired.

## □ **TRC Preliminary Plan Review**

- The goal of the TRC review is to approve or conditionally approve a preliminary plan application with the first submittal. To accomplish this goal, applicants must submit a complete preliminary plan application package to be considered for review. The application package must include the following:
  - Preliminary Plan (digital PDF), Application, & Fee (Subdivision/Exempt - \$100.00, Subdivision w/ Design Adjustment - \$800.00 + \$10/lot)
  - Engineering Administrative Adjustment Request (as applicable)
  - Design Adjustment Application (as applicable)
  - List of adjacent property owners (if Design Adjustment Committee (DAC) approval required)
  - One set of business-sized envelopes (if DAC approval required)
- Preliminary plan applications that **do not require a design adjustment** (DA) will not be scheduled for a TRC meeting. Preliminary plan applications (w/o DA) will generally be reviewed within one (1) week. Additional time may be needed to review and approve any *Engineering Administrative Adjustment Requests* included with the application.
- Preliminary plan applications that **do require a design adjustment** (DA) must also include a separate Design Adjustment Application. Preliminary plan applications (w/ DA) will be scheduled for an additional Pre-TRC Consultation prior to the Design Adjustment Committee (DAC) meeting. Following the DAC meeting, applicants will submit a revised Preliminary Plan that includes any changes required by the DAC.
- Once approved, applicants may proceed with the TRC site plan review process. The TRC may waive site plan review based upon the degree of required improvements associated with the subdivision.
- Exempt divisions with improvements: The Preliminary Plan serves as the construction plan set. Once approved by the TRC, staff will approve the plans and issue a construction release.

## □ **Resubmittals**

- Following TRC review, the applicant will resubmit a preliminary plan that address any outstanding comments. All resubmittals must include a resubmittal letter that identifies how and where each comment was addressed (multiple resubmittals may be necessary). Resubmittals will generally be reviewed within one (1) week. Additional time may be needed to review and approve any *Engineering Administrative Adjustment Requests* included with the application. Per G.S. 143-755 and Section 18-571 of the Land Development Code, projects with no resubmittals or applicant response within six (6) months shall be discontinued and considered withdrawn.