

PRELIMINARY PLAN APPLICATION

SUBDIVISION OF LAND



City of Wilmington
Planning, Development & Transportation Department
Planning Division

PO Box 1810 | 929 N. Front St.
Wilmington, NC 28401
Telephone 910.254.0900

- Subdivision Subdivision w/ Design Adjustment Exempt Subdivision w/ Improvements

All subdivisions of land and any statutorily exempt subdivision that includes required improvements must submit a Pre-TRC Consultation application prior to submitting a Preliminary Plan application. Per Sec. 18-593 of the Land Development Code, initial submission of all subdivisions shall consist of a completed Preliminary Plan application and a Preliminary Plan prepared in accordance with the requirements of Article 7, Division 5 (Sec. 18-551). All statutorily exempt subdivisions that include required access improvements will require a Preliminary Plan be submitted that demonstrates compliance with the city zoning, access, and technical standards for construction. Application packages must include the following:

- Preliminary Plan (digital PDF), Application, & Fee (Subdivision/Exempt - \$100.00)
- 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)

All subdivisions that require a design adjustment must submit a separate *Design Adjustment Application*. Design adjustments will be heard by the Design Adjustment Committee (DAC) at a quasi-judicial hearing. Following the DAC decision, construction plans may be submitted via the standard Formal TRC Review process.

All statutorily exempt subdivision with required improvements must be reviewed by the Technical Review Committee (TRC). Based on the scope of improvements, TRC will determine if construction plans warrant an additional TRC meeting or a Formal TRC Review. This determination will be made at the required Pre-TRC Consultation.

Project Information

Subdivision Name: _____

Location: _____

Current Zoning: _____ Site Acreage: _____

Proposed Land Uses: _____ Proposed Number of Units/Lots: _____

AM Peak Hour Vehicle Trips: _____ PM Peak Hour Vehicle Trips: _____

Owner Information

Owner(s)' Name: _____

Mailing Address: _____

Phone: _____ Email: _____

Consultant/Agent Information

Consultant/Agent Name: _____

Mailing Address: _____

Phone: _____ Email: _____

Owner Authorization: _____ Date: _____

PRELIMINARY PLAN APPLICATION

Preliminary Plan Content (subdivision or subdivision w/ design adjustment)

- Boundaries of the entire contiguous tract, distinctly and accurately represented with all bearings and distances shown;
- Proposed streets, existing and platted streets on adjoining properties and in the proposed subdivision, and rights-of-way widths;
- Proposed street names (must be unduplicated county-wide);
- All proposed paths or trails, buffer, gas, electric or communications easements or rights-of-way, their location, width and purposes;
- Existing and proposed lot lines, both on the tract to be subdivided and on adjoining properties; Corporate limits, township boundaries and county lines;
- All lots numbered consecutively within each block;
- Location and size of all proposed parks, school sites, open space set aside, and designation of future ownership and dedication;
- The names of owners of adjoining lots and the name of any adjoining subdivisions (of record or under review);
- North arrow, noted whether true or magnetic;
- Numeric and graphic scale;
- The scale shall be one inch equal to 100 feet, or other scale acceptable to the city manager.
- A sketch vicinity map showing the relationship between the proposed subdivision and the surrounding area at a scale of approximately one (1) inch to 2,000 feet;
- Title block to include:
 - Proposed name of subdivision;
 - Location by municipality, township, county, and state;
 - Name and address of developer;
 - Name and address of individual or firm preparing the plans; and
 - Sheet number;
- Current accurate topographic information based on mean sea level datum, with contour interval of two (2.0) feet;
- A standard typical street cross section, or a nonstandard street cross section that includes all the following:
 - Scale of one (1) inch equals ten (10) feet, or other scale acceptable to the City Manager, with scale noted;
 - Roadway width;
 - Street right-of-way width;
 - Roadway pavement and base (type and thickness);
 - Curb and gutter;
 - Sidewalks (type, width and thickness);
 - Sidewalk area and plaza (if sidewalks are not constructed);
 - Crown of roadway (centerline grade in reference to curb grade);
 - Sidewalk and plaza grade;
- General location, with size noted, of existing water, sewer, or storm drainage lines or systems in the immediate or adjacent area, which includes, but is not limited to, pumping stations, manholes, catch basins, etc.
- General locations only, with sizes or other information noted, of proposed water lines, fire hydrants, valves, sewer lines, storm drainage lines, manholes, catch basins, force mains, pumping stations, or any other system intended to or proposed to serve the development, showing tie-in locations to existing systems.
- Sidewalks shall be indicated on the preliminary plan in accordance with provisions of Section 18-494 of the Land Development Code.
- Facilities required by any transportation plan adopted by the city or the Wilmington Metropolitan Planning Organization, shall be shown on the preliminary plan.