

APPLICATION ACCEPTANCE POLICY

GENERAL MAP AMENDMENT

City of Wilmington Planning and Development
P.O. Box 1810 | 929 N. Front St. Wilmington, NC 28402
Telephone 910.254.0900 | Fax 910.341.3264

The policies outlined below enable planning staff to move the process forward, ensuring that each application receives the attention it deserves. Staff desires to complete a project review in a timely and accurate manner. Due to the volume of applications and public hearing schedules, working with incomplete materials detracts from the timely review of applications.

1. Applications will be reviewed for completeness by staff prior to being accepted for review. Applications that are dropped off or mailed in cannot be accepted without prior approval from the planning director.
2. A checklist is provided with application forms. If the application does not include all required items on the checklist, it will be considered incomplete and shall not be accepted.

Pre-application meeting information

3. Upon determination by staff that an application is complete, it will be officially accepted. Staff will complete an acceptance form, which must be signed by both the applicant and the staff member. The application is not considered officially accepted until this form is signed by both staff 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. To allow time to process fees, applications will not be accepted after 4:00 p.m. each day. On the deadline day for submittals for Planning Commission hearings, applications will not be accepted after 1:00 p.m.
6. To schedule a pre-application meeting or a time to submit an application, please call 910-254-0900.
7. A flowchart of the map amendment process is included on the last page.

Planning staff looks forward to working with you during the application process. If you have questions or need further assistance, please call 254-0900.

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Section A. APPLICANT INFORMATION

Applicant's Name: _____

Applicant's Mailing Address: _____

Applicant's Phone _____ Applicant's E-mail: _____

PROPERTY OWNER INFORMATION

Owner's Name(s) _____

Owner's Address: _____

Owner's Zip _____

Owner's Phone _____ Owner's E-mail: _____

PROPERTY INFORMATION

The following information is required to provide the necessary information to process the rezoning request:

Address of Subject Site: _____

New Hanover Co. Property Identification (PIN): _____

Current Zoning District(s): _____ Proposed Zoning District(s): _____

Total Site Area: _____

Pre-Application Meeting Date: _____

INTERNAL USE ONLY

DATE RECEIVED: _____ PLANNER: _____

CASE FILE: _____ FEE PAID \$: _____

Section B. SUBMITTAL INFORMATION AND PROCEDURE

- (1) Supplementary information is **REQUIRED** as part of the application. See Section C below for required information.
- (2) The petition **MUST** be reviewed by the planning department for completeness **PRIOR** to the acceptance of any application or petition. Please do not leave your application materials without speaking to a planner. If you do, your application may not be processed.
- (3) Receipt for the paid applicable fee must accompany the application.
- (3) Applications must be officially accepted by the Planning Department, 929 N. Front St., 1st floor, Wilmington, North Carolina. Applications mailed in or left without official acceptance will not be processed or scheduled for planning commission review.
- (4) The planning commission will consider the application, if properly completed, at the applicable meeting. The applicant should appear at all hearings. Planning commission meetings are typically held at 6:00 p.m. in Council Chambers at the Skyline Center, 929 N. Front St., Wilmington, North Carolina, usually on the first Wednesday of each month. Applicants will be informed of any changes to the date, time, or location of meetings. **Complete applications must be received by the planning department no later than 1:00 p.m. on the deadline day to allow time for processing and advertising as required by the North Carolina General Statutes.**

Section C. SUPPLEMENTAL INFORMATION REQUIRED WITH THE APPLICATION

PLEASE INCLUDE ALL OF THE FOLLOWING INFORMATION. Please check the list below carefully before you submit.

- Completed application form;
- Agent form if the applicant is not the property owner;
- Receipt for application fee;
- Legal description of property requested for rezoning, by metes and bounds;
- Receipt of mailing fee;
 - An invoice will be emailed for the mailing fee at a cost of \$0.85 per notice. Note that this cost will include two mailings: one notifying property owners of planning commission review and a second notifying property owners of city council review. Payment must be made within five business days of the invoice.
- Copy of the New Hanover Tax Map that delineates the property requested for rezoning.

OWNER'S SIGNATURE*: *In filing this application for a zoning map amendment, I/we as the property owner(s), hereby certify that the information presented in this application is accurate to the best of my knowledge, information, and belief. I hereby designate _____ to act on my behalf regarding this application, to receive and respond to administrative comments, to resubmit plans on my behalf, and to speak for me in any public meeting regarding this application.*

Signature: _____ Date: _____

Figure 18-585: Zoning map amendment – general procedure

