

Special Use Permit Information to Applicants

The Wilmington City Council generally meets on the first and third Tuesdays of each month at 6:30 p.m. in the City Council chambers, City Hall, 102 N. 3rd Street, Wilmington, NC.

All applications for special use permits are due in the Planning Division, 305 Chestnut Street, 3rd floor, **60 business days** prior to the meeting of the City Council at which the application is to be considered. **Applications will not be accepted after 1:00 PM on deadline days.** For most special use permits, requests will typically be heard at the second monthly meeting of City Council, except for SUPs associated with a rezoning request, which will typically be heard at the first monthly meeting, concurrently with the rezoning request.

Applications must be accompanied by the following items - otherwise, they cannot be accepted.

1. Completed application and fee (see below for fee schedule);
2. List of property owners, their mailing addresses, and the tax parcel number of the properties within 300 feet of the subject property, including property owner(s) directly opposite the request, but separated by a street right of way;
3. Narrative describing the site and the proposed use, parking, landscaping, etc.;
4. Current, to-scale copy of the New Hanover County tax map delineating the site;
5. One 24"x36" site plan, drawn to scale, that includes, at minimum, the site and building information as indicated on the application;
6. One 11"x17" copy of the site plan;
7. Set of envelopes addressed to the property owners as described above - envelopes must be unsealed, stamped, and bear the return address of the Planning Division
City of Wilmington Planning Division 419-2670
PO Box 1810
Wilmington, NC 28402-1810

NOTE: All special use permit applications must be scheduled for review by the technical review committee prior to the City Council meeting at which the SUP will be considered.

City Council Meeting Dates and Application Submittal Deadlines

<u>Meeting Date</u>	<u>Submission Deadline</u>
July 16, 2019*	April 18, 2019
Aug 20, 2019	May 24, 2019
Sept 17, 2019	June 21, 2019
Oct. 15, 2019	July 22, 2019
Nov 19, 2019	August 23, 2019

* Please note the date changes due to the holiday or election.

Special Use Permit Application Fees

R-20, R-15, R-10, R-7, R-5, R-3, HD, HD-O, HD-R, HD-MU, CEM:	\$400.00 + \$20/acre
CBD, MSMU, UMX:	\$500.00 + \$20/acre
MHP, MF-L, MF-M, MF-H, O&I-1, O&I-2. MF-MH, NB:	\$600.00 + \$20/acre
CB, RB, CS, PD, AI, LI, IND, MX, RFMU:	\$800.00 + \$20/acre