

## INFORMATION TO APPLICANTS

The Wilmington Planning Commission generally meets on the first Wednesday of each month at 6:00 p.m. in the City Council Chambers, City Hall, 3<sup>rd</sup> and Princess Streets, Wilmington, NC.

All applications for the Commission's review are due in the Planning Division, 305 Chestnut Street, 3rd Floor, **thirty (30) working days unless an LDC text amendment is requested, those considerations adhere to a quarterly calendar** prior to the meeting of the Planning Commission at which the application is to be considered. **Applications will not be accepted after 1:00 PM on deadline days.**

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

- 1) A completed application form and an application fee in the form of a check made payable to the City of Wilmington. The application fee schedule is listed on the following page.
- 2) A list of the names of owners, their addresses and the tax parcel number of the properties within 100 feet of the subject property to the request, including the property owner(s) directly opposite the request, but separated by a street right-of-way. This information may be obtained from the New Hanover County Tax Appraisal Office located at 230 Market Place Drive (Market Place Mall), Wilmington, NC 28403.
- 3) Two sets of business size envelopes (approx. 4" x 9-1/2"). The envelopes are to be unsealed, stamped and addressed for mailing to the property owners within 100 feet you have listed, and bearing the return address of the Planning Division. The return address is:  
City of Wilmington  
Planning Division 419-2670  
PO Box 1810, 3rd Floor  
Wilmington, NC 28402-1810

The first set of envelopes is for notifying adjacent property owners for the Planning Commission's review. The second set is for notifying adjacent property owners of City Council's review.

- 4) Applicants proposing to alter or build non-residential structures exceeding a floor area of 10,000 sq. ft. on a tract of two acres or more shall also make application to the **City's Engineering Department** or the **City's Technical Review Committee** in accordance with Sec. 18-60(b)(4) of the City of Wilmington Land Development Code **prior to Planning Commission review**.
- 5) For special use permit and conditional zoning district applications, please provide a typed detailed narrative describing the site and proposed use, parking, landscaping, etc.
- 6) A current to-scale copy of the New Hanover County tax map delineating the site.
- 7) No special use permit or conditional zoning district application will be accepted unless accompanied by a site plan drawn to scale which includes, at a minimum, the site and building information as indicated on the application. Ten (10) 24" x 36" copies and one (1) 11" x 17" copy of this site plan must be submitted with the application.

### **NOTE:**

**All special use permit and conditional zoning district applications MUST be scheduled for review by the Technical Review Committee prior to the Planning Commission submittal deadline.**

**List of Planning Commission Meeting Dates and Application Submittal Deadlines**  
**Applications will not be accepted after 1:00 PM on deadline days.**

<u>Meeting Date</u>		<u>Submission Deadline</u>		<u>Meeting Date</u>		<u>Submission Deadline</u>
Jan. 3, 2018	>	Nov. 15, 2017		Aug. 1, 2018	>	June 19, 2018
Feb. 7, 2018	>	Dec. 21, 2017		Sept. 5, 2018	>	July 24, 2018
Mar. 7, 2018	>	Jan. 24, 2018		Oct. 3, 2018	>	Aug. 20, 2018
Apr. 4, 2018	>	Feb. 20, 2018		*Nov. 14, 2018	>	Oct. 1, 2018
May 2, 2018	>	Mar. 20, 2018		Dec. 5, 2018	>	Oct. 19, 2018
June 6, 2018	>	Apr. 24, 2018		Jan. 9, 2019	>	Nov. 21, 2018
*July 11, 2018	>	*May 29, 2018		Feb. 6, 2019	>	Dec. 20, 2018

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

**Application Fee Schedule**

Rezoning/Special Use Permit/Conditional Zoning District:

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

Projects located in the 1945 Corporate Limits shall be subject to the FY 2001-02 Fee Schedule related to Zoning Application Fees as follows:

R-15, R-10, R-7, R-5, R-3, HD, HD-O, HD-R:	\$200.00 + \$20/acre
MHP, MF-L, MF-M, MF-H, O&I:	\$400.00 + \$20/acre
CB, RB, CBD, CS, PD, AI, LI, IND:	\$500.00 + \$20/acre

**Note:** Acreage will be rounded to the nearest ¼ acre to determine the fees. For example, a 1.68 acre proposal to rezone to CB would cost an applicant \$835.00 at \$800 + 1.75 x 20 = \$835.00.

Text Amendment .....	\$200.00
Variance .....	\$500.00
Appeal to Board of Adjustment/ Building Appeals Board .....	\$500.00
Street Naming/Renaming .....	\$250.00 *
Street Closure .....	\$250.00 *
Mobile Home Park	
Less than 5 acres .....	\$ 50.00
5 or more acres .....	\$100.00
Plus \$1.00 per mobile home space.	
Future Land Use Plan Amendment .....	\$500.00
Other Land Use Plan Amendments.....	\$500.00
Vested Right Application .....	\$500.00

Annexation:

\$500.00 plus applicable rezoning fee listed above.

**\*Additional advertising fees will be billed to the applicant by the City Clerk. (Note: Please be advised that the additional advertising fee will be a minimum of \$900.00.)**

**LIST OF PROPERTIES WITHIN 100 FEET**

Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

**Property Owners:**

Property Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Adjacent Property Address: \_\_\_\_\_

Tax Parcel Number: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Adjacent Property Address: \_\_\_\_\_

Tax Parcel Number: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Adjacent Property Address: \_\_\_\_\_

Tax Parcel Number: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Adjacent Property Address: \_\_\_\_\_

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Adjacent Property Address: \_\_\_\_\_

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Property Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Adjacent Property Address: \_\_\_\_\_

Tax Parcel Number: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

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Mailing Address: \_\_\_\_\_

Adjacent Property Address: \_\_\_\_\_

Tax Parcel Number: \_\_\_\_\_

Please include a stamped envelope addressed to each adjacent property owner with the following return address:

City of Wilmington  
Planning Division  
PO Drawer 1810  
Wilmington, NC 28402-1810

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