

LAND DEVELOPMENT CODE AMENDMENT REQUEST

APPLICATION TO AMEND THE LAND DEVELOPMENT CODE (CHAPTER 18)

City of Wilmington
Development Services Department
Planning Division

PO Box 1810 | 305 Chestnut St.
Wilmington, NC 28402
Telephone 910.254.0900 | Fax 910.341.3264

PROCEDURES AND INSTRUCTIONS FOR COMPLETING THIS APPLICATION

Incomplete applications cannot be accepted.

Requests to amend the regulations of the Land Development Code are accepted quarterly. A complete application adhering to the requirement of Chapter 18, Article 3, Section 18-118 must be received by city staff by 1 pm on the first Monday of the month indicated.

Application Due	Planning Commission Meeting
January	April
April	July
July	October
October	January

City staff will review this application and provide a written recommendation which will be presented at a public hearing of the Wilmington Planning Commission. The staff report will be mailed to the applicant and the Planning Commission prior to the public hearing. If the Planning Commission issues a favorable recommendation, the report and recommendation will be forwarded to the City Council, which will then hold a public hearing before rendering a final decision on the request. Should the Planning Commission issue a denial recommendation, an appeal will be required in order for the request to proceed to City Council.

The city will place legal notice in the *Star-News* approximately 5 days prior to the first public hearing. The applicant as well as citizens will have an opportunity to speak at the public hearing. The applicant or his representative should attend all public hearings.

All information is required to be provided at the time of submittal as part of this application. The application must be reviewed by the City for completeness prior to acceptance for review. **Incomplete applications will not be accepted.**

A non-refundable filing fee of \$200 must accompany this application.

Checklist

Please include all of the following information with the application. Incomplete applications will not be accepted.

- Completed application form, including justification
- Signed agent form, if applicable
- Application fee

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The applicant requests that the City of Wilmington Land Development Code be amended as indicated below:

Applicant Information

Name: _____

Mailing Address: _____

Phone: _____ Fax: _____

Email: _____

Applicant Signature _____

Action Requested

Article, Division, and Section of Land Development Code to be amended (be sure to include all applicable articles and sections): _____

Wording of proposed text amendment (attach additional sheets as necessary):

Explanation of impacts on the City as a whole and consistency with City plans and policies (comprehensive plan, corridor plans, Vision 2020: A Waterfront Downtown, etc.) (attach additional sheets as necessary):

Justification for amending the Land Development Code as proposed (attach additional sheets as necessary):

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Agent Form

Please make additional copies as necessary.

I/we, the applicant(s), hereby designate _____ to serve as agent regarding this application, to receive and respond to administrative comments, to resubmit information on my behalf, and to represent me in any public meeting regarding this application.

Name (please print)

Signature

Date