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, 3rd 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.

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<th>Meeting Date</th>
<th>Submission Deadline</th>
<th>Meeting Date</th>
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* Please note the date changes due to the holiday.

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, Al, 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, Al, 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: _____________________________________________________

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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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