

SUBDIVISION PLAN

FOR MAJOR & MINOR
PRELIMINARY PLAN APPROVAL

City of Wilmington, NC
Planning Division

P. O. Box 1810, 305 Chestnut St, Wilmington, NC 28402
Telephone: (910) 254-0900 FAX: (910)341-3264

Section A. SITE DATA SHEET

Per Sec18-68 of the Land Development Code, initial submission of all subdivisions shall consist of a completed application and a preliminary plan prepared in accordance with the requirements of Article 7, Division IV (Sec. 18-419).

Major Subdivision

Minor Subdivision

PROPOSED SUBDIVISION NAME: _____

PROPERTY LOCATION/ADDRESS: _____

NEW HANOVER COUNTY TAX PARCEL IDENTIFICATION # (PARID): _____

ZONING DISTRICT(S) / OVERLAY DISTRICT: _____ TOTAL SITE ACRES: _____

CLIENT (Owner or Developer):

Name(s) _____

Address: _____

Telephone: _____ E-Mail Address: _____ ZIP _____

CONSULTANT/AGENT (Person to contact regarding questions or revisions to the plan):

Name(s) _____

Address: _____

Telephone: _____ E-Mail Address: _____ ZIP _____

NOTE: IF SITE IS IN A CONDITIONAL ZONING DISTRICT OR IF THE SITE HAS A SPECIAL USE PERMIT, PLACE THE COMPLETE LIST OF ZONING CONDITIONS ON THE PLAN.

ALL PLANS:

PROPOSED USE: _____

PROPOSED TOTAL# OF UNITS/LOTS _____

MINIMUM LOT SIZE (SQ FT) REQUIRED: _____ PROPOSED: _____

RECREATION & OPEN SPACE AREAS (SQ FT) REQUIRED: _____ PROPOSED: _____

This site is subject to a previous Board of Adjustment, City Council, Planning Commission, and/or Subdivision Review Board decision. Case number(s): _____

This site is subject to the review/approval of a Traffic Impact Analysis (TIA).
AM PEAK HOUR TRIPS: _____ PM PEAK HOUR TRIPS: _____

OWNER'S SIGNATURE: *In filing this plan as the property owner(s), I/we do hereby agree and firmly bind ourselves, my/our heirs, executors, administrators, successors and assigns jointly and severally to construct all improvements and make all dedications as shown on this proposed site plan as approved by the City. I hereby designate _____ to serve as my agent regarding this application, to receive and respond to administrative comments, to resubmit plans on my behalf and to represent me in any public meeting regarding this application. I attest that the information contained in this application and all supplemental materials and documents associated with this project are true and accurate.*

Owner's Name (print): _____

Owner's Signature/Date: _____

DATE RECD:

PLANNER:

CASE FILE #:

FEE PAID \$:

Section B. SUBMITTAL CHECKLIST AND PROCEDURE

(1) **PLANS MUST BE SUBMITTED TO THE PLANNING DIVISION, 3RD FLOOR, 305 CHESTNUT STREET, WILMINGTON, NC.**

(2) **AN APPLICATION WILL NOT BE ACCEPTED WITHOUT MEETING WITH A PLANNER.**

Planner must review submittal package to ensure that package is complete and all necessary information is shown.

(3) **PLEASE INCLUDE ALL OF THE FOLLOWING (CHECK OFF) (please check the list below carefully before submitting):**

- FILING FEE: MINOR SUBDIVISION - \$100.00 MAJOR SUBDIVISION - \$800.00 + \$10 per lot/unit**
 - Checks payable to the City of Wilmington.
 - Payments may be made by cash or check
- THIS APPLICATION FORM** completed (Section A) and signed by the **property owner** (agent cannot sign for owner).
- WAIVER REQUEST LETTER** (if applicable) that provides a description and justification for each waiver requested, including the degree of the adjustment needed.
- FIVE (5) COPIES AND A DIGITAL COPY OF THE PROPOSED PRELIMINARY PLAN** (to include items listed below)
- ONE SET OF BUSINESS-SIZED ENVELOPES (Major Subdivision Only)** pre-addressed to the property owners adjacent to the subject property with the Planning Division's return address. All envelopes must have postage and metered postage must be *undated*. The Department account number, 2670-419, must be shown just below the return address. This will assure any returned letters will come to this Department. Pursuant to G.S. Chapter 160A, Article 19.
- COPIES OF PREVIOUS BOARD OF ADJUSTMENT ACTION, SPECIAL USE PERMIT, CONDITIONAL DISTRICT REZONING, OR CERTIFICATE OF APPROPRIATENESS (if applicable).**

(4) **MAJOR SUBDIVISIONS WILL BE SCHEDULED FOR THE NEXT AVAILABLE SUBDIVISION REVIEW BOARD MEETING (SRB).**

Major Subdivisions must be reviewed by the Technical Review Committee (TRC) prior to the SRB meeting. An updated Preliminary Plan (10 hard copies / digital copy) and Waiver Request Letter (if applicable) must be provided within 10 days after technical review.

(5) **REVIEW COMMENTS WILL BE POSTED TO THE CITY'S PROJECT TRACKING WEBSITE. www.protrak.wilmingtonnc.gov**

Section C. DATA TO BE SHOWN ON PRELIMINARY PLANS

MINIMUM REQUIREMENTS FOR PRELIMINARY PLAN ACCEPTANCE

(a) **Sheet size:** The preliminary site plan shall be drawn to scale on one of three (3) standard sheet sizes: 18 x 24 inch, 24 X 36 inch, or 30 x 36 inch sheets.

(b) Preliminary Subdivision Plat Requirements (as applicable)

- 1. The boundaries of the entire contiguous tract, distinctly and accurately represented with all bearings and distances shown;
 - 2. Proposed streets, existing and platted streets on adjoining properties and in the proposed subdivision, and rights-of-way widths;
 - 3. Proposed street names (must be unduplicated county-wide);
 - 4. Any proposed path or trail, buffer, gas, electric or communications easements or rights-of-way, their location, width and purposes;
 - 5. Existing and proposed lot lines, both on the tract to be subdivided and on adjoining properties; Corporate limits, township boundaries and county lines;
 - 6. All blocks lettered consecutively throughout the entire subdivision and all lots numbered consecutively within each block;
 - 7. Location and size of all proposed parks, school sites, recreational areas or open spaces and designation of future ownership and/or dedication;
 - 8. The names of owners of adjoining unplatted properties and the name of any adjoining subdivisions (of record or under review);
 - 9. North arrow, noted whether true or magnetic;
 - 10. Graphic scale;
 - 11. A sketch vicinity map showing the relationship between the proposed subdivision and the surrounding area at a scale of approximately one (1) inch to 2,000 feet;
 - 12. Title block to include:
 - Name of the subdivision;
 - Location by municipality, township, county, and state;
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- Name and address of subdivider;
- Scale denoted numerically (e.g. One (1) inch equals one hundred (100) feet);
- Name and address of individual or firm preparing the plans;
- File number of private firm preparing plans;
- Sheet number;
- Signature line for draftsman, engineer, or designer;
- 13. Recent accurate topographic information based on mean sea level datum, with contour interval of two (2.0) feet, more or less, or as acceptable to the City Manager;
- 14. A City of Wilmington standard typical street cross section, if applicable, which includes:
 - Scale of one (1) inch equals ten (10) feet, or other scale acceptable to the City Manager, with scale noted;
 - Roadway width;
 - Right-of-way width;
 - Roadway pavement and base (type and thickness);
 - Curb and gutter;
 - Sidewalks (type, width and thickness);
 - Sidewalk area and plaza (if sidewalks are not constructed);
 - Crown or roadway (centerline grade in reference to curb grade);
 - Sidewalk and plaza grade (one-fourth (1/4) inch per foot);
- 15. General location, with size noted, of existing water, sewer, or storm drainage lines or systems in the immediate or adjacent area, which includes, but is not limited to, pumping stations, manholes, catch basins, etc.
- 16. General locations only, with sizes or other information noted, of proposed water lines, fire hydrants, valves, sewer lines, storm drainage lines, manholes, catch basins, force mains, pumping stations, or any other system intended to or proposed to serve the development, showing tie-in locations to existing systems.
- 17. Sidewalks shall be indicated on the preliminary plan in accordance with provisions of Section 18-376 of the Land Development Code.
- 18. Site inventory pursuant to Article 3 of the Land Development Code.
- 19. Facilities required by any adopted plan, as referenced in Sec. 18-386. Transportation Plans, shall be shown on the preliminary plan.

Section D. INFORMATION FOR APPLICANTS

Per Sec. 18-812 Subdivisions shall be categorized into two (2) separate classes, defined and described as follows:

MAJOR SUBDIVISION: A subdivision of land, as defined herein, which exceeds the classification of "minor subdivision," and which shall conform to the procedures for approvals, the requirements and standards as specified in the Land Development Code, the city zoning ordinance and the Technical Standards and Specifications Manual and any appendices thereto.

MINOR SUBDIVISION: A subdivision of land, as defined herein, out of a tract in single ownership which:

- a. Does not involve the dedication of rights-of-way or construction of new streets;
- b. Does not involve construction alterations to existing streets except for alterations required solely as a condition of the issuance of a driveway permit pursuant to article 14 of this chapter;
- c. Does not require the extension of any public utilities;
- d. Does not create any public improvements, dedication of parks, open space or recreation land for public use, provided, however, if the only public improvement required is the extension of sidewalks along existing streets, the subdivision shall be deemed to be a minor subdivision;
- e. Does not land-lock or otherwise impair convenient ingress and egress to or from the rear or side of the subject tract or any adjacent property;
- f. Does not fall within the corridors of any planned or proposed street as shown upon an adopted thoroughfare plan of the city;
- g. Does not violate any other local, state or federally adopted law, ordinance, regulation, plan or policy;
- h. Does not require approval of or permit from any other regulatory agency at any level of government (save and except a soil and erosion control permit, if required, to be issued by New Hanover County).

Each lot in the minor subdivision, as defined herein, shall abut an open, publicly dedicated and accepted street for a distance as prescribed by this chapter and shall meet or exceed the minimum area and dimensional requirements as specified herein. Each lot or parcel, subdivided and intended to be an addition to an existing lot or lots which front a publicly dedicated and accepted street, may be allowed under this definition. Such additions to an approved existing lot as described above may be allowed to be added to the side or rear of the existing lot.
