

NEW HANOVER COUNTY

DEPARTMENT OF PLANNING & LAND USE
230 Government Center Drive, Suite 110
Wilmington, North Carolina
Telephone (910) 798-7165
FAX (910) 798-7053
planningdevelopment.nhcgov.com



FUTURE LAND USE MAP AMENDMENT Application

REVIEW PROCESS

Step 1: Pre-Application Conference

In order to assist applicants through the future land use map amendment process, applicants are highly encouraged to contact staff to schedule a pre-application conference prior to application submittal. Future land use map amendment applications follow the same process as zoning amendment applications. Applicants are requested to review the sections of the Zoning Ordinance specific to zoning amendments prior to submission, and advised to contact Planning Staff with any questions. The following sections of the Zoning Ordinance pertain specifically to zoning amendments:

- Section 110: *Amending the Ordinance*
- Section 111: *Petition*
- Section 112: *Approval Process*

Step 2: Application Submittal

Applications must be received by the Department of Planning & Land Use by 5:00 PM on the application deadline date. A complete application consists of the items detailed in the submittal checklist provided in this application. A schedule of application deadlines is available at planningdevelopment.nhcgov.com or in the Department of Planning and Land Use office.

Step 3: Staff Review and Recommendation

Upon receiving a completed application, staff may distribute it to certain departments and agencies for review. Staff will review the application, prepare a staff report, and provide a recommendation on the application.

Step 4: Planning Board Review and Recommendation

The New Hanover County Planning Board will consider the application at a public hearing. The Department of Planning & Land Use will notify the public of this hearing in accordance with standards of the Zoning Ordinance. This includes sending mailed notice to nearby residents, posting a sign on the subject property, and advertising the hearing in a local newspaper.

The public hearing will allow staff, the applicant, proponents and opponents to testify in regards to the request. The Planning Board will make a recommendation to the County Commissioners. A recommendation for denial ends consideration of the proposed zoning amendment unless the recommendation is appealed. A recommendation for approval is automatically forwarded to the County Commissioners for action.

Step 5: Board of Commissioners Review and Action

The New Hanover County Board of Commissioners will consider the application along with the Planning Board's and staff's recommendation at a public hearing. The Department of Planning & Land Use will notify the public of this hearing in accordance with standards of the Zoning Ordinance. This includes sending mailed notice to nearby residents, posting a sign on the subject property, and advertising the hearing in a local newspaper.

Prior to adopting or rejecting any zoning amendment, the Commissioners will adopt a statement describing whether its action is consistent with the County's Policies for Growth and Development and explaining why the Commissioners consider the action taken as reasonable and in the public interest.

- *The applicant should keep this section of the application for reference. It is not required to be included in the completed application that is submitted to the County.*

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Applicant Information	Property Owner(s) <i>If different than Applicant</i>	
Name	Owner Name	
Company	Owner Name 2	
Address	Address	
City, State, Zip	City, State, Zip	
Phone	Phone	
Email	Email	
Subject Property Information		
Address/Location		
Parcel Identification Number(s)		
Total Parcel(s) Acreage		
Existing Zoning and Use(s)		
Existing Future Land Use Classification (Place Type)		
Application Tracking Information (Staff Only)		
Case Number	Date/Time received:	Received by:

2. What significant neighborhood changes have occurred to make the original Place Type inappropriate, or how is the land involved unsuitable for the uses permitted under the existing zoning?

3. How will this proposed amendment of the Place Type serve the public interest?

APPLICATION REQUIREMENTS

Staff will use the following checklist to determine the completeness of your application. Please verify all of the listed items are included and confirm by initialing under "Applicant Initial". Applications must be determined to be complete in order to process for further review.

Required Information		Applicant Initial	Staff Initial
1	Complete Future Land Use Map Amendment application		
2	Application fee – (\$600)		
3	Legal description (by metes and bounds) or recorded survey Map Book and Page reference of the property requested for the map amendment.		
4	A map illustrating the area proposed to be reclassified.		
5	1 hard copy of ALL documents. Additional hard copies may be required by staff depending on the size of the document/site plan.		
6	1 PDF digital copy of ALL documents AND plans.		

ACKNOWLEDGEMENT AND SIGNATURES

By my signature below, I understand and accept all of the conditions, limitations and obligations of the Place Type for which I am applying. I understand that the existing Future Land Use Map is presumed to be correct. I understand that I have the burden of proving why this requested change is in the public interest. I certify that this application is complete and that all information presented in this application is accurate to the best of my knowledge, information, and belief.

Signature of Applicant

Print Name

Signature of Property Owner(s) – If applicable

Print Name(s)

NOTE: If there are multiple applicants or property owners, a signature is required for each.

If an applicant requests delay of consideration from the Planning Board or Board of County Commissioners before notice has been sent to the newspaper (approximately 2-3 weeks before the hearing), the item will be calendared for the next meeting and no fee will be required. If delay is requested after notice has been sent to the newspaper, the Board will act on the request at the scheduled meeting and are under no obligation to grant the continuance. If the continuance is granted, a fee in accordance with the adopted fee schedule as published on the New Hanover County Planning website will be required.

