

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



TEXT AMENDMENT Application

REVIEW PROCESS

Step 1: Pre-Application Conference

In order to assist applicants through the text amendment process, applicants are highly encouraged to attend a pre-application conference prior to application submittal. 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 Planning and Inspections Department 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.

Step 3: Staff Review and Recommendation

Upon receiving a completed application, staff may distribute it to certain departments and agencies for review. County Planning staff shall 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 shall consider the application at a public hearing. 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.

The Planning and Inspections Department shall notify the public of the hearing in accordance with standards of the Zoning Ordinance. This includes advertising the hearing in a local newspaper.

Step 5: Board of Commissioners Review and Action

The New Hanover County Board of Commissioners shall consider the application along with the Planning Board's and staff's recommendation at a public hearing. Prior to adopting or rejecting any text amendment, the Commissioners shall adopt a statement describing whether or not the amendment 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 Planning and Inspections Department shall notify the public of the hearing in accordance with standards of the Zoning Ordinance. This includes advertising the hearing in a local newspaper.

This page left blank for formatting purposes.

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



TEXT AMENDMENT Application

Applicant Information		
Name		
Company		
Address		
City, State, Zip		
Phone		
Email		
Application Tracking Information (Staff Only)		
Case Number	Date/Time received:	Received by:

Subject Text
Subject Ordinance (Zoning, Subdivision, etc.):
Chapter and Section(s):

ACKNOWLEDGEMENT AND SIGNATURES

By my signature below, I understand and accept all of the conditions, limitations and obligations of the text amendment for which I am applying. I understand that I have the burden of proving why this requested change is reasonable and in the public interest, and is consistent with the County's Policies for Growth and Development. 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

If an applicant requests delay of consideration from the Planning Board or Board of County Commissioners before notice has been sent to the newspaper, 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.

For Staff Only

Application Comments

