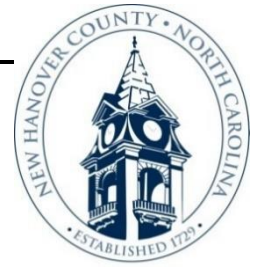


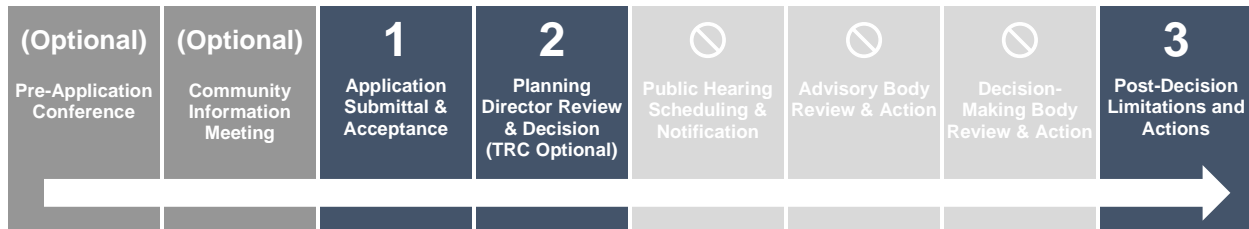
NEW HANOVER COUNTY

DEPARTMENT OF PLANNING & LAND USE
 230 Government Center Drive, Suite 110
 Wilmington, North Carolina 28403
 Telephone (910) 798-7165
 FAX (910) 798-7053
planningdevelopment.nhcgov.com



SITE PLAN—MINOR APPLICATION

This application form must be completed as part of a minor site plan application submitted through the county's online COAST portal. The main procedural steps in the submittal and review of applications are outlined in the flowchart below. More specific submittal and review requirements, as well as the standards to be applied in reviewing the application, are set out in Section 10.3.6(E) of the Unified Development Ordinance.



1. Applicant and Property Owner Information

Applicant/Agent Name	Owner Name (if different from Applicant/Agent)
Company	Company/Owner Name 2
Address	Address
City, State, Zip	City, State, Zip
Phone	Phone
Email	Email

2. Subject Property Information

Address/Location		Parcel Identification Number(s)
Total Parcel(s) Acreage/Acreage to be disturbed	Existing Zoning and Use(s)	Building Gross Floor Area
Proposed Use(s)		

Applicant Tracking Information (This section completed by staff)

Case Number:	Date/Time Received:	Received by:
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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". If an item is not applicable, mark as "N/A". Applications determined to be incomplete must be corrected in order to be processed for further review.

Application Checklist

Applicant Initial

Staff Initial

- | | | |
|--|-------|-------|
| <input type="checkbox"/> This application form, completed and signed | <hr/> | <hr/> |
| <input type="checkbox"/> Traffic impact analysis (if applicable) | <hr/> | <hr/> |
| <input type="checkbox"/> Site Plan including the following elements: <ul style="list-style-type: none"> • Tract boundaries and total area, location of adjoining parcels and roads • Proposed use of land, structures and other improvements <ul style="list-style-type: none"> ○ For residential uses, this shall include number, height, and type of units; area to be occupied by each structure; and/or subdivided boundaries. ○ For non-residential uses, this shall include approximate square footage and height of each structure, an outline of the area it will occupy, and the specific purposes for which it will be used. • Development schedule, including proposed phasing • Traffic and parking plan; including a statement of impact concerning local traffic near the tract; proposed right-of-way dedication; plans for access to and from the tract; location, width, and right-of-way for internal streets and locations; arrangement and access provisions for parking areas • All existing and proposed easements, reservations, required setbacks, rights-of-way, buffering, and signage • The location of Special Flood Hazard Areas, if applicable • The approximate location of US Army Corps of Engineers Clean Water Act Section 404 wetlands, Rivers and Harbors Act Section 10 wetlands, and wetlands under jurisdiction of the NC Department of Environmental Quality. • Location, species, and size (DBH) of regulated trees • Any other information that will facilitate review of the proposed major site | <hr/> | <hr/> |
| <input type="checkbox"/> One (1) hard copy of ALL documents AND 5 hard copies of the site plan. Additional hard copies may be required by staff depending on the size of the document/site plan. | <hr/> | <hr/> |
| <input type="checkbox"/> One (1) digital PDF copy of ALL documents AND plans | <hr/> | <hr/> |

3. Acknowledgement and Signatures

By my signature below, I understand and accept all of the conditions, limitations, and obligations of the minor site plan for which I am applying. I understand that the existing Official Zoning Map is presumed to be correct. 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.

If applicable, I also appoint the applicant/agent as listed on this application to represent me and make decisions on my behalf regarding this application during the review process. The applicant/agent is hereby authorized on my behalf to:

1. Submit an application including all required supplemental information and materials; and
2. Act on my behalf without limitations with regard to any and all things directly or indirectly connected with or arising out of this application.

Signature of Property Owner(s)

Print Name(s)

Signature of Applicant/Agent

Print Name

Note: This form must be signed by the owner(s) of record. If there are multiple property owners, a signature is required for each owner of record.