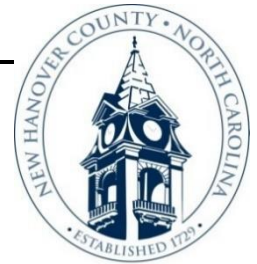


# NEW HANOVER COUNTY

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](http://planningdevelopment.nhcgov.com)



## COMPREHENSIVE PLAN AMENDMENT APPLICATION

This application form must be completed as part of a land use plan amendment application submitted directly to the New Hanover County Department of Planning & Land Use. The main procedural steps in the submittal and review of applications for land use plan amendments 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 10.3.1 of the Unified Development Ordinance.



### 1. Applicant Information

<b>Name</b>
<b>Company</b>
<b>Address</b>
<b>City, State, Zip</b>
<b>Phone</b>
<b>Email</b>

#### *Application Tracking Information (This section completed by staff)*

<b>Case Number:</b>	<b>Date/Time received:</b>	<b>Received by:</b>

## 2. Proposed Amendment

<b>Current Comprehensive Plan Chapter:</b>
<b>Current Comprehensive Plan Section(s) and/or Subsection(s):</b>
<b>Proposed amendment to the above section(s)/subsection(s) (attach additional pages if needed):</b>
<b>Reason for request, citing consistency with any relevant plans, development trends, problems posed by existing language, etc. (attached additional pages of needed):</b>

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 determined to be incomplete must be corrected in order to be processed for further review.

**Application Checklist**

- This application form, completed and signed
- Application fee: \$600
- One copy of ALL documents. Additional hard copies may be required by staff depending on the size of the document.

**Applicant Initial**

**Staff Initial**


## 3. 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 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(s)**

\_\_\_\_\_  
**Print Name(s)**

*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.*