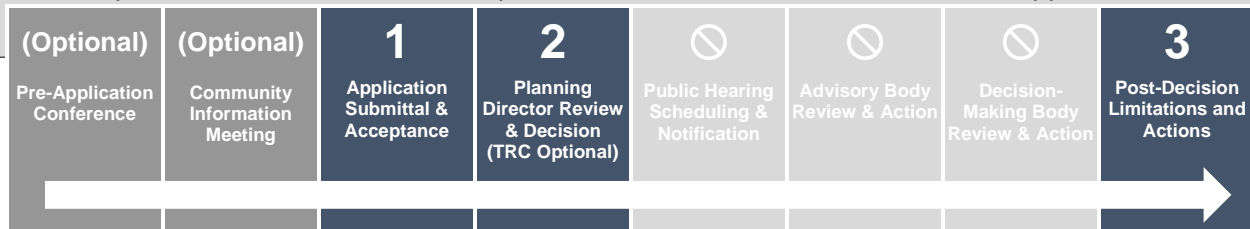


NEW HANOVER COUNTY

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)			

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

- This application form, completed and signed _____
- Traffic impact analysis (if applicable) _____
- Site Plan including elements on the attached checklist _____
- One (1) hard copy of ALL documents and site plan. Additional hard copies may be required by staff depending on the size of the document/site plan. _____
- One (1) digital PDF copy of ALL documents AND plans _____

3. Acknowledgement and Signatures

I hereby certify that I am the applicant or authorized agent of the applicant, and the information included in this application is accurate to the best of my knowledge, information, and belief. I also certify that I have submitted all of the information and documentation required for this application. Further, I acknowledge that no site work can commence until all applicable approvals and permits are obtained, and that any modifications to approved or proposed plans must be reviewed by the County and may require the submittal of a new application.

Signature of Applicant **Print Name**

Signature of Applicant **Print Name**

Note: This form must be signed by the owner(s) of record, contract purchaser(s), or other persons(s) having a recognized property interest; or by a person authorized to submit the application on their behalf.

Site Plan Checklist		
General		
1	Project Name, site address, and parcel identification number.	
2	Name, address, phone number, and email address of the property owner, site designer, engineer and/or surveyor.	
3	Engineer's and/or surveyor's seal as applicable or required.	
4	North arrow, scale, and vicinity map.	
5	Existing zoning of the property and the land use and zoning of the adjacent parcels.	
6	Index of sheets and an index planning map at a scale of 1" = 200' showing the organization of the plan sheets with sheet numbers, if applicable.	
7	A legend for all symbols used within the site plan.	
8	Dates of the original site plan and revisions.	
9	Elevations must be tied to North American Vertical Datum of 1988 (NAVD 88) and horizontal coordinates must be tied to the North Carolina Grid System.	
Site Plan Components		
1	<p>All existing and proposed site features:</p> <ul style="list-style-type: none"> • Property lines, acreage, right-of-ways (including street names, state road number, and right-of-way and pavement widths), and easements (type, width, deed/map book reference); • Buildings and accessory structures (including square feet, height and use); • Vehicular use areas including parking spaces, drive aisles, driveways, and fire apparatus access (include cross sections); • Pedestrian circulation areas including sidewalks; • Loading spaces, dumpsters, outdoor storage areas, and ground level mechanical equipment; • Fences and walls used for screening or decorative purposes (including height and material); • Open space or common areas, and bufferyards. 	
2	<p>All existing and proposed site infrastructure:</p> <ul style="list-style-type: none"> • Water services (including type, size) and sewer services (including type, size); • Storm pipes, sewer pipes, water pipes, underground utilities, manholes, monitoring wells, and drainage features; • Stormwater management features; • Fire hydrants and fire apparatus access to buildings; • Wells and septic systems including repair area; • All other utilities within or adjacent to the property. 	
3	Location and area of all existing and proposed impervious surfaces (including gravel).	
4	Required zoning setbacks including those required from overlay districts (SHOD) and conservation resources.	
5	Boundary of any Special Flood Hazard Areas including the Base Flood Elevation.	
6	Location of all environmental areas of concern including conservation resources, CAMA, 404 and 401 wetlands as defined by the appropriate agency.	
7	Phasing plan for the project, if applicable.	
Landscape Plan – Additional Components		
1	All existing and proposed landscaping, including caliper, height, and species that will be preserved or installed to comply with the landscaping requirements including bufferyard, streetscape, foundation, screening, and parking lot landscaping.	
2	Location, caliper, and species of all regulated trees, and identification of any signification or specimen trees to be removed and proposed method of mitigation.	

*Please note: Additional plans may be required to be submitted in order to obtain applicable site development permits including but not limited to Tree Removal Permits, Land Disturbance Permits, and Stormwater Permits.