

Administrative Manual

For the New Hanover County Unified Development Ordinance

Updated: 05-2021



CONTENTS

I.	Overview	1
	How to Use This manual	1
	Current Version of Manual	2
	Contact Information	2
II.	Application Review Timelines	3
III.	Fees	6
IV.	Applications	8

I. OVERVIEW

HOW TO USE THIS MANUAL

This manual serves as the Administrative Manual for the New Hanover County Unified Development Ordinance (UDO). It provides information needed to complete and submit development applications identified in the UDO, including application fees, deadlines for submitting applications, and an index that links to individual application forms (each application form includes a checklist of submittal requirements).

Users of this manual are encouraged to consult Article 10 of the UDO as they prepare to submit development applications. Article 10 sets out the review procedure for each type of application, identifying the review bodies that make recommendations and decisions on the application and the standards for making a decision on the application.

The county uses the COAST portal for the submittal and processing of development applications. This portal can be accessed at nhcgov.com/coast. The table below identifies the COAST portal processes required for the applications identified in the UDO.

UDO APPLICATION TYPE	UDO SECTION	COAST PORTAL PROCESS(ES)
Text Amendment	10.3.1	Plans: NHC Text Amendment-Ordinance
Zoning Map Amendment	10.3.2	Plans: NHC Rezoning-Map Amendment
Conditional Zoning	10.3.3	Plans: NHC Rezoning-Conditional Zoning District
Master Planned Development	10.3.4	Plans: NHC Rezoning-Planned Development Plans: NHC Rezoning-Riverfront Mixed Use District Plans: NHC Rezoning-Conditional Zoning District (for UMXZ)
Special Use Permit	10.3.5	Plans: NHC Special Use Permit-Simple Residential Plans: NHC Special Use Permit-Standard
Site Plan—Major	10.3.6(D)	Plans: NHC Commercial Site Application
Site Plan—Minor	10.3.6(E)	Plans: NHC Commercial Site Application
Preliminary Plan—Major Subdivision	10.3.7(D)(1)	Plans: NHC Major Subdivision Preliminary Plan-Commercial Plans: NHC Major Subdivision Preliminary Plans-Residential
Construction Plans—Major Subdivision* *No application form required	10.3.7(D)(2)	Plans: NHC Major Subdivision Construction Plan-Commercial Plans: NHC Major Subdivision Construction Plan-Residential
Final Plat—Major Subdivision	10.3.7(D)(3)	Plans: NHC Major Subdivision Final Plat-Commercial Plans: NHC Major Subdivision Final Plat-Residential
Minor Subdivision Plat	10.3.7(E)	Plans: NHC Minor Subdivision-Commercial Plans: NHC Minor Subdivision-Residential

UDO APPLICATION TYPE	UDO SECTION	COAST PORTAL PROCESS(ES)
Zoning Compliance Approval (included as part of building permit process if required)	10.3.8	Permits: NHC Commercial Accessory New Permits: NHC Commercial Building Addition Permits: NHC Commercial Building Addition Minor Permits: NHC Commercial Building Permit Application Permits: NHC Commercial Change of Use Permits: NHC Commercial Signs & Billboards Permits: NHC Commercial Zoning Permit Permits: NHC Residential Accessory New Permits: NHC Residential Addition Permits: NHC Residential Building New Single-Family Residence Permits: NHC Residential Building Permit Application Permits: NHC Residential Single Family Home Setup/Relocation Permits: NHC Residential Zoning Permit
Tree Removal Permit	10.3.9	Plans: NHC Tree Removal Permit
Floodplain Development Permit	10.3.10	N/A — submit to NHC Department of Planning & Land Use
Variance - Zoning and Subdivision	10.3.11	Plans: NHC Variance
Variance - Floodplain	10.3.12	Plans: NHC Variance
Reasonable Accommodation	10.3.13	Plans: NHC Group Home Special Exception
Appeal of Administrative Decision	10.3.14	Plans: NHC Appeal
Interpretation	10.3.15	N/A — submit to NHC Department of Planning & Land Use per application

CURRENT VERSION OF MANUAL

The Administrative Manual may be revised from time to time to include updated information (e.g., to replace the previous year's application submittal deadlines for the new year's). Users of this manual are encouraged to contact the New Hanover County Planning & Land Use Department at 910-798-7165 to ensure they are using the most up-to-date version. The version of the manual is shown on the cover and at the bottom of each page.

CONTACT INFORMATION

New Hanover County Department of Planning & Land Use
230 Government Center Dr., Suite 110
Wilmington, NC 28403
910-798-7465

II. APPLICATION REVIEW TIMELINES

PLANNING BOARD & BOARD OF COMMISSIONER SUBMISSION DEADLINES & CORRESPONDING MEETING DATES

The table below identifies dates by which complete applications for text amendments, zoning map amendments, conditional zoning, master planned development, and special use permits must be submitted to be reviewed at the meetings indicated. Submission deadlines and corresponding meeting dates for Intensive Industry Special Use Permit applications are listed on the next page.

1ST SUBMITTAL DEADLINE OF THE MONTH	PLANNING BOARD (PB) MEETING	BOARD OF COMMISSIONERS (BOC) MEETING
	(REZONING, SUP, AND TEXT AMENDMENT APPLICATIONS)	
January 4	February 4	March 1
February 1	March 4	April 5
March 1	April 1	May 3
April 1	May 6	June 7
May 3	June 3	July 12
June 1	July 8	August 2
July 1	August 5	September 7 [^]
August 2	September 2	October 4
September 1	October 7	November 1
October 1	November 4	December 6
November 1	December 2	<i>January 4, 2022</i>
December 1	<i>January 6, 2022</i>	<i>February 7, 2022</i>
<i>January 3, 2022</i>	<i>February 3, 2022</i>	<i>March 7, 2022</i>
<i>Tentative Dates are Shown in Italics</i>	- SUP applications for mobile homes do not require Planning Board consideration and are scheduled for the following month's BOC meeting from the submittal deadline	[^] Tuesday Meeting

INTENSIVE INDUSTRY SUP SUBMITTAL DEADLINE	PLANNING BOARD (PB) MEETING	BOARD OF COMMISSIONERS (BOC) MEETING
January 13	March 4	April 5
February 11	April 1	May 3
March 17	May 6	June 7
April 14	June 3	July 12
May 18	July 8	August 2
June 16	August 5	September 7 [^]
July 15	September 2	October 4
August 18	October 7	November 1
September 16	November 4	December 6
October 11	December 2	<i>January 4, 2022</i>
November 11	<i>January 6, 2022</i>	<i>February 7, 2022</i>
December 9	<i>February 3, 2022</i>	<i>March 7, 2022</i>
<i>January 12, 2022</i>	<i>March 3, 2022</i>	<i>April 4, 2022</i>
<i>Tentative Dates are Shown in Italics</i>		[^] Tuesday Meeting

BOARD OF ADJUSTMENT SUBMISSION DEADLINES & CORRESPONDING MEETING DATES

The table below identifies dates by which complete applications for variances, appeals, and reasonable accommodations must be submitted to be reviewed at the meetings indicated. Cells with tentative dates are shaded gray.

APPLICATION SUBMISSION DEADLINES & CORRESPONDING MEETING DATES	
APPLICATION SUBMISSION DEADLINE	BOARD OF ADJUSTMENT MEETING DATE
January 5, 2021	January 26, 2021
February 1, 2021	February 23, 2021
March 2, 2021	March 23, 2021
April 6, 2021	April 27, 2021
May 4, 2021	May 25, 2021
June 1, 2021	June 22, 2021
July 6, 2021	July 27, 2021
August 3, 2021	August 24, 2021
September 7, 2021	September 28, 2021
October 5, 2021	October 26, 2021
October 26, 2021	November 9, 2021*
November 16, 2021	December 7, 2021*
<p>* The submittal deadlines for the November and December BOA meetings are the dates of October 15 (November meeting) and November 15 (December meeting) respectively.</p> <p>Unless otherwise posted, the New Hanover County Zoning Board of Adjustment meets on the fourth Tuesday of each month at 5:30pm in the Lucie Harrell Conference Room at the New Hanover County Government Center, 230 Government Center Drive, Wilmington, NC.</p> <p>Any person requesting information regarding a case should contact the New Hanover County Planning and Land Use Department at (910) 798-7116. Zoning Board of Adjustment hearings are quasi-judicial hearings, open to the public. Persons with standing may give evidence and sworn testimony.</p>	

TECHNICAL REVIEW COMMITTEE SUBMISSION DEADLINES & CORRESPONDING MEETING DATES

The table below identifies dates by which complete applications for subdivision plats, construction plans, and major site plans must be submitted to be reviewed at the meetings indicated.

1ST SUBMITTAL DEADLINE OF THE MONTH	TECHNICAL REVIEW COMMITTEE (TRC) MEETING	2ND SUBMITTAL DEADLINE OF THE MONTH	TECHNICAL REVIEW COMMITTEE (TRC) MEETING
January 4	February 3	January 15	February 17
February 1	March 3	February 15	March 17
March 1	April 7	March 15	April 21
April 1	May 5	April 15	May 19
May 3	June 2	May 17	June 16
June 1	July 7	June 15	July 21
July 1	August 4	July 15	August 18
August 2	September 1	August 16	September 15
September 1	October 6	September 15	October 20
October 1	November 3	October 15	November 17
November 1	December 1	November 15	December 15
December 1	N/A – No Meeting	December 15	<i>January 19, 2022</i>
<i>January 3, 2022</i>	<i>February 2, 2022</i>	<i>January 17</i>	<i>February 16, 2022</i>

Tentative Dates are Shown in Italics

1. Applicants may request to discuss conceptual plans at a TRC meeting prior to submitting an official application.
2. All regularly scheduled meetings are held on **Wednesdays** at **2:00 p.m.** in the New Hanover County Government Center, 230 Government Center Drive **unless otherwise noted.**
3. TRC review comments will be emailed to applicants prior to the scheduled meeting date.
4. New Hanover County's development regulations and long-range plans can be found online at NHCgov.com.

III. FEES

The table below lists the fees required for services related to the review of development applications set out in the UDO, as well as fees pertaining to the enforcement of the UDO. Fees in the table were adopted by the Board of County Commissioners to be effective July 1, 2020 through June 31, 2021. The full current New Hanover County fee schedule can be found at finance.nhcgov.com under Forms & Fees.

SERVICE	FEE AMOUNT
Rezoning - General	\$500 less than 5 acres - \$600 more than 5 acres
Rezoning - Conditioned Zoning	\$600 less than 5 acres - \$700 more than 5 acres
Continuances:	
Prior to Advertisement	\$0 Planning Board - \$100 County Commissioners
After Advertisement	\$300 Planning Board and County Commissioners
Special Use Permit	\$250 Single Resident - \$500 all other
Text Amendments	\$400 per application - \$600 Land Use Plan
Board of Adjustment	\$400 per application
Zoning Letter of Verification	\$25
Subdivision Review:	
Conventional	\$300 per preliminary
Performance & High Density	\$20 per lot final
Traffic Calming Preliminary Site Plans	\$300
Street/Easement Closure	\$1,000
Street Naming	\$250 + cost of sign
Mobile Home Park	\$250 per preliminary - \$20 per final space
Zoning Enforcement Fees:	
<i>Final - Flood:</i>	
Residential	\$25
Commercial	\$45
Tree Inspection	\$45
Tree Mitigation	\$200 per caliper inch
<i>Zoning Only Permit:</i>	
Residential	\$25
Commercial	\$45
Commercial Final	\$45
Publications:	
Zoning Ordinance	\$15
Subdivision Regulations	\$5
Mobile Home & Travel Trailer Park	\$3
Historic Architecture of NHC	\$6
Low Impact Development Manual	\$10
Community Plans	\$15
Postage & Handling	\$5
Copies:	
Letter black/white	\$0.10
Letter color	\$1
Legal black/white	\$0.25
Legal color	\$1.50

SERVICE	FEE AMOUNT
Tabloid black/white	\$1
Tabloid color	\$2
Black/white large plotter maps	\$10
Zoning Maps	\$10

IV. APPLICATIONS

Application forms for each of the development applications set out in the UDO are submitted as described in Section I above. The table below provides a hyperlinked reference to each application form, which may be downloaded, completed, saved, and submitted. Application forms may also be printed, scanned, and uploaded from this document.

UDO APPLICATION TYPE	UDO SECTION	LOCATION OF APPLICATION FORM ON COUNTY WEBSITE
Text Amendment	10.3.1	planning.nhcgov.com/currentplanning-and-zoning/applications-ordinances/
Zoning Map Amendment	10.3.2	
Conditional Zoning	10.3.3	
Master Planned Development	10.3.4	
Special Use Permit	10.3.5	
Site Plan—Major	10.3.6(D)	
Site Plan—Minor	10.3.6(E)	
Preliminary Plan—Major Subdivision	10.3.7(D)(1)	
Construction Plans—Major Subdivision	10.3.7(D)(2)	
Final Plat—Major Subdivision	10.3.7(D)(3)	
Minor Subdivision Plat	10.3.7(E)	
Zoning Compliance Approval (included as part of building permit process if required)	10.3.8	
Tree Removal Permit	10.3.9	
Floodplain Development Permit	10.3.10	
Variance-Zoning and Subdivision	10.3.11	
Variance-Floodplain	10.3.12	
Reasonable Accommodation	10.3.13	
Appeal of Administrative Decision	10.3.14	
Interpretation	10.3.15	

NEW HANOVER COUNTY

DEPARTMENT OF PLANNING & LAND USE

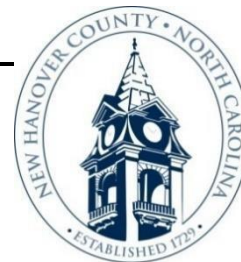
230 Government Center Drive, Suite 110

Wilmington, North Carolina 28403

Telephone (910) 798-7165

FAX (910) 798-7053

planningdevelopment.nhcgov.com



UDO TEXT AMENDMENT APPLICATION

This application form must be completed as part of a text amendment 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 10.3.1 of the Unified Development Ordinance.



1. Applicant Information

Name
Company
Address
City, State, Zip
Phone
Email

Application Tracking Information (This section completed by staff)

Case Number:	Date/Time received:	Received by:
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2. Proposed Amendment

Current Unified Development Ordinance (UDO) Article:

Current UDO Section(s) and Subsection(s):

Proposed amendment to the above section(s)/subsection(s) (attach additional pages if necessary):

Reason for request, citing consistency with 2016 Comprehensive Plan and any other relevant plans, development trends, problems posed by existing language, etc. (attach additional pages if necessary):

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: \$400
- ☐ 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.

NEW HANOVER COUNTY

DEPARTMENT OF PLANNING & LAND USE

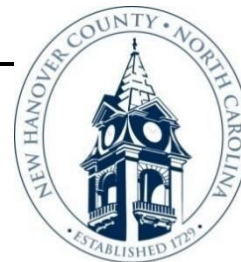
230 Government Center Drive, Suite 110

Wilmington, North Carolina 28403

Telephone (910) 798-7165

FAX (910) 798-7053

planningdevelopment.nhcgov.com



ZONING MAP AMENDMENT APPLICATION

This application form must be completed as part of a zoning map amendment 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 10.3.2 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	Existing Zoning and Use(s)	Proposed Zoning District(s)	Future Land Use Classification

Applicant Tracking Information (This section completed by staff)

Case Number:	Date/Time Received:	Received by:
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3. Zoning Map Amendment Considerations

Requests for general rezonings do not consider a particular land use but rather all of the uses permitted in the requested zoning district for the subject property. Rezoning requests must be consistent with the New Hanover County 2016 Comprehensive Plan and the Unified Development Ordinance. Zoning Map amendments reclassify the land that is subject of the application to the requested zoning district classification(s) and subjects it to the development regulations applicable to the district(s).

The applicant must explain, with reference to attached plans (where applicable), how the proposed Zoning Map amendment meets the following criteria. (attach additional pages if necessary)

1. How would the requested change be consistent with the County's policies for growth and development, as described in the 2016 Comprehensive Plan, applicable small area plans, etc.?

2. How would the requested zoning change be consistent with the property's classification on the 2016 Comprehensive Plan's Future Land Use Map?

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

4. How will this zoning change serve the public interest?

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

Applicant Initial

Staff Initial

☐ This application form, completed and signed

☐ Application fee:

- \$500 for 5 acres or less
- \$600 for more than 5 acres

☐ Legal description (by metes and bounds) or recorded survey Map Book and Page Reference of the property requested for rezoning

☐ One (1) hard copy of ALL documents

☐ Acknowledgment and Signatures Form (if applicable)

☐ One (1) digital PDF copy of ALL documents AND plans

4. Acknowledgement and Signatures

By my signature below, I understand and accept all of the limitations and obligations of the Zoning Map amendment 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.

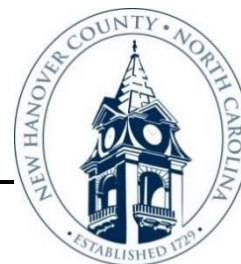
If applicable, I also appoint the applicant/agent as listed on this application to represent me and make decisions on my behalf regarding this application during the review process. The applicant/agent is hereby authorized on my behalf to:

- 1. Submit an application including all required supplemental information and materials;
- 2. Appear at public hearings to give representation and comments; and
- 3. 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.

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.



NEW HANOVER COUNTY

DEPARTMENT OF PLANNING & LAND USE

230 Government Center Drive, Suite 110

Wilmington, North Carolina 28403

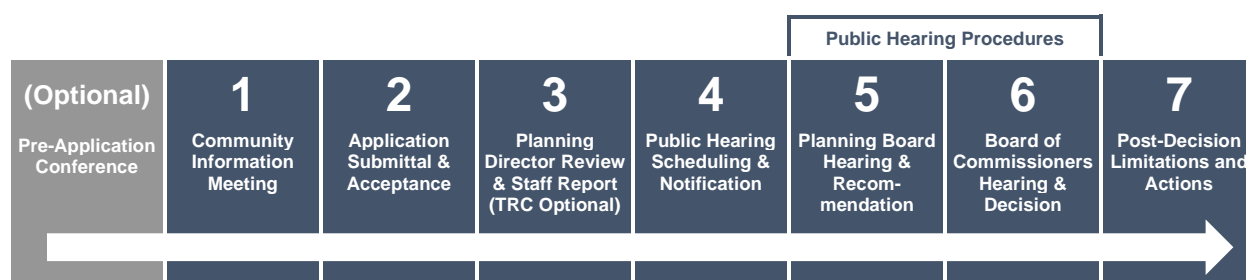
Telephone (910) 798-7165

FAX (910) 798-7053

planningdevelopment.nhcgov.com

CONDITIONAL ZONING APPLICATION

This application form must be completed as part of a conditional zoning 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 10.3.3 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	Existing Zoning and Use(s)		Future Land Use Classification

3. Proposed Zoning, Use(s), & Narrative

Proposed Conditional Zoning District:	Total Acreage of Proposed District:
<p>Please list the uses that will be allowed within the proposed Conditional Zoning District, the purpose of the district, and a project narrative (attach additional pages if necessary). Note: Only uses permitted in the corresponding General Use District are eligible for consideration within a Conditional Zoning District.</p>	

4. Proposed Condition(s)

<p>Note: Within a Conditional Zoning District, additional conditions and requirements which represent greater restrictions on the development and use of the property than the corresponding general use district regulations may be added. These conditions may assist in mitigating the impacts the proposed development may have on the surrounding community. Please list any conditions proposed to be placed on the Conditional Zoning District below. Staff, the Planning Board, and Board of Commissioners may propose additional conditions during the review process.</p>

5. Traffic Impact

Please provide the estimated number of trips generated for the proposed use(s) based off the most recent version of the Institute of Traffic Engineers (ITE) Trip Generation Manual. A Traffic Impact Analysis (TIA) must be completed for all proposed developments that generate more than 100 peak hour trips, and the TIA must be included with this application.

ITE Land Use:

Trip Generation Use and Variable (gross floor area, dwelling units, etc.)

AM Peak Hour Trips:

PM Peak Hour Trips:

6. Conditional Zoning District Considerations

The Conditional Zoning District procedure is established to address situations where a particular land use would be consistent with the New Hanover County 2016 Comprehensive Plan and the objectives outlined in the Unified Development Ordinance and where only a specific use or uses is proposed. The procedure is intended primarily for use with transitions between zoning districts of dissimilar character where a particular use or uses, with restrictive conditions to safeguard adjacent land uses, can create a more orderly transition benefiting all affected parties and the community at-large.

The applicant must explain, with reference to attached plans (where applicable), how the proposed Conditional Zoning district meets the following criteria.

- 1. How would the requested change be consistent with the County's policies for growth and development, as described in the 2016 Comprehensive Plan, applicable small area plans, etc.**

2. How would the requested Conditional Zoning district be consistent with the property's classification on the 2016 Comprehensive Plan's Future Land Use Map.

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

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; Staff will confirm if an application is complete within five business days of submittal.

Application Checklist

Applicant Initial

<input type="checkbox"/> This application form, completed and signed	_____
Application fee:	
<input type="checkbox"/> <ul style="list-style-type: none"> • \$600 for 5 acres or less • \$700 for more than 5 acres • \$300 in addition to base fee for applications requiring TRC review 	_____
<input type="checkbox"/> Community meeting written summary	_____
<input type="checkbox"/> Traffic impact analysis (if applicable)	_____
<input type="checkbox"/> Legal description (by metes and bounds) or recorded survey Map Book and Page Reference of the property requested for rezoning	_____
Conceptual Plan including the following minimum elements:	
<input type="checkbox"/> Tract boundaries and total area, location of adjoining parcels and roads <ul style="list-style-type: none"> • Proposed use of land, building areas and other improvements <ul style="list-style-type: none"> ○ For residential uses, include the maximum number, height, and type of units; area to be occupied by the structures; and/or proposed subdivision boundaries. ○ For non-residential uses, include the maximum square footage and height of each structure, an outline of the area structures will occupy, and the specific purposes for which the structures will be used. • Proposed transportation and parking improvements; including proposed rights-of-way and roadways; proposed access to and from the subject site; arrangement and access provisions for parking areas. • All existing and proposed easements, required setbacks, rights-of-way, and buffers. • The location of Special Flood Hazard Areas. • A narrative of the existing vegetation on the subject site including the approximate location, species, and size (DBH) of regulated trees. For site less than 5 acres, the exact location, species, and sized (DBH) of specimen trees must be included. • Approximate location and type of stormwater management facilities intended to serve the site. • Approximate location of regulated wetlands. • Any additional conditions and requirements that represent greater restrictions on development and use of the tract than the corresponding general use district regulations or additional limitations on land that may be regulated by state law or local ordinance 	_____
<input type="checkbox"/> 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.	_____
<input type="checkbox"/> One (1) digital PDF copy of ALL documents AND plans	_____

7. Acknowledgement and Signatures

By my signature below, I understand and accept all of the conditions, limitations, and obligations of the Conditional Zoning District zoning 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;
2. Appear at public hearings to give representation and comments;
3. Act on my behalf without limitations with regard to any and all things directly or indirectly connected with or arising out of this application; and
4. Provide written consent to any and all conditions of approval.

Signature of Property Owner(s)

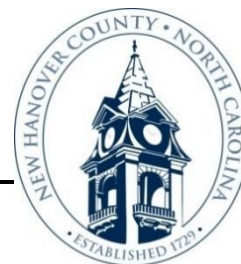
Print Name(s)

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.

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.



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

MASTER PLANNED DEVELOPMENT APPLICATION

This application form must be completed as part of a master planned development 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 10.3.4 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	Existing Zoning and Use(s)	Future Land Use Classification

3. Proposed Zoning, Use(s), & Narrative

Proposed Zoning District:	Total Acreage of Proposed District:
<p>Please provide a project narrative, describe the purpose of the master planned development, and list the uses that will be allowed (attach additional pages if necessary).</p>	

4. Traffic Impact

Please provide the estimated number of trips generated for the project's proposed maximum density and intensity based off the most recent version of the Institute of Traffic Engineers (ITE) Trip Generation Manual. A Traffic Impact Analysis (TIA) must be completed for all proposed developments that generate more than 100 peak hour trips, and the TIA must be included with this application.

ITE Land Use:

Trip Generation Use and Variable (gross floor area, dwelling units, etc.)

AM Peak Hour Trips:

PM Peak Hour Trips:

5. Master Planned Development Considerations

Please explain how the proposed development meets the following criteria (attach additional pages if necessary).

1. How would the requested change be consistent with the County's policies for growth and development, as described in the 2016 Comprehensive Plan, applicable small area plans, etc.

2. How would the requested development be consistent with the property's classification on the 2016 Comprehensive Plan's Future Land Use Map.

3. How does the proposed master planned development meet the required elements and intent of the proposed zoning district?

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

Applicant Initial

- | | |
|--|-------|
| <input type="checkbox"/> This application form, completed and signed | _____ |
| <input type="checkbox"/> Application fee: | |
| • \$600 for 5 acres or less | |
| • \$700 for more than 5 acres | |
| • \$300 in addition to base fee for applications requiring TRC review | _____ |
| <input type="checkbox"/> Community meeting written summary | _____ |
| <input type="checkbox"/> Traffic impact analysis (if applicable) | _____ |
| <input type="checkbox"/> Legal description (by metes and bounds) or recorded survey Map Book and Page Reference of the property requested for rezoning | _____ |
| <input type="checkbox"/> A copy of the title to all land that is part of the proposed master planned development district to demonstrate unified control | _____ |
| <input type="checkbox"/> Master Development Plan (MDP) Master Plan including the elements listed on the attached checklist: | _____ |
| <input type="checkbox"/> Proposed MDP Terms & Conditions Document specifying | |
| • Conditions related to approval of the application for the master planned development zoning district classification; | |
| • References to the MDP Master Plan, including any density/intensity standards, dimensional standards, and development standards; | |
| • Conditions related to the approval of the MDP Master Plan, including any conditions related to the form and design of development shown in the MDP Master Plan; | |
| • Provisions addressing how transportation, potable water, wastewater, stormwater management, and other infrastructure will be provided to accommodate the proposed development; | |
| • Provisions related to environmental protection and monitoring; and | |
| • Any other provisions relevant and necessary to the development of the master planned development in accordance with applicable standards and regulations. | _____ |
| <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. | _____ |
| <input type="checkbox"/> One (1) digital PDF copy of ALL documents AND plans | _____ |

6. Acknowledgement and Signatures

By my signature below, I understand and accept all of the conditions, limitations, and obligations of the Master Planned Development zoning 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;
2. Appear at public hearings to give representation and comments;
3. Act on my behalf without limitations with regard to any and all things directly or indirectly connected with or arising out of this application; and
4. Provide written consent to any and all conditions of approval.

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.

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.

Master Planned Development (MPD) Master Plan Requirements Checklist

Requirements for All MPD Districts (UMXZ, RFMU, PD)

Tract boundaries and total area, location of adjoining parcels and roads

General configuration and relationship of the principal elements of the proposed development, including uses, general building types, density/intensity, pedestrian and vehicular circulation, and public facilities.

Proposed resource protection and open space areas

Development schedule, including proposed phasing

All existing and proposed easements, required setbacks, rights-of-way, and buffering

The location of Special Flood Hazard Areas, if applicable

A narrative of the existing vegetation on the subject site including the approximate location, species, and size (DBH) of regulated trees. For site less than 5 acres, the exact location, species, and sized (DBH) of specimen trees must be included.

Requirements for Modifications to Existing EDZD Districts

All applicable information required for All MPD Districts listed above

Map showing location of existing public water and sewer lines, roadway classification, existing or planned bicycle and pedestrian facilities, schools, parks, employers, and shopping districts within a ½ mile of the outermost project boundary

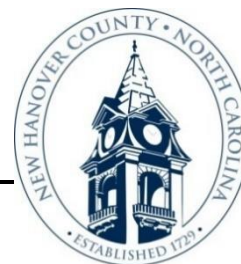
Proposed location, size, and type of signage

Inventory of existing environmental, cultural, historical, and natural site attributes

Calculations of the requested density/intensity and documentation supporting the award of points for any density bonus

Additional Requirements for PD Districts

Identification of the proposed compensating community benefits. They may include, but are not limited to, improved design, natural preservation, improved connectivity for pedestrians and/or vehicles, mixed-use development, green building practices, and dedication of land or in-lieu fee contribution.



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

SPECIAL USE PERMIT APPLICATION

This application form must be completed as part of a special use permit 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 10.3.5 of the Unified Development Ordinance.



*If the proposed use is classified as intensive industry, the applicant shall conduct a community information meeting in accordance with Section 10.2.3, Community Information Meeting.

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	Existing Zoning and Use(s)		Future Land Use Classification

3. Proposed Zoning, Use(s), & Narrative

Please list the proposed use(s) of the subject property, and provide the purpose of the special use permit and a project narrative (attach additional pages if necessary).

4. Proposed Condition(s)

Please note: Within a special use permit proposal, additional conditions and requirements which represent greater restrictions on the development and use of the property than the corresponding zoning district regulations may be added. These conditions may assist in mitigating the impacts the proposed development may have on the surrounding community. Please list any conditions proposed to be included with this special use permit application below. Staff, the Planning Board, and Board of Commissioners may propose additional conditions during the review process that meet or exceed the minimum requirements of the Unified Development Ordinance.

5. Traffic Impact

Please provide the estimated number of trips generated for the proposed use(s) based off the most recent version of the Institute of Traffic Engineers (ITE) Trip Generation Manual. A Traffic Impact Analysis (TIA) must be completed for all proposed developments that generate more than 100 peak hour trips, and the TIA must be included with this application.

ITE Land Use:

Trip Generation Use and Variable (gross floor area, dwelling units, etc.)

AM Peak Hour Trips:

PM Peak Hour Trips:

6. Criteria Required for Approval of a Special Use Permit

A use designated as a special use in a particular zoning district is a use that may be appropriate in the district, but because of its nature, extent, and external impacts, requires special consideration of its location, design, and methods of operation before it can be deemed appropriate in the district and compatible with its surroundings. The purpose is to establish a uniform mechanism for the review of special uses to ensure they are appropriate for the location and zoning district where they are proposed.

For each of the four required conclusions listed below, include or attach a statement that explains how any existing conditions, proposed development features, or other relevant facts would allow the Board of County Commissioners to reach the required conclusion, and attach any additional documents or materials that provide supporting factual evidence. The considerations listed under each required conclusion are simply those suggested to help the applicant understand what may be considered in determining whether a required conclusion can be met. Any additional considerations potentially raised by the proposed use or development should be addressed.

1. The use will not materially endanger the public health or safety if located where proposed and approved.

Considerations:

- Traffic conditions in the vicinity, including the effect of additional traffic on streets and street intersections, and sight lines at street intersections with curb cuts;
- Provision of services and utilities, including sewer, water, electrical, garbage collections, fire protection;
- Soil erosion and sedimentation;
- Protection of public, community, or private water supplies, including possible adverse effects on surface waters or groundwater; or
- Anticipated air discharges, including possible adverse effects on air quality.

2. The use meets all required conditions and specifications of the Unified Development Ordinance.

3. The use will not substantially injure the value of adjoining or abutting property, or that the use is a public necessity.

Considerations:

- *The relationship of the proposed use and the character of development to surrounding uses and development, including possible conflicts between them and how these conflicts will be resolved (i.e. buffers, hours of operation, etc.).*
- *Whether the proposed development is so necessary to the public health, safety, and general welfare of the community or County as a whole as to justify it regardless of its impact on the value of adjoining property.*

4. The location and character of the use if developed according to the plan as submitted and approved will be in harmony with the area in which it is to be located and in general conformity with the New Hanover County Comprehensive Land Use Plan.

Considerations:

- *The relationship of the proposed use and the character of development to surrounding uses and development, including possible conflicts between them and how these conflicts will be resolved (i.e. buffers, hours of operation, etc.).*
- *Consistency with the Comprehensive Plan's goals, objectives for the various planning areas, its definitions of the various land use classifications and activity centers, and its locational standards.*

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; Staff will confirm if an application is complete within five business days of submittal.

Application Checklist	Applicant Initial
<input type="checkbox"/> This application form, completed and signed	_____
<input type="checkbox"/> Application fee: <ul style="list-style-type: none"> • \$500; \$250 if application pertains to a residential use (i.e. mobile home, duplex, family child care home). 	_____
<input type="checkbox"/> Traffic Impact Analysis (if applicable)	_____
<input type="checkbox"/> Conceptual Site Plan including the following minimum 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. • Proposed transportation and parking improvements; including proposed rights-of-way and roadways; proposed access to and from the subject site; arrangement and access provisions for parking areas. • All existing and proposed easements, required setbacks, rights-of-way, and buffering. • The location of Special Flood Hazard Areas. • The approximate location of regulated wetlands. • A narrative of the existing vegetation on the subject site including the approximate location, species, and size (DBH) of regulated trees. For site less than 5 acres, the exact location, species, and sized (DBH) of specimen trees must be included. • Any additional conditions and requirements that represent greater restrictions on development and use of the tract than the corresponding general use district regulations or additional limitations on land that may be regulated by Federal or State law or local ordinance. • Any other information that will facilitate review of the proposed special use permit (Ref. Section 10.3.5, as applicable) 	_____
<input type="checkbox"/> Applications for uses in the intensive industry category must also submit: <ul style="list-style-type: none"> • Community meeting written summary • A list of any local, state, or federal permits required for use 	_____
<input type="checkbox"/> 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.	_____
<input type="checkbox"/> One (1) digital PDF copy of ALL documents AND plans	_____

7. Acknowledgement and Signatures

By my signature below, I understand and accept all of the conditions, limitations, and obligations of the special use permit for which I am applying. I understand that the existing Official Zoning Map is presumed to be correct. I understand that I have the burden of proving that the proposal meets the four required conclusions. 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;
2. Appear at public hearings to give representation and comments;
3. Act on my behalf without limitations with regard to any and all things directly or indirectly connected with or arising out of this application; and
4. Provide written consent to any and all conditions of approval.

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.

The land owner or their attorney must be present for the application at the preliminary forum and public hearing.

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.

NEW HANOVER COUNTY

DEPARTMENT OF PLANNING & LAND USE

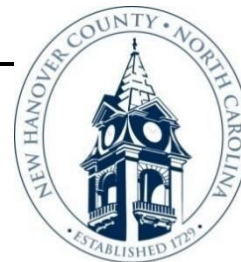
230 Government Center Drive, Suite 110

Wilmington, North Carolina 28403

Telephone (910) 798-7165

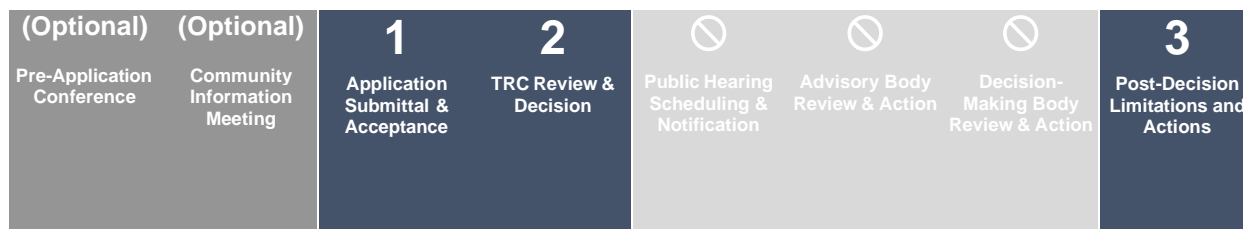
FAX (910) 798-7053

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SITE PLAN—MAJOR APPLICATION

This application form must be completed as part of a major 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(D) 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	_____	_____
<input type="checkbox"/> Traffic impact analysis (if applicable)	_____	_____
Site Plan including the following elements:		
<input type="checkbox"/> <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 	_____	_____
<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.	_____	_____
<input type="checkbox"/> One (1) digital PDF copy of ALL documents AND plans	_____	_____

3. Acknowledgement and Signatures

By my signature below, I understand and accept all of the conditions, limitations, and obligations of the major 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.

NEW HANOVER COUNTY

DEPARTMENT OF PLANNING & LAND USE

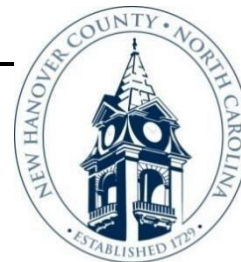
230 Government Center Drive, Suite 110

Wilmington, North Carolina 28403

Telephone (910) 798-7165

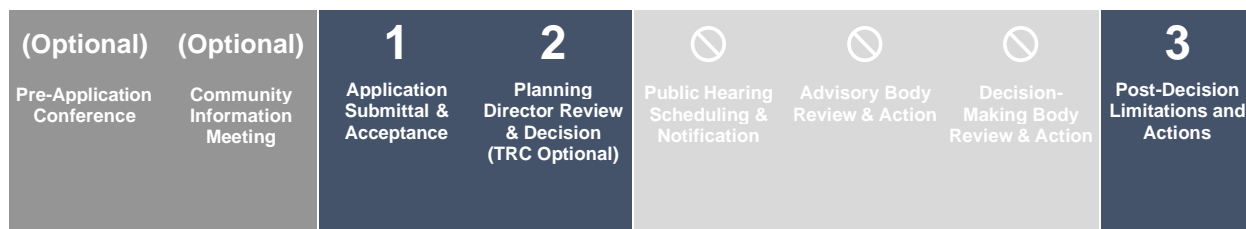
FAX (910) 798-7053

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	_____	_____
<input type="checkbox"/> Traffic impact analysis (if applicable)	_____	_____
Site Plan including the following elements:		
<input type="checkbox"/> <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 	_____	_____
<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.	_____	_____
<input type="checkbox"/> One (1) digital PDF copy of ALL documents AND plans	_____	_____

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.

NEW HANOVER COUNTY

DEPARTMENT OF PLANNING & LAND USE

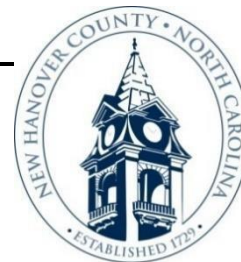
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FAX (910) 798-7053

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PRELIMINARY PLAN—MAJOR SUBDIVISION APPLICATION

This application form must be completed as part of a subdivision preliminary 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 10.3.7(D)(1) 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	Existing Zoning and Use(s)

Applicant Tracking Information (This section completed by staff)

Case Number:	Date/Time received:	Received by:
---------------------	----------------------------	---------------------

3. Subdivision Type (initial)

Conventional	Performance
--------------	-------------

4. Density Calculations (required for performance subdivisions)

Gross Tract Acreage:	
Less: Area in lakes, ponds, or marshes. Areas in Class IV soils as confirmed by Soil & Water Conservation. (In lieu of subtracting Dorovan, Johnston, and/or Pamlico soils, the developer may choose to preserve 100% of such areas as conservation space)	—
Net Tract Acreage	
Multiplied by maximum density for applicable zoning district:	X
Total Number of Units Permitted (net acreage times maximum density for zoning district)	

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.

Applications are reviewed by the County's Technical Review Committee (TRC), and planning staff will send a copy to each appropriate agency in advance of the TRC meeting. Written agency comments must be received 3 weeks prior to the meeting before being placed on the TRC agenda.

You are encouraged to arrange an informal conference with planning staff at least two weeks prior to submitting an application. By attending this pre-application conference, you will improve your chances of submitting a complete and acceptable application.

Application Checklist	Applicant Initial	Staff Initial
<input type="checkbox"/> This application form, completed and signed	_____	_____
<input type="checkbox"/> Application fee: \$300	_____	_____
<input type="checkbox"/> Site Plan including the elements on the applicable attached checklist	_____	_____
<input type="checkbox"/> A letter from the appropriate utility provider that water and sewer capacity is available (or planned) to serve the project as designed.	_____	_____
<input type="checkbox"/> A letter from Soil & Water Conservation indicating any acreage from Class IV soils on the property.	_____	_____
<input type="checkbox"/> A letter from County fire Services approving fire hydrant location and street design.	_____	_____
<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.	_____	_____
<input type="checkbox"/> One (1) digital PDF copy of ALL documents AND plans	_____	_____

5. Acknowledgement and Signatures

By my signature below, I understand and accept all of the conditions, limitations, and obligations of the preliminary subdivision approval 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;
2. Appear at public hearings to give representation and comments; and
3. 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.

Site Plan Checklist—Conventional Subdivision

Scale no smaller than 1" = 200 ft.	_____
Detailed vicinity map with north arrow	_____
Title information: Name of designer, engineer, or surveyor	_____
Owner's name, address, and phone number	_____
Developer (if other than owner) and development name	_____
County/municipal boundaries in area (if applicable)	_____
Existing zoning district	_____
Boundary line of tract to be developed drawn accurately to scale along with bearings and distance dimensions	_____
Topographic relief at two-foot intervals with topo source	_____
Location of right-of-way widths of all streets and easements (and other areas to be dedicated to public use)	_____
Unduplicated street names and subdivision designations	_____
Total acres proposed in development	_____
Location of conservation resource areas	_____
Average lot size, total number of lots	_____
Location of AECs within 575' SA waters (if applicable)	_____
Location of 100-year flood plain (note if not applicable)	_____
Boundaries of all open space areas and acres	_____
Hurricane evacuation plan from barrier islands (if applicable)	_____
Proposed location of planned thoroughfares (if applicable)	_____
Sidewalks, pedestrian easements, and bike routes (if applicable)	_____
Tree retention and landscaping in accordance with UDO Article 5	_____
Approvals of water and sewer by County Engineering and/or Environmental Health	_____
Location of fire hydrants	_____
Block lengths greater than 400' but less than 1,000'; cul-de-sacs less than 500' designed to NCDOT standards	_____
Blocks to have two tiers/double frontage lots avoided	_____
Buffer strips (if applicable)	_____
Correct building setback lines	_____
Major street intersections at least 800' apart	_____
Street jogs greater than 200'	_____
Lots conform to zoning requirements, depth 4 x mean width	_____
Corner lots conform to building lines on both streets	_____
Side lot lines substantially at right angles or radial to street lines	_____
Connections to adjacent streets	_____
Temporary turn-arounds access adjacent property	_____
Approximate location of 404 Wetlands and Section 10 Wetlands	_____
Location of marshes, water courses, ditches, drainage channels, subsurface drainage structures, and proposed method of disposing of drainage run-off	_____
Location and size of all drainage easements (ditched or piped) whether located within or outside proposed development	_____
Location of sanitary sewers (other than septic tanks), utility easements, storm drainage, new water supplies, connections with existing systems, & utility easements at least 15' (if applicable)	_____
Roadway cross-section displaying pavement width, amount ABC, asphalt depth, and drainage design	_____
Typical cross-section drainage ways	_____
Drainage easements not less than 30' wide with ditch off centered 20' to 10'	_____
Streets intersect not less than 75 degrees	_____
Traffic Impact Analysis (if applicable)	_____
Street inter-connectivity (index 1.4 or greater)	_____
Barrier, riverine, and estuarine island regulations (if applicable)	_____
Street lights	_____
Significant Tree Survey	_____

Site Plan Checklist—Performance Subdivision

Scale no smaller than 1" = 200 ft.	_____
Vicinity or location map	_____
Name of designer, engineer, or surveyor	_____
North arrow and date	_____
Owner's name, address, and phone number	_____
Developer (if other than owner) and development name	_____
Boundary line of tract to be developed drawn accurately to scale along with bearings and distance dimensions	_____
Tax map, block and parcel numbers	_____
Total gross acres in tract	_____
Total acres occupied by all structures including street right-of-way and parking areas	_____
Total acres and boundaries of land lying within the 100-year flood plain and below mean high water mark, plus delineation of 100-year flood boundary	_____
Boundaries of all open space areas	_____
Location of all existing and proposed structures	_____
Total number of dwelling units to be constructed with number of bedrooms per unit and location of all multiple dwelling units	_____
Location and right-of-way widths of all streets and easements (and other areas to be dedicated to public use)	_____
Location and width of all streets, plus names and designation	_____
Location and description of all recreational areas and facilities	_____
Location of natural features including topographical information (contour interval 2 feet), watercourses, approximate forest lines, and topo source	_____
Location and size of all proposed utility and drainage facilities	_____
Areas to be maintained by association clearly indicated on plan	_____
20' setback between attached structures and from peripheral lot lines, 10' setback between detached structures	_____
Parking complies with Article 5 of Unified Development Ordinance	_____
Conservation Resources Areas identified (COD)	_____
Approximate location of 404 Wetlands and Section 10 Wetlands	_____
Street cross sections with typical marl and asphalt depths	_____
Proposed thoroughfares within area (show location if applicable)	_____
Tree retention and landscaping in accordance with Article 5 of Unified Development Ordinance	_____
Private streets acceptable to County Engineer or public streets acceptable to NCDOT	_____
Total acres submerged land, plat area per dwelling unit, & acreage of open space	_____
Hurricane evacuation plan (if applicable)	_____
Unduplicated development and street names	_____
Names and locations of adjoining subdivisions, streets, adjacent property owners	_____
Roadway cross section and drainage design	_____
Lot lines, lot numbers, and setback lines	_____
Block lengths greater than 400' but less than 1,000', cul-de-sacs less than 500'	_____
Street jogs no less than 200'	_____
Street interconnectivity (index 1.4 or greater)	_____
Significant tree survey	_____
Traffic Impact Analysis (if applicable)	_____
Water/Sewer capacity letters	_____
Street lights	_____
Fire hydrant locations	_____
Sidewalk and pedestrian easements	_____
Double frontage lots to be avoided	_____

NEW HANOVER COUNTY

DEPARTMENT OF PLANNING & LAND USE

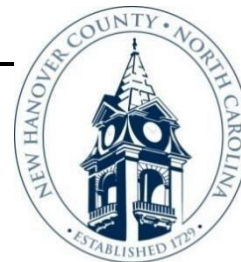
230 Government Center Drive, Suite 110

Wilmington, North Carolina 28403

Telephone (910) 798-7165

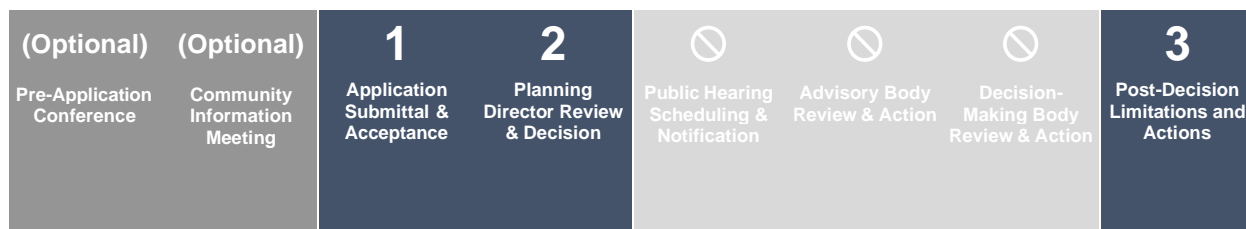
FAX (910) 798-7053

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FINAL PLAT—MAJOR SUBDIVISION APPLICATION

This application form must be completed as part of a subdivision final plat application submitted through the county's online COAST portal. The main procedural steps in the submittal and review of applications for 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 10.3.7(D)(3) 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	Existing Zoning and Use(s)

Applicant Tracking Information (This section completed by staff)

Case Number:	Date/Time received:	Received by:
---------------------	----------------------------	---------------------

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.

Applications are reviewed by the County's Technical Review Committee (TRC), and planning staff will send a copy to each appropriate agency in advance of the TRC meeting. Written agency comments must be received 3 weeks prior to the meeting before being placed on the TRC agenda.

You are encouraged to arrange an informal conference with planning staff at least two weeks prior to submitting an application. By attending this pre-application conference, you will improve your chances of submitting a complete and acceptable application.

<i>Application Checklist</i>	<i>Applicant Initial</i>	<i>Staff Initial</i>
<input type="checkbox"/> This application form, completed and signed	_____	_____
<input type="checkbox"/> Application fee: \$20 per lot or unit; \$95 per street sign (if applicable)	_____	_____
<input type="checkbox"/> Site Plan including the required plat certificates and elements on the applicable attached checklist	_____	_____
<input type="checkbox"/> A letter from the North Carolina Department of Transportation approving the construction of all public roads being platted or a letter from the County Engineer approving the design of all private streets.	_____	_____
<input type="checkbox"/> In lieu of an NCDOT basic letter and/or completed infrastructure improvements, a line item cost estimate may be submitted to the County Engineer for approval. (See Article 6 of the Unified Development Ordinance.)	_____	_____
<input type="checkbox"/> If applicable, property owners association covenants detailing road maintenance, common area, ownership, drainage areas, open space, recreational areas, taxes and insurance must be submitted to Planning & Land Use for review prior to final plat approval.	_____	_____
<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.	_____	_____
<input type="checkbox"/> One (1) digital PDF copy of ALL documents AND plans	_____	_____

Planning & Land Use cannot release any plat without written confirmation and approval from the reviewing agencies.

3. Acknowledgement and Signatures

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;
2. Appear at public hearings to give representation and comments; and
3. 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.

Final Plat Checklist (check each item to confirm it is included on the site plan)

Required Plat Certificates

Ownership, dedication and jurisdiction disclosure (dated and signed)	_____
Certificate of Accuracy and Mapping (dated and signed)	_____
Water/Sewer Disclaimer statement	_____
Sewer Construction Certificate (if applicable)	_____
CAMA Disclosure (dated and signed by owner, if applicable)	_____
Floodplain Management Disclosure (signed and dated by owner, if applicable)	_____
Private Development Disclosure (signed and dated by owner, if applicable)	_____
Registration/Disclosure Property Owners Association Covenants (if applicable)	_____
Thoroughfare Statement (if applicable)	_____
404 Wetland Certificate (signed by Army Corps of Engineers)	_____
County Engineering Certificate (signed by County Engineer)	_____
CFPUA Certificate	_____
Private Road Certificate	_____

General State Statute Requirements

Size of plat must have a minimum border of 1.5" on the left side and minimum ½" border on all other sides	_____
Plat size not more than 18" x 24", 21" x 30", or 24" x 36" and drawn in ink on reproducible Mylar	_____
Title block to include: Owner(s) name, property designation, township, county, state, dates of actual survey, scale or scale ration, name & address of surveyor preparing plat (project name bottom of plat)	_____
Type north point (True, Grid, or Magnetic), deed book & page reference, detailed vicinity map, adjoining landowners and streets	_____
Surveyor's Certificate NCGS 47-30(D) & (11)	_____
Surveyor's original signature, seal & registration number (no stick backs, computer generated okay)	_____
Control corners in accordance with NCGS 39-32.3	_____
NCDOT Construction Certificate (if roads are public)	_____
Roads designated public or private	_____
USGS Grid Tie (if monument established & within 2,000 ft.)	_____

General Requirements

Final plat submitted within 24 months of preliminary plan	_____
Unduplicated subdivision and street names approved by the County	_____
Owners name and street address on plat	_____
Names and location of adjoining subdivisions	_____
Boundaries properly drawn with all bearings & distances, scale not less than 1" = 100'	_____
Location, purpose, & dimensions of areas used for other than residential (if applicable)	_____
Lots numbered consecutively, lots conform to zoning district	_____
Water & Sewer capacity letter confirmation from CFPUA (or applicable agency)	_____
Floodplain (100-year) displayed (note if not applicable)	_____
404 Wetlands accurately delineated (if applicable, note if applicable)	_____
Construction Plan approval by County Engineering	_____
Sidewalk and transportation improvements	_____
Pedestrian access (if applicable)	_____

Design Criteria

Block lengths greater than 400' but less than 1,000'	_____
Blocks to have 2 tiers	_____
Buffer strips (if applicable)	_____
Designated conservation resource area with applicable setbacks (if required)	_____
Cul-de-sacs less than 500', designed minimum NCDOT requirements	_____

Final Plat Checklist, continued

Major street intersect at least 800' apart and not less than 75 degrees

Street jogs no less than 200'

Curve data

Stub street improvements, street connectivity as required

Road improvements/connections to adjacent streets, street lights

Tree mitigation complete (if applicable)

Recreation space (land dedication or fee)

Itemized cost estimate (if improvements not complete)

I certify that all information presented in this application is accurate to the best of my knowledge.

Signature of Property Owner and/or Developer

Print Name

NEW HANOVER COUNTY

DEPARTMENT OF PLANNING & LAND USE

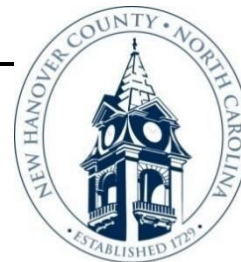
230 Government Center Drive, Suite 110

Wilmington, North Carolina 28403

Telephone (910) 798-7165

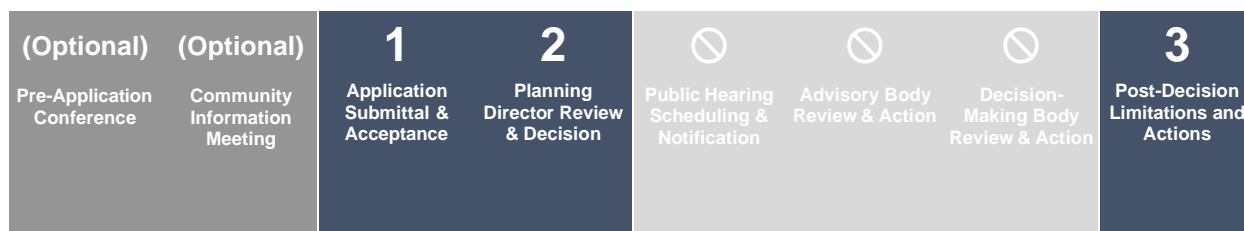
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MINOR SUBDIVISION APPLICATION

This application form must be completed as part of a minor subdivision 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 10.2 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	Existing Zoning and Use(s)

Application Tracking Information (This section completed by staff)

Case Number:	Date/Time received:	Received by:
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A minor subdivision is defined as having no more than five lots. A proposed division of up to five lots can be a combination of no more than three lots on a 30’ access easement with two lots fronting on an existing platted and recorded public road. For emergency service delivery, an unduplicated street name may be required.

Minor subdivisions are reviewed by Planning & Land Use, Engineering, and the Cape Fear Public Utility Authority (CFPUA).

If a proposed plan requires either a well or septic system, the County Environmental Health Department is afforded the opportunity to comment on the plan.

Stormwater facilities may be required by Engineering depending on the amount of buildable surface proposed.

Public water and sewer facilities may be required by CFPUA depending on the location of the proposed division with public services.

<i>Application Checklist</i>	<i>Applicant Initial</i>	<i>Staff Initial</i>
This application form, completed and signed	_____	_____
Application fee: \$20 per lot/unit	_____	_____
Site Plan including the elements on the applicable attached checklist	_____	_____
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.	_____	_____
One (1) digital PDF copy of ALL documents AND plans	_____	_____

3. Acknowledgement and Signatures

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;
2. Appear at public hearings to give representation and comments; and
3. 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.

Minor Subdivision Plat Checklist (check each item to confirm it is included on the site plan)

Required Plat Certificates

Ownership, dedication and jurisdiction disclosure (dated and signed) _____

Certificate of Registration (unsigned) _____

Water/Sewer Disclaimer statement _____

Sewer Construction Certificate (if applicable) _____

CAMA Disclosure (dated and signed by owner, if applicable) _____

Floodplain Management Disclosure (signed and dated by owner, if applicable) _____

Thoroughfare Statement (if applicable) _____

County Engineering Certificate (signed by County Engineer) _____

General State Statute Requirements

Size of plat must have a minimum border of 1.5" on the left side and minimum 1/2" border on all other sides _____

Plat size **not** more than 18" x 24", 21" x 30", or 24" x 36" and drawn in ink on reproducible Mylar _____

Title block to include: Owner(s) name, property designation, township, county, state, dates of actual survey, scale or scale ration, name & address of surveyor preparing plat (project name bottom of plat) _____

Type north point (True, Grid, or Magnetic), deed book & page reference, detailed vicinity map, adjoining landowners and streets _____

Surveyor's Certificate NCGS 47-30(D) & (11) _____

Surveyor's original signature, seal & registration number (no stick backs, computer generated okay) _____

Roads designated public or private _____

USGS Grid Tie (if monument established & within 2,000 ft.) _____

Minor Subdivision Checklist

Owners name and street address on plat _____

Names and location of adjoining subdivisions _____

Boundaries properly drawn with all bearings & distances, scale not less than 1" = 100' _____

Standard curve data (if applicable) _____

Location, purpose, & dimensions of areas used for other than residential (if applicable) _____

Type of water and sewer displayed on plat _____

Floodplain (100-year) displayed (note if **not** applicable) _____

404 Wetlands accurately delineated (if applicable, note if applicable) _____

"Dry" sewer installation (if applicable) _____

Recreation fee (if exempt from land area requirement) _____

All visible and apparent right-of-way, watercourses, utilities, roadways, and other improvements plotted _____

County Engineering Department letter submitted (if applicable) _____

County Environmental Health Department letter submitted (if applicable) _____

Cape Fear Public Utility Authority Comments _____

NEW HANOVER COUNTY

DEPARTMENT OF PLANNING & LAND USE

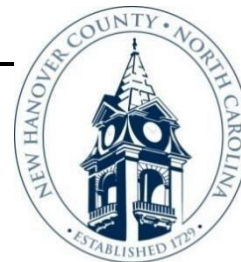
230 Government Center Drive, Suite 110

Wilmington, North Carolina 28403

Telephone (910) 798-7165

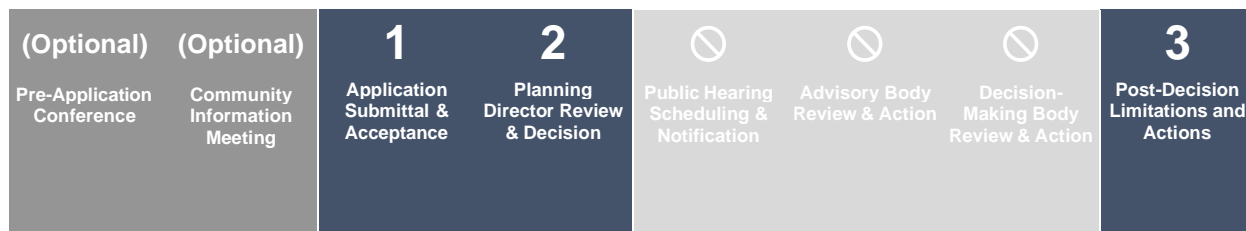
FAX (910) 798-7053

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ZONING COMPLIANCE APPROVAL APPLICATION

This application form must be completed as part of a zoning permit 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 10.3.8 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	Existing Zoning and Use(s)

3. Proposed Work

Provide description and scope of work.

4. Additional Information

Disturbed area in acres	
Proposed impervious	
Total square feet of work area	
Cost	
Proposed use	
Proposed tenant or occupant	

Application Checklist

☐ This application form, completed and signed

☐ Permit fee

Site plan, including:

- Parcel boundaries
- Proposed structures or developed area(s)
- Setbacks
- Easements
- Special Flood Hazard Areas
- Location, species, and size of regulated trees

☐ One copy of ALL documents. Additional hard copies may be required by staff depending on the size of the document.

Applicant Initial

Staff Initial

5. Acknowledgement and Signatures

By my signature below, I understand and accept all of the conditions, limitations, and obligations of the permit 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;
2. Appear at public hearings to give representation and comments; and
3. 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.

NEW HANOVER COUNTY

DEPARTMENT OF PLANNING & LAND USE

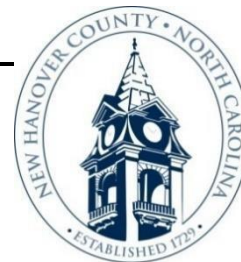
230 Government Center Drive, Suite 110

Wilmington, North Carolina 28403

Telephone (910) 798-7165

FAX (910) 798-7053

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TREE REMOVAL PERMIT APPLICATION

This application form must be completed as part of the tree removal permit 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 10.3.9 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	Existing Zoning and Use(s)

3. Trees Proposed for Removal

Tree Classifications: <u>Regulated</u> – Hardwood at least 8" diameter (DBH), conifers at least 12" diameter (DBH) and dogwood, American hollies and flowering trees at least 4" diameter (DBH) <u>Significant</u> – Hardwood and conifer trees at least 24" diameter (DBH) and dogwood, American hollies and flowering trees at least 8" (DBH) <u>Specimen</u> – any live oak tree that is 36" diameter at (DBH) or larger. Removal is prohibited unless exempt or by a variance from the Board of Adjustment.	
Total inches of regulated trees to be removed:	
Total inches of significant trees to be removed:	
Specimen tree inches approved for variance by Board of Adjustment (attach order):	
Proposed method of mitigation:	
<ul style="list-style-type: none">Replanting (inches)	
<ul style="list-style-type: none">Payment into tree fund (inches)	

Application Checklist**Applicant Initial****Staff Initial**

- ☐ This application form, completed and signed
- ☐ Tree survey
- ☐ Site plan for development permit or approval
- ☐ Landscape plan for replanting
- ☐ One (1) digital PDF copy of ALL documents AND plans

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

4. Acknowledgement and Signatures

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;
2. Appear at public hearings to give representation and comments; and
3. 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.

NEW HANOVER COUNTY

DEPARTMENT OF PLANNING & LAND USE

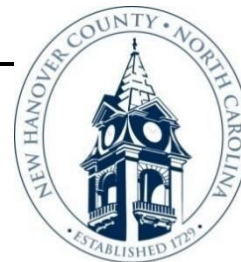
230 Government Center Drive, Suite 110

Wilmington, North Carolina 28403

Telephone (910) 798-7165

FAX (910) 798-7053

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FLOODPLAIN DEVELOPMENT PERMIT APPLICATION

If your project is determined to be in a Special Flood Hazard area, a floodplain development permit will be required. The items required with application submittal are listed below. More specific requirements, as well as the standards to be applied in reviewing the application, are set out in Article 9 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
-------------------------	--	--------------------------------

3. Description of proposed project

The nature, location, dimensions, and elevations of the area of development/disturbance; existing and proposed structures, utility systems, grading/pavement areas, fill materials, storage areas, drainage facilities, and other development.

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

Applicant Initial

Staff Initial

- ☐ This application form, completed and signed
- ☐ Application fee: \$25 residential use; \$45 commercial use

Sealed Survey with all the following information:

- Boundary of the Special Flood Hazard Area as delineated on the FIRM or other flood map
- Flood zone(s) designation of the proposed development area
- Boundary of the floodway(s) or non-encroachment area(s)
- Base Flood Elevation (BFE) where provided
- Old and new location of any watercourse that will be altered or relocated as the result of proposed development
- Boundary and designation date of the Coastal Barrier Resource System (CBRS) area or Otherwise Protected Area (OPA), if applicable
- Proposed elevation, and method thereof, of all development within a Special Flood Hazard Area
- Certification of the survey by a registered land surveyor or professional engineer.

Foundation Plan, drawn to scale, which shall include:

- Details of the proposed foundation system
- The proposed method of elevation (i.e., fill, solid foundation perimeter wall, solid backfilled foundation, open foundation on columns/posts/piers/piles/shear walls), if applicable
- Openings to facilitate automatic equalization of hydrostatic flood forces on walls

In Coastal High Hazard Areas (V Zones and Coastal A Zones) the following additional information shall be required:

- V Zone Certification with accompanying plans and specifications verifying the engineered structure and any breakaway wall designs
- Plans for open wood, plastic, or other latticework or insect screening, applicable
- Plans for nonstructural fill, if applicable. (If non-structural fill is proposed, it must be demonstrated through coastal engineering analysis that the proposed fill would not result in any increase in the BFE or otherwise cause adverse impacts by wave ramping and deflection on to the subject structure.)
- Usage details of any enclosed areas below the lowest floor.

- ☐ One copy of ALL documents. Additional hard copies may be required by staff depending on the size of the document.

4. Acknowledgement and Signatures

By my signature below, I understand and accept all of the conditions, limitations, and obligations of the permit 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.

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.

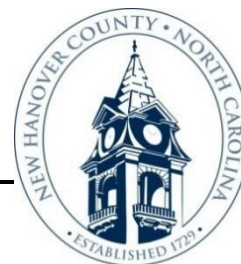
Signature of Property Owner(s)

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.



NEW HANOVER COUNTY

DEPARTMENT OF PLANNING & LAND USE

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ZONING & SUBDIVISION VARIANCE APPLICATION

This application form must be completed as part of a request for a zoning and/or subdivision variance. The application submitted through the county's online COAST portal. The main procedural steps in the submittal and review of applications for a variance 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 10.3.11 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	Existing Zoning and Use(s)

3. Proposed Variance Narrative

Subject Zoning Regulation, Chapter and Section	
In the space below, please provide a narrative of the application (attach additional pages if necessary).	

CRITERIA REQUIRED FOR APPROVAL OF A VARIANCE

The Board of Adjustment may grant a variance if it finds that strict application of the ordinance results in an unnecessary hardship for the applicant, and if the variance is consistent with the spirit, purpose, and intent of the ordinance. The applicant must explain, with reference to attached plans (where applicable), how the proposed use meets these required findings (attach additional pages if necessary).

1. **Unnecessary hardship would result from strict application of the ordinance.** It shall not be necessary to demonstrate that, in the absence of the variance, no reasonable use can be made of the property.

2. **The hardship results from conditions that are peculiar to the property, such as location, size or topography.** Hardship resulting from personal circumstances, as well as hardships resulting from conditions that are common to the neighborhood or general public, may not be the basis for granting a variance.

3. The hardship did not result from actions taken by the applicant or the property owner. The act of purchasing property with knowledge that circumstances exist that may justify the granting of a variance shall not be regarded as a self-created hardship.

4. The requested variance is consistent with the spirit, purpose and intent of the ordinance, such that public safety is secured, and substantial justice is achieved.

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

Applicant Initial

☐ This application form, completed and signed

☐ Application fee: \$400 per application

☐ Site plan or sketch illustrating the requested variance

☐ One (1) hard copy of ALL documents

☐ One (1) PDF copy of ALL documents

Acknowledgement and Signatures

By my signature below, I understand and accept all of the conditions, limitations, and obligations of the variance application for which I am applying. I understand that I have the burden of proving why this application meets the required findings necessary for granting a variance. 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;
2. Appear at public hearings to give representation and comments;
3. Act on my behalf without limitations with regard to any and all things directly or indirectly connected with or arising out of this application; and
4. Provide written consent to any and all conditions of approval.

Signature of Property Owner(s)

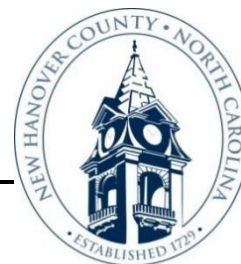
Print Name(s)

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.

- **The land owner or their attorney must be present for the case at the public hearing**



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

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FLOODPLAIN VARIANCE APPLICATION

This application form must be completed as part of a request for a zoning and/or subdivision variance. The application submitted through the county's online COAST portal. The main procedural steps in the submittal and review of applications for a variance 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 9.7.5 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	Existing Zoning and Use(s)

3. Proposed Variance Narrative

Subject Zoning Regulation, Chapter and Section	
In the space below, please provide a narrative of the application (attach additional pages if necessary).	

FLOODPLAIN VARIANCE CONSIDERATIONS

The Board of Adjustment shall consider the following factors when making a decision to grant a variance in addition to all technical evaluations, relevant factors, and standards specified in Article 9: Flood Damage Prevention. Please address each factor in regard to the requested variance, with reference to attached plans (where applicable) (attach additional pages if necessary).

1. The danger that materials may be swept into other lands to the injury of others

2. The danger to life and property due to flooding or erosion damage

3. The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner

4. The importance of the services provided by the proposed facility to the community

5. The necessity of the facility of a waterfront location as defined in the County's Stormwater Management Ordinance, as a functionally dependent facility, where applicable.

6. The availability of alternative locations, not subject to flooding or erosion damage, for the proposed use

7. The compatibility of the proposed use with existing and anticipated development

8. The safety of access to the property in times of flood for ordinary and emergency vehicles

9. The safety of access to the property in times of flood for ordinary and emergency vehicles

10. The expected heights, velocity, duration, rate of rise, and sediment transport of the floodwaters and the effects of wave action, if applicable, expected at the site

11. The costs of providing governmental services during and after flood conditions including maintenance and repair of public utilities and facilities such as sewer, gas, electrical and water systems, and streets and bridges

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

Applicant Initial

☐ This application form, completed and signed

☐ Application fee: \$400 per application

☐ Site plan or sketch illustrating the requested variance

☐ One (1) hard copy of ALL documents

☐ One (1) PDF copy of ALL documents

Acknowledgement and Signatures

By my signature below, I understand and accept all of the conditions, limitations, and obligations of the variance application for which I am applying. I understand that I have the burden of proving why this application meets the required findings necessary for granting a variance. 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;
2. Appear at public hearings to give representation and comments;
3. Act on my behalf without limitations with regard to any and all things directly or indirectly connected with or arising out of this application; and
4. Provide written consent to any and all conditions of approval.

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.

The land owner or their attorney must be present for the case at the public hearing.

NEW HANOVER COUNTY

DEPARTMENT OF PLANNING & LAND USE

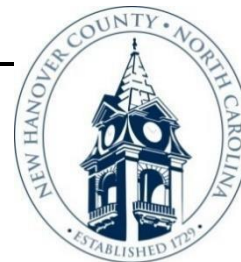
230 Government Center Drive, Suite 110

Wilmington, North Carolina 28403

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FAX (910) 798-7053

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REASONABLE ACCOMMODATION APPLICATION

This application form must be completed as part of an application to appeal an administrative decision submitted through the county's online COAST portal. The main procedural steps in the submittal and review of applications for text 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 10.3.13 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	Summary of Special Exception Requested:

Applicant Tracking Information (This section completed by staff)

Case Number:	Date/Time Received:	Received by:
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Pre-Application Conference Encouraged: In order to assist petitioners through the process for filing a request for special exceptions, petitioners are highly encouraged to attend a pre-application conference prior to application submittal.

3. Request for Special Exception

In the space below, please describe the request for the reasonable accommodation, including the provisions of the Unified Development Ordinance for which the accommodation is being requested. Applicants are advised to demonstrate how the reasonable accommodation request

- Will be used by an individual or individuals with a disability or handicap protected under federal law;
- Is the minimum needed to provide accommodation; and
- Is reasonable and necessary.

Please attach additional pages if necessary.

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

Applicant Initial

Staff Initial

☐ This application form, completed and signed

☐ Any supporting documentation

☐ One hard copy of ALL documents. Additional hard copies may be required by staff depending on the size of the document/site plan

☐ One digital PDF copy of ALL documents.

4. Acknowledgement and Signatures

By my signature below, I understand and accept all of the conditions, limitations, and obligations of the reasonable accommodation 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.

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;
2. Appear at public hearings to give representation and comments; and
3. 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

NEW HANOVER COUNTY

DEPARTMENT OF PLANNING & LAND USE

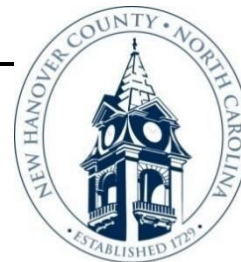
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APPEAL OF ADMINISTRATIVE DECISION APPLICATION

This application form must be completed as part of an application to appeal an administrative decision 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 10.3.14 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	Existing Zoning and Use(s)

Applicant Tracking Information (This section completed by staff)

Case Number:	Date/Time Received:	Received by:
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3. Appeal Narrative

Action being appealed: ☐ Decision or Interpretation ☐ Notice of Violation

Date of decision/violation being appealed:

In the below space, please provide a narrative of the application including any evidence that proves the decision should be reversed or modified by the Zoning Board of Adjustment (attach additional pages if necessary).

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

Applicant Initial

Staff Initial

☐ This application form, completed and signed

☐ Application fee: \$400

☐ Any supporting documentation

☐ One hard copy of ALL documents. Additional hard copies may be required by staff depending on the size of the document/site plan

☐ One digital PDF copy of ALL documents.

4. Acknowledgement and Signatures

By my signature below, I understand and accept all of the conditions, limitations, and obligations of the appeal for which I am applying. I understand that I have the burden of proving why the decision being appealed should be reversed or modified. 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;
2. Appear at public hearings to give representation and comments; and
3. 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.

The property owner(s) or their attorney must be present for the case at the public hearing.

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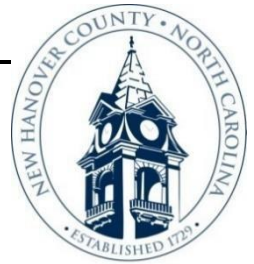
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OFFICIAL INTERPRETATION APPLICATION

This application form should be submitted directly to the Department of Planning & Land Use. The main procedural steps in the submittal and review of applications are outlined in the flowchart below. More specific submittal and review requirements are set out in Section 10.3.15 of the Unified Development Ordinance.



1. Applicant Information

Name
Company
Address
City, State, Zip
Phone
Email

Application Tracking Information (This section completed by staff)

Case Number:	Date/Time received:	Received by:
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2. Request for Interpretation Narrative

In the space below, please describe your request, including the specific provision of the Unified Development Ordinance you wish to be officially interpreted (attach additional pages if necessary).

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

Applicant Initial

Staff Initial

- ☐ This application form, completed and signed
- ☐ Any supporting documentation
- ☐ One hard copy of ALL documents. Additional hard copies may be required by staff depending on the size of the document/site plan
- ☐ One digital PDF copy of ALL documents.

_____	_____
_____	_____
_____	_____
_____	_____

4. Acknowledgement and Signatures

By my signature below, I understand and accept all of the conditions, limitations, and obligations of the reasonable accommodation 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)