

DEVELOPMENT PLAN REQUIREMENTS CITY OF WILSON PLANNING JURISDICTION

- * No building permit(s) shall be issued prior to Development Plan approval. All development plans (except rezonings) must be approved by the City of Wilson Technical Review Committee (TRC). Development in the B-6, I-3, and B-7 districts, Residential Conversion Zone, and Redevelopment Zone; and shopping center plans, preliminary planned residential development (PRD) plans, preliminary subdivision plans, and street closing plans also require review by the Planning Board (PB) and approval by the City Council (CC). Rezonings track through the PB and CC only. Annexations track through to CC only.
- * The TRC meets every Tuesday (as needed) at 2 p.m. at the City Operations Center located at 1800 Herring Avenue. Some plans are handled through the TRC without a formal meeting. The plans are circulated and reviewed and comments are sent/faxed to the developer. Plans that normally require an actual meeting of the TRC include site plans and preliminary subdivision plans. Final plats, minor plats, and annexations do not usually require a meeting. If an applicant would like to deviate from this process (i.e. travel distance creates a hardship), it can usually be worked out.

The PB meets the first Tuesday of every month at 7 p.m. on the 3rd floor of City Hall.

The CC meets the third Thursday of every month at 7 p.m. on the 3rd floor of City Hall.

- * All development plans must be submitted in accordance with the following schedule in order to allow adequate review time by the appropriate parties:
 1. Development plans requiring PB review and CC approval must be submitted at least 28 days (4 weeks) prior to the PB meeting. The required TRC approval may be obtained within this 28 day period.
 2. All other development plans must be submitted by 5 p.m. on the Monday at least 8 days prior to a TRC meeting (two Mondays before the scheduled meeting), unless otherwise determined by TRC policy. We will need 10 blueprints of the plan.
- * For the initial submission of **any** plan (except rezonings), we need the fee and 10 copies of the plan for the TRC (and any original forms needed such as annexation petitions, etc...). These items should be submitted to Development Services on the 2nd floor of City Hall.

If the plan is a site plan that does **not** also require PB and CC approval, then once revisions are made to the plan, we will need six revised copies unless we specify differently in our correspondence to the applicant.

If the plan is one that does continue to the PB and CC, then once the TRC has reviewed the plan and the revisions have been made, we will need the following:

16 blueprints by the Monday of the week prior to the PB meeting so that our packets may be sent out to the PB members... then...

22 additional blueprints on Wednesday of the week prior to the CC meeting (usually heard on the 3rd Thursday of the month, unless the applicant has specifically received permission from the City Manager to place on the agenda for the first Thursday meeting.)

- * Development plans submitted must meet the requirements noted in the Development (Site) Plan - General Requirements checklist unless exempted by Section 10.B of the Zoning Ordinance. The exemptions, and their requirements, are summarized briefly on the next page.

- * The following types of development need to meet the Requirements for a Sketch Layout Plan if all of the listed provisions apply. Except for individual residential structures in a PRD, where these types of development lack one or more of the listed provisions, they need to meet the requirements noted in the Development (Site) Plan - Abbreviated Plan Requirements checklist.
 1. Single-family (detached) residential development, with permitted accessory uses, provided that:
 - it is not in a PRD;
 - it is not in the floodway fringe;
 - no variances are necessary;
 - no additional parking is needed for accessory uses.
 2. Developments that are minor revisions to a previously approved development plan, small additions/expansions/ renovations, or construction of accessory buildings, provided that:
 - the revision, addition, expansion, or construction does not create, or add a gross floor area in excess of 50% of the existing gross floor area;
 - no additional parking is required;
 - no new water and sewer taps are required;
 - no change in drainage or runoff patterns will occur; and
 - no variances are necessary.
 3. Development in the Residential Conversion Zone or Redevelopment Zone, provided that:
 - the TRC sees no need for an Abbreviated Development Plan.
- * Individual residential structures in a PRD require a property survey drawn by a registered surveyor showing property lines, easements, streets, and proposed structures prior to the release of a building permit.
- * The initial submission of General Requirements or Abbreviated Plan Requirements should include 10 copies of the plan. More copies may be required later if needed.

- * Where applicable, the following additional approvals and/or permits may be required by the TRC:
 1. Construction permit required for all water, sewer, drainage, and street facilities shall be obtained from the City of Wilson, and will require construction drawings. These facilities may require approval by the North Carolina Department of Transportation;
 2. Driveway permit approval for construction of driveways shall be obtained from the City Engineer. If a state-maintained street is involved, North Carolina Department of Transportation approval is also required;
 3. Encroachment agreement shall be obtained from the North Carolina Department of Transportation for all encroachments into the right-of-way of a state-maintained road;
 4. Sewer line permit approval for new sewer line construction shall be obtained from the North Carolina Department of Natural Resources and Community Development, Division of Environmental Management;
 5. Pretreatment sewer facilities shall require permit approval by the North Carolina Department of Natural Resources and Community Development, Division of Environmental Management;
 6. Erosion control permit approval shall be obtained from the North Carolina Department of Natural Resources and Community Development, Division of Land Quality, for all land-disturbing activities consisting of one (1) acre or more;
 7. Water line permit approval for new water line construction shall be obtained from the North Carolina Department of Human Resources, Division of Health Services; and
 8. Where septic tanks, on-site water systems, or wells are proposed, permit approval shall be required from the Wilson County Health Department.
 9. Watershed approval may be necessary if the property falls within a watershed district.

- * Certain development plans may require review and/or approval by the Wilson Historic Properties or District Commission. Certain development plans may also require review by the Wilson Appearance Commission.