



# CITY OF WILSON PLAN SUBMITTAL CHECKLIST

Submit all forms to Planning & Development Services located at  
112 Goldsboro Street, E Wilson, NC 27893 – 2<sup>nd</sup> Floor of City Hall.  
Contact us at (252) 399-2219/2220 or [www.wilsonnc.org](http://www.wilsonnc.org)

City of Wilson **Project Number#**

**Name of Project:**

**Previous Project Name, if applicable:**

**Physical Address:**

**Parcel Identification Number (PIN):**

**SUBMITTAL:**  Initial  Revision (Fee Charged at 3<sup>rd</sup> Revision)  
Number of Copies Submitted  Approved/Signed Copies Requested  Digital File Requested  
 Mylars for Signatures  Recorded Mylar Copies (2)

**ZONING REVIEWS:**  Zoning Verification Letters  Limited Home Occupations  Zoning Compliance Review  Temporary Use Permit  Alcohol Review  Air Quality  Temporary Sign  Permanent Sign  Flood Plain Development Permit  Other

**PLAN TYPE: (Check only one)**

**Site Plan:**

Site Plan  Site Plan – Minor Addition  Shopping Center  Sketch Plan  Landscape

**City Council:**

Rezoning  Text Amendment  Annexation  Street Closing

**Conditional Use Permit:**

Highway Development District  Residential Conversion Zone  B6/B7  
 Planned Residential Development  Conditional Use District Site Plan

**Subdivision:**

Preliminary Subdivision  Final Plat  Minor Plat  
 Recombination Plat  Exempt Plat  Boundary/ALTA Survey

**Board of Adjustment:**

Special Use Permit  Extended Home Occupation  Variance Request  
 Appeal  Interpretation

**Historic Preservation Commission:**

Certificate of Appropriateness – Administrative  
 Certificate of Appropriateness - Demolition

**ADDITIONAL INFORMATION:**

For Subdivision Plan or Plats – No. of Lots:

For Site Plans/CUP – Acreage:

**PROJECT OWNERS INFORMATION:**

Name & Address:

Telephone Fax E-Mail

**APPLICANT INFORMATION:**

Name of Firm:

Contact Name:

Mailing Address:

Telephone: Fax: E-Mail:

Preferred Method of Contact:  Telephone  Fax  E-Mail  US Mail

Comments: