CITY OF WILSON
PLAN SUBMITTAL CHECKLIST

Submit all forms to Planning & Development Services located at 112 Goldsboro Street, E Wilson, NC 27893 – 1st Floor of City Hall. Contact us at (252) 399-2219/2220 or www.wilsonnc.org

City of Wilson Project #:

Name of Project:

Previous Project Name, if applicable:

Physical Address:

Parcel Identification Number (PIN):

SUBMITTAL:
- ☐ Initial
- ☐ Approved/Signed Copies Requested (8)
- ☐ Mylars for Signatures
- ☐ Other _____
- ☐ Revision (Fee Charged at 3rd Revision)
- ☐ Digital File Requested (.dwg/.dxf)
- ☐ Recorded Mylar Copy (1)

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

Development Plan:
- ☐ Site Plan
- ☐ Site Plan – Minor Addition
- ☐ Shopping Center
- ☐ Landscape
- ☐ Floodplain Development Permit
- ☐ Architectural Renderings

City Council:
- ☐ Rezoning
- ☐ Text Amendment
- ☐ Annexation
- ☐ Street Closing
- ☐ Conditional Use District

Subdivision:
- ☐ Preliminary Subdivision
- ☐ Final Plat
- ☐ Minor Plat
- ☐ Recombination Plat
- ☐ Exempt Plat
- ☐ Boundary/ALTA Survey

Board of Adjustment:
- ☐ Special Use Permit
- ☐ Variance Request
- ☐ Appeal

ADDITIONAL INFORMATION:
For Subdivision Plan or Plats – No. of Lots:
For Site Plans – Acreage:

PROJECT OWNER INFORMATION:
Name & Address:
Phone: 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