



**NEW HANOVER COUNTY  
PLANNING DEPARTMENT**  
*CONVENTIONAL SUBDIVISION*

230 Government Center Drive  
Suite 150  
Wilmington, NC 28403  
910-798-7165 phone  
910-798-7053 fax  
[www.nhcgov.com](http://www.nhcgov.com)

<b>Name of Applicant or Owner</b>	<b>Date of Application</b>
<b>Address</b>	<b>City, State, Zip</b>
<b>Email Address</b>	<b>Telephone Number of Owner</b>
<b>Name of Surveyor (if different than Owner)</b>	<b>Telephone Number of Surveyor (if different than Owner)</b>
<b>Address of Surveyor (if different than Owner)</b>	<b>City, State, Zip</b>
<b>Email Address (if different than Owner)</b>	<b>Parcel ID Number</b>
<b>Location of Property</b> <b>Square Feet/Acres on Plat</b>	<b>Land Classification</b>
<b>Project Name</b>	<b>Type of Subdivision</b>

**SUBMISSION REQUIREMENTS**

1. Your application must contain a site plan conforming to the requirements of Section 32 of the Subdivision Ordinance. The application will be regarded as incomplete until the following items are received by the Planning Department.
2. Your application must include a **\$300.00 fee** and **15 folded maps** of the proposed Conventional Development. This fee should be payable to New Hanover County and **must** accompany this application. Applications for Conventional Development are received and acted upon by the County’s Technical Review Committee. The Planning Department will send a copy to each appropriate agency. Once written agency comments have been received along with water, sewer and general drainage approvals, the site plan will be placed on the agenda for the next regularly scheduled Technical Review Committee (TRC) meeting. **Written agency comments must be received three (3) weeks prior to the meeting before being placed on the TRC agenda.**
3. **Streets** - Written comments from the North Carolina Department of Transportation approving the design of all public streets or a letter from the County Engineer approving the design of all private streets.
4. **Water and Sewer**- A letter from the appropriate State or local health agency approving the design of such systems and commitment allocation to serve the project.
5. **You are encouraged to arrange an informal conference with Planning staff at least two (2) weeks prior to submitting an application. By attending this conference, you will improve your chances of submitting a complete and acceptable application.** You should bring a rough sketch of your proposal to this conference. Planning staff will proceed to advise you of environmental problems, point out significant design problems, describe the required improvements, and advise you regarding the required approval letters for water and sewer. A checklist is available to help you through this process.

**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**