APPLICATION FOR MASTER DEVELOPMENT PLAN

THIS SECTION FOR OFFICE USE			
Application No.	MDP 11035 MDP Revision	**Date**	5-26-15
Application Fee	$ 250 (Revision)	**Receipt No.**	
Pre-Application Conference		**Hearing Date**	TRC 6-09-15 / Planning Board 7-7-2015

SECTION 1: APPLICANT INFORMATION			
Applicant's Name:	Signature Pender County NC, LP	**Owner's Name:**	Signature Pender County NC, LP
Applicant's Address:	9337B Katy Freeway #377	**Owner's Address:**	9337B Katy Freeway #377
City, State, & Zip	Houston, Texas 77024	**City, State, & Zip**	Houston, Texas 77024
Phone Number:	713-822-3891	**Phone Number:**	713-822-3891
Legal relationship of applicant to land owner:	Owner		

SECTION 2: PROJECT INFORMATION				
Type of Master Development Plan	☐ **Residential** *RP, PD, RM MH District*	☐ **Commercial** *GB, OI, IT, GI District*	☑ **Mixed Use** *PD*	☐ **Exempt**
Property Identification Number (PIN):	4214-12-8251-0000	**Total property acreage:**	150.78	
Zoning Classification:	PD	**Acreage to be disturbed:**		
Project Address :	1040 Topsail Greens Drive			
Description of Project Location:	Project is located between Hwy 17 & Sloop Point Loop Road			
Describe activities to be undertaken on project site:	Development of Residential Lots & Future Commercial Sites			

SECTION 3: SIGNATURES			
Applicant's Signature		**Date:**	5-18-15
Owner's Signature		**Date:**	5-18-15

NOTICE TO APPLICANT

1. Applicant or agent authorized in writing must attend the public hearing.
2. Once the public hearing has been advertised, the case will be heard unless the applicant withdraws the application or unless the Planning Board or other authorized person agrees to table or delay the hearing.
3. All fees are non-refundable
4. A complete application packet must be submitted prior to the deadline in order to be placed on the next Planning Board Agenda

Office Use Only

☑	**MDP Fees:** (*$500.00 plus $10/acre for the first 100 acres $5/acre thereafter*) MDP Revision	**Total Fee Calculation: $** $250

Attachments Included with Application: (Please include # of copies)

CD /other digital version	☐ Y ☐ N	Plan Sets	# of large	# of 11X17	Other documents/Reports	☐ Y ☐ N

Payment Method:	**Cash :** ☐ $_____	**Credit Card:** ☐ Master Card ☐ Visa	**Check:** ☑ Check # 5776

Application received by:	Ron Meredith	Date:	5-26-15
Application completeness approved by:		Date:	
Date scheduled for public hearing:	7-7-2015 Planning Board		

MASTER DEVELOPMENT PLAN CHECKLIST

	Signed Application Form (Both Applicant and Owner)
	Application fee
	Legible list of all property owners adjacent to the property upon which the use is to be located. The list shall include the mailing address & physical address of these property owners (The application will not be advertised for public hearing until the list is accurate & complete)
	One business size envelope legibly addressed with first class postage for each of the adjacent property owners on the above list.
	Project Narrative--Written description of the project (max of 3 pages) including the following: ☐ Location of the project and type of access to project site ☐ Detailed description of the activities to be undertaken on the site, including hrs. of operation,# of employees, etc. ☐ Description of all construction activities to be undertaken on the site ☐ Describe type of utilities that will serve project and status of approval from applicable providers ☐ List of all state and federal permits that will be required for the project ☐ Describe any potential impacts the project will have on the community or adjacent properties such as traffic, noise, etc. and explain efforts to mitigate these impacts (this item must be addressed by the applicant). The applicant may also wish to describe any positive benefits the project will provide for the community &/or neighbors of the project.

	Master Development Plan Contents **All** MDP's shall be prepared in accordance with the following specifications:
	The scale shall be one inch equals 100 feet or larger (the ratio of feet to inches shall be no more than one hundred feet to one inch) or at a scale acceptable to the Director. The scale shall be sufficient so that all features are discernible.
	No sheet shall be smaller than 24"x36" in size unless approved by the Administrator. If the MDP is prepared on more than one sheet, match lines shall clearly indicate where the sheets join.
	North arrow, a scale of 1:100 or larger and a legend describing all symbols.
	A boundary survey of the entire property related to true meridian & certified by a registered surveyor with all dimensions in ft & decimals of ft. A vicinity map at a suitable scale shall be provided showing the location of the project along with the location of all existing or approved public roads, streets or rights-of-way within 2,000 ft of the boundaries of the project.
	The total area of the property shall be specified.
	The topography shall be shown at 2 foot contour intervals.
	The title of the proposed project; the date, month, year the plan was prepared or revised; the name of the applicant(s), owner(s) and contract owner(s); and the names of the individuals or firms preparing the plan shall be clearly specified.
	A schedule of phases, with the approximate location of phase boundaries & the order in which the phases are to be developed, shall be provided.
	The use of all adjoining properties by zoning, parcel identification number (PIN) and current property owner(s).

	Contents of a Preliminary Master Development Plan – Residential Districts Site plans shall contain a conceptual plan, showing the location and functional relationship between all proposed housing types and land uses, including the following information:
	A land use plan, showing the location, arrangement and approximate boundaries of all proposed land uses.
	The location and approximate boundaries of proposed housing types conceptually shown in accord and with other non-residential uses dimensional requirements.
	The proposed number of dwelling units of each type in each phase and in the total development accompanied by density calculation of the development.
	The location and approximate boundaries of existing environmental features as defined.
	The location of environmental protection land to be included in common open space.
	The approximate acreage in common open space, each use, housing type and in roads, streets or right-of-ways for each phase and the total development.
	The approximate boundaries and location of common open space, with the percentage of the total acreage of the site to be placed in common open space.
	The location and general configuration of recreational facilities, with a general statement of the types of recreational facilities to be provided if applicable.
	The location and extent of proposed buffers, with statements, profiles, cross sections or examples clearly specifying the screening to be provided if applicable.
	The proposed location, arrangement, and right-of-way widths of roads and streets, including roads and streets providing access to adjoining parcels.
	The location and arrangement of street entrances, driveways and parking areas.
	The use of adjoining parcels and the location of adjoining streets and utilities.
	Estimated AM and PM Peak Hour Trips per the Institute of Transportation Engineers Trip Generation Manual.
	Estimated Average Daily Trips created by the development at build-out per the Institute of Transportation Engineers Trip Generation Manual.
	Based on estimated traffic counts, a Traffic Impact Analysis may be required stating the dates and times counts were conducted for the proposed development.
	The approximate location of sewer and water mains, sewage disposal and water source with statements concerning the connection with and availability of existing facilities.
	A conceptual plan for stormwater management with the location of stormwater facilities designed to serve more than one lot.
	Calculations describing all proposed bonus factors with the location of and specifications for bonus improvements, when proposed.
	The location and treatment proposed for all historical structures and sites recognized as significant by the County Commissioners or as identified on any historical landmarks survey for Pender County.
	Location and timing of construction for all amenities.
	Landscaping and Buffer requirements per Article 8.
	All subdivided land and parcels shall comply with Section 7.2, Lot Design.
	Homeowners Association shall be required for all major residential subdivisions with privately maintained streets, open space, and other dedicated land as stated in Section 7.3, Homeowners Association Requirements.
	Street layout and access shall conform to Section 7.4, Access and Section 7.5, Street Design
	Calculated open space requirements shall adhere to Section 7.6, Open Space.

	Contents of a Preliminary Master Development Plan – Commercial and Industrial Districts The site plan shall contain a conceptual plan, showing the location and functional relationship between streets and land uses, including the following:
	A conceptual plan, showing the location and arrangement of proposed uses.
	The location and treatment proposed for all historical structures and sites recognized as significant by the County Commissioners or identified on any historical survey for Pender County.
	The location and extent of proposed buffers, with statements, profiles, cross sections or examples clearly specifying the screening to be provided. The location and approximate boundaries of existing environmental features as defined.
	Estimated AM and PM Peak Hour Trips per the Institute of Transportation Engineers Trip Generation Manual.
	Estimated Average Daily Trips created by the development at build-out per the Institute of Transportation Engineers Trip Generation Manual.
	Based on estimated traffic counts, a Traffic Impact Analysis may be required stating the dates and times counts were conducted for the proposed development.
	The proposed location of entrances to the development from existing public streets and proposed parking areas.
	The proposed location, arrangement, and right-of-way widths of roads and streets, including roads and streets providing access to adjoining parcels.
	Landscaping and Buffer requirements per Article 8.
	The use of adjoining parcels and the location of adjoining streets and utilities.
	The approximate location of sewer and water mains, sewage disposal and water source with statements concerning the connection with and availability of existing facilities.
	A conceptual plan for stormwater management and description and the location of all stormwater facilities designed to serve more than one parcel.

	Contents of a Preliminary Master Development Plan – Mixed Use Districts Site plan shall contain a conceptual plan, showing the location and functional relationship between all proposed housing types and land uses, including the following information:
	A land use plan, showing the location, arrangement and approximate boundaries of all proposed land uses.
	The location and approximate boundaries of existing environmental features as defined.
	The proposed location of entrances to the development from existing public streets and proposed parking areas.
	The approximate acreage in common open space, each use, housing type and in roads, streets or right-of-ways for each phase and the total development.
	The approximate boundaries and location of common open space, with the percentage of the total acreage of the site to be placed in common open space.
	The proposed location, arrangement, and right-of-way widths of roads and streets, including roads and streets providing access to adjoining parcels.
	The use of adjoining parcels and the location of adjoining streets and utilities.
	The approximate location of sewer and water mains, sewage disposal and water source with statements concerning the connection with and availability of existing facilities.
	A conceptual plan for stormwater management and description and the location of all stormwater facilities designed to serve more than one parcel.
	The proposed location and arrangement of all streets and utility systems.
	The location and extent of proposed buffers, with statements, profiles, cross sections or examples clearly specifying the screening to be provided if applicable.
	The location and approximate boundaries of proposed housing types conceptually shown in accord and with other non-residential uses dimensional requirements.
	The proposed number of dwelling units of each type in each phase and in the total development accompanied by density calculation of the development
	Estimated AM and PM Peak Hour Trips per the Institute of Transportation Engineers Trip Generation Manual.
	Estimated Average Daily Trips created by the development at build-out per the Institute of Transportation Engineers Trip Generation Manual.
	Based on estimated traffic counts, a Traffic Impact Analysis may be required stating the dates and times counts were conducted for the proposed development.
	The approximate location of sewer and water mains, sewage disposal and water source with statements concerning the connection with and availability of existing facilities.
	Calculations describing all proposed bonus factors with the location of and specifications for bonus improvements, when proposed.
	The location and treatment proposed for all historical structures and sites recognized as significant by the County Commissioners or as identified on any historical landmarks survey for Pender County.
	Location and timing of construction for all amenities.
	Landscaping and Buffer requirements per Article 8.
	All subdivided land and parcels shall comply with Section 7.2, Lot Design.
	Homeowners Association shall be required for all major residential subdivisions with privately maintained streets, open space, and other dedicated land as stated in Section 7.3, Homeowners Association Requirements.
	Street layout and access shall conform to Section 7.4, Access and Section 7.5, Street Design.
	Calculated open space requirements shall adhere to Section 7.6, Open Space.

Print Form