

ATTACHMENT 1

6.1.2 Master Development Plan Contents - Residential Districts

- A. 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:
- 1) A land use plan, showing the location, arrangement and approximate boundaries of all proposed land uses.
 - 2) The location and approximate boundaries of proposed housing types conceptually shown in accord and with other non-residential uses dimensional requirements.
 - 3) The proposed number of dwelling units of each type in each phase and in the total development accompanied by density calculation of the development.
 - 4) The location and approximate boundaries of existing environmental features as defined.
 - 5) The location of environmental protection land to be included in common open space.
 - 6) 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.
 - 7) 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.
 - 8) The location and general configuration of recreational facilities, with a general statement of the types of recreational facilities to be provided if applicable.
 - 9) The location and extent of proposed buffers, with statements, profiles, cross sections or examples clearly specifying the screening to be provided if applicable.
 - 10) The proposed location, arrangement, and right-of-way widths of roads and streets, including roads and streets providing access to adjoining parcels.
 - 11) The location and arrangement of street entrances, driveways and parking areas.
 - 12) The use of adjoining parcels and the location of adjoining streets and utilities.
 - 13) Estimated AM and PM Peak Hour Trips per the Institute of Transportation Engineers Trip Generation Manual.
 - 14) Estimated Average Daily Trips created by the development at build-out per the Institute of Transportation Engineers Trip Generation Manual.
 - 15) ~~Based on estimated traffic counts, a Traffic Impact Analysis may be required stating the dates and times counts were conducted for the proposed development.~~ **A Traffic Impact Analysis is required when the development generates 100 trips in the morning or evening peak hours or over 1,000 trips per day. The Traffic Impact Analysis must state the dates and times the counts were conducted.**
 - 16) The approximate location of sewer and water mains, sewage disposal and water source with statements concerning the connection with and availability of existing facilities.
 - 17) A conceptual plan for stormwater management with the location of stormwater facilities designed to serve more than one lot.
 - 18) Calculations describing all proposed bonus factors with the location of and specifications for bonus improvements, when proposed.

- 19) 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.
- 20) Location and timing of construction for all amenities.
- 21) Landscaping and Buffer requirements per Article 8.
- 22) All subdivided land and parcels shall comply with Section 7.2, Lot Design.
- 23) 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.
- 24) Street layout and access shall conform to Section 7.4, Access and Section 7.5, Street Design
- 25) Calculated open space requirements shall adhere to Section 7.6, Open Space.

6.1.3 Master Development Plan Contents - Commercial and Industrial Districts

- B. The site plan shall contain a conceptual plan, showing the location and functional relationship between streets and land uses, including the following:
- 1) A conceptual plan, showing the location and arrangement of proposed uses.
 - 2) The location and approximate boundaries of existing environmental features as defined.
 - 3) 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.
 - 4) The location and extent of proposed buffers, with statements, profiles, cross sections or examples clearly specifying the screening to be provided.
 - 5) Estimated AM and PM Peak Hour Trips per the Institute of Transportation Engineers Trip Generation Manual.
 - 6) Estimated Average Daily Trips created by the development at build-out per the Institute of Transportation Engineers Trip Generation Manual.
 - 7) ~~Based on estimated traffic counts, a Traffic Impact Analysis may be required stating the dates and times counts were conducted for the proposed development.~~ **A Traffic Impact Analysis is required when the development generates 100 trips in the morning or evening peak hours or over 1,000 trips per day. The Traffic Impact Analysis must state the dates and times the counts were conducted.**
 - 8) The proposed location of entrances to the development from existing public streets and proposed parking areas.
 - 9) The proposed location, arrangement, and right-of-way widths of roads and streets, including roads and streets providing access to adjoining parcels.
 - 10) Landscaping and Buffer requirements per Article 8.
 - 11) The use of adjoining parcels and the location of adjoining streets and utilities.
 - 12) The approximate location of sewer and water mains, sewage disposal and water source with statements concerning the connection with and availability of existing facilities.

- 13) A conceptual plan for stormwater management and description and the location of all stormwater facilities designed to serve more than one parcel.

6.1.4 Master Development Plan Contents – Mixed Use Districts

- C. 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:
- 1) A land use plan, showing the location, arrangement and approximate boundaries of all proposed land uses.
 - 2) The location and approximate boundaries of existing environmental features as defined.
 - 3) The proposed location of entrances to the development from existing public streets and proposed parking areas.
 - 4) 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.
 - 5) 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.
 - 6) The proposed location, arrangement, and right-of-way widths of roads and streets, including roads and streets providing access to adjoining parcels.
 - 7) The use of adjoining parcels and the location of adjoining streets and utilities.
 - 8) The approximate location of sewer and water mains, sewage disposal and water source with statements concerning the connection with and availability of existing facilities.
 - 9) A conceptual plan for stormwater management and description and the location of all stormwater facilities designed to serve more than one parcel.
 - 10) The proposed location and arrangement of all streets and utility systems.
 - 11) The location and extent of proposed buffers, with statements, profiles, cross sections or examples clearly specifying the screening to be provided if applicable.
 - 12) The location and approximate boundaries of proposed housing types conceptually shown in accord and with other non-residential uses dimensional requirements.
 - 13) The proposed number of dwelling units of each type in each phase and in the total development accompanied by density calculation of the development.
 - 14) Estimated AM and PM Peak Hour Trips per the Institute of Transportation Engineers Trip Generation Manual.
 - 15) Estimated Average Daily Trips created by the development at build-out per the Institute of Transportation Engineers Trip Generation Manual.
 - 16) ~~Based on estimated traffic counts, a Traffic Impact Analysis may be required stating the dates and times counts were conducted for the proposed development.~~ **A Traffic Impact Analysis is required when the development generates 100 trips in the morning or evening peak hours or over 1,000 trips per day. The Traffic Impact Analysis must state the dates and times the counts were conducted.**
 - 17) The approximate location of sewer and water mains, sewage disposal and water source with statements concerning the connection with and availability of existing facilities.
 - 18) Calculations describing all proposed bonus factors with the location of and specifications for bonus improvements, when proposed.

- 19) 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.
- 20) Location and timing of construction for all amenities.
- 21) Landscaping and Buffer requirements per Article 8.
- 22) All subdivided land and parcels shall comply with Section 7.2, Lot Design.
- 23) 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.
- 24) Street layout and access shall conform to Section 7.4, Access and Section 7.5, Street Design.
- 25) Calculated open space requirements shall adhere to Section 7.6, Open Space.

6.3 MAJOR SITE DEVELOPMENT PLAN CONTENTS

The site plan shall be clearly legible and shall be drawn at a scale acceptable to the Administrator no less than 1:50 scale on a paper size no less than 24"X36". The major site plan shall include three general sections, the project information section, the calculations section, and the site plan and details section. The information required for each section is listed below:

- A. Project information section
 - 1) A title that includes the name of the proposed or existing business and a subtitle which describes the proposed development.
 - 2) The name, address, and phone number of the landowner, developer, and designer.
 - 3) The Pender County Property Identification Number (PIN) of all lots included on the site plan.
 - 4) The number and type of dwelling units included on the site plan for residential uses.
 - 5) The total land area and total developed land area of all lots included on the site plan.
 - 6) A detailed description of the proposed use or uses of the development, as well as a description of the existing use or uses.
 - 7) A reference to any other site plan or Master Development Plan approved by the County for the site.
 - 8) The date the site plan was prepared and a list of all revisions made, including the date and a description of why the site plan was revised.
 - 9) A table of contents including all pages of the site plan.
 - 10) A list of all proposed utility providers, with their address, name and phone number.
 - 11) An inset map showing the location of the site, along with the location of streets, roads and land uses within 500 feet of the property.
 - 12) A statement listing all requirements and conditions placed on the land included in the site plan resulting from approval of conditional zoning or a special use permit.
 - 13) A description of setbacks or conditions placed on the site as a result of an approved variance.
- B. Calculations section.
 - 1) Calculations showing the total number of required and proposed parking spaces, including the total number of existing and proposed spaces.

- C. Site plan and details section.
- 1) The location of all adjoining lots with the owner's name, specific use, zoning, and zoning boundaries shown.
 - 2) The location of all existing or planned rights-of-way and easements that adjoin the property, with street names, widths, and speed limits shown.
 - 3) All nearby entrances that are within 200 feet of any existing or proposed entrances to the site. Existing or proposed interconnections to adjoining sites as applicable.
 - 4) All existing and proposed driveways, parking and loading spaces, parking lots and a description of surfacing material and construction details to be used. The size and angle of parking spaces, aisles, maneuvering areas, and loading spaces shall be shown.
 - 5) Estimated AM and PM Peak Hour Trips per the Institute of Transportation Engineers Trip Generation Manual.
 - 6) Estimated Average Daily Trips created by the development at build-out per the Institute of Transportation Engineers Trip Generation Manual.
 - 7) ~~Based on estimated traffic counts, a Traffic Impact Analysis may be required stating the dates and times counts were conducted for the proposed development.~~ **A Traffic Impact Analysis is required when the development generates 100 trips in the morning or evening peak hours or over 1,000 trips per day. The Traffic Impact Analysis must state the dates and times the counts were conducted.**
 - 8) A North arrow.
 - 9) A graphic scale and statement of scale.
 - 10) A legend describing all symbols and other features that need description.
 - 11) The present zoning of all portions of the site, with the location of zoning boundaries.
 - 12) The location of all existing and proposed structures, with the height, specific use, ground floor area, and total floor area labeled.
 - 13) The location of all existing and proposed outdoor uses, with the height, specific use, and land area labeled.
 - 14) Existing topographic contour lines at intervals acceptable to the Administrator. Proposed finished grades shall be shown by contour.
 - 15) The location of the front, side, and rear yard setback lines required by the applicable zoning district.
 - 16) The location and boundaries of existing environmental features, including streams, floodplains, lakes and ponds, wetlands, natural stormwater retention areas, steep slopes, and woodlands.
 - 17) The location of outdoor trash receptacles.
 - 18) The location of all outdoor lighting fixtures.
 - 19) Signage requirements per Article 10.
 - 20) Landscaping and Buffer requirements per Article 8.
 - 21) The location of sidewalks and walkways.
 - 22) The location and width of proposed easements and dedications.
 - 23) A stormwater management plan describing the location of all stormwater management facilities with design calculations and details.

- 24) A soil erosion and sedimentation plan describing methods to be used.
- 25) The location and size of sewage disposal and water supply systems.
- 26) A signed seal of the certified design professional who prepared the plan.
- 27) A space labeled "Approved by the Pender County Unified Development Administrator" for the signature of the Administrator, approval date, and a statement that reads "site plan valid for two (2) years from approval date."
- 28) Other information or statements may be required on the site plan by the Administrator to ensure that all requirements of the Pender County Code and Land Use Plans are met.

6.4 PRELIMINARY PLAT CONTENTS

Preliminary plats not illustrating or containing the following data shall be returned to the developer or his authorized agent for completion and resubmission.

- A. The preliminary plat shall be prepared in accordance with the following specifications:
 - 1) The plat must be prepared by an authorized Licensed Professional.
 - 2) The name of the subdivision.
 - 3) The name(s), address(es), and telephone number(s) of the owner(s), registered land surveyor(s), land planner(s), architect(s), landscape architect(s), and professional engineer(s) responsible for the subdivision and the registration number(s) and seal(s) of the registered land surveyor(s).
 - 4) A sketch vicinity map at an appropriate scale, showing the relationship between the subdivision and the surrounding area.
 - 5) The exact boundary lines of the tract to be developed fully dimensioned by bearings and distances, and the location of intersecting boundary lines of adjoining lands.
 - 6) Scale at 1" = 50' or larger, denoted both graphically and numerically.
 - 7) North arrow in accordance with the Standards of Practice for Land Surveyors.
 - 8) Approved road names.
 - 9) Landscaping and Buffers shall be shown on the site plan and adhere to the landscaping standards set forth in Article 8, Landscaping and Buffers.
 - 10) All subdivided land and parcels shall comply with Section 7.2, Lot Design.
 - 11) Homeowners Association shall be required for all major residential subdivisions with privately maintained streets, open space, and any other dedicated land as stated in Section 7.3, Homeowners Association Requirements.
 - 12) Street layout and access shall conform to Section 7.4, Access and Section 7.5, Street Design.
 - 13) Calculated open space requirements must adhere to Section 7.6, Open Space.
 - 14) The location, purpose, and dimensions of areas to be used for purposes other than residential;
 - 15) The names of current owners of adjacent landowners along with PIN, current uses, other legal reference where applicable, shall be shown.
 - 16) The location and measurements of all proposed minimum building setback lines.

- 17) The location and dimensions of all proposed and existing rights-of-way, utility or other easements, riding trails, pedestrian or bicycle paths, natural buffers, and areas if any to be dedicated to public use with the purpose of each stated.
- 18) Existing traffic counts for road(s) and intersection(s) studied and dates/times counts were conducted.
- 19) Estimated AM and PM Peak Hour Trips per the Institute of Transportation Engineers Trip Generation Manual.
- 20) ~~Based on estimated traffic counts, a Traffic Impact Analysis may be required stating the dates and times counts were conducted for the proposed development.~~ **A Traffic Impact Analysis is required when the development generates 100 trips in the morning or evening peak hours or over 1,000 trips per day. The Traffic Impact Analysis must state the dates and times the counts were conducted.**
- 21) Right-of-way lines and pavement widths of all roads and the location and width of all adjacent roads and easements.
- 22) Property lines, buildings or other structures, water courses, railroads, bridges, culverts, storm drains, and corporate limits, township boundaries, and county lines.
- 23) Sufficient survey to determine readily and reproduce on the ground every straight or curved boundary line, road line, lot line, right-of-way line, easement line, and setback line, including dimensions, bearings, or deflection angles, radii, central angles, and tangent distances for the center line of curved roads and curved property lines that are not the boundary of curved roads. All dimensions shall be in accordance with the Standards and Practices of Land Surveyors.
- 24) The accurate locations and descriptions of all monuments, markers, and control points.
- 25) The blocks lettered alphabetically throughout the entire subdivision and the lots numbered consecutively throughout each block.
- 26) The date of the survey and the plan preparation; with spaces per subsequent revision.
- 27) The name of the township, county, and state in which the subdivision is located.
- 28) Deed book and reference of ownership acquisition.
- 29) Certificate of approval by the Pender County Addressing Coordinator for proposed road names.
- 30) Compliance with all applicable requirements of this Ordinance.
- 31) Agreement with the most recently adopted CAMA Land Use Plan and any other applicable adopted land use document(s). Reference of recently approved MDP.
- 32) For non-residential and multifamily projects, the location of trash handling, recycling, grease bins, and other waste-related facilities employed in the normal operation of the use.
- 33) The location and design of parking areas and pedestrian and vehicular access points.
- 34) That the design of traffic patterns, traffic control measures and street pavement areas, including plan profiles and cross section views, and with provisions for maintaining traffic flows for both public use as well as emergency management services are consistent with the requirements of this Ordinance.
- 35) Compliance with site construction specifications.

- 36) Stormwater facilities, water supply, sanitary sewer service, fire protection and hydrants, street signs, and street lighting designed in conformance with department standards, specifications and guidelines; Plan profile and cross section of drainage and utility services and
- 37) Other proposed easements or dedications as required.

1.5 RELATIONSHIP TO ADOPTED PLANS

The administration, enforcement, and amendment of this Ordinance shall be accomplished with consideration of recommendations presented in the documents comprising the Comprehensive Plan. These documents include, but are not limited to, the following: the Pender County Comprehensive Plan, the Pender County CAMA Land Use Plan, ~~Coastal Pender Collector Street Plan~~, **Pender County Collector Street Plan** and the Parks and Recreation Master Plan. A copy of the adopted Pender County Comprehensive Plan shall be filed with the County Clerk.

7.2.6 Lots on Thoroughfares

Major or minor subdivisions shall not be approved that provide for individual residential lots to access Principal Arterial, Minor Arterial or Major Collector roads or streets as shown on the ~~Coastal Pender Collector Street Plan~~ **Pender County Collector Street Plan**, Pender County Transportation Plan or other approved State Transportation Improvement Plan.

7.5.1 Public and Private Street Design

- A. Layout of streets as to arrangement, width, grade, character, and location shall conform to the following:
 - 1) ~~Coastal Pender Collector Street Plan~~, **Pender County Collector Street Plan**, Pender County Transportation Plan or other approved State of Federal Transportation Improvement Plan.
 - 2) Adjoining street systems,
 - 3) Existing, planned and proposed streets, topographic, drainage and other natural features of the property,
 - 4) To provide for continuity in existing streets and proposed streets,
 - 5) Provide adequate right-of-way for collector streets,
 - 6) Reasonable access will be provided to adjacent properties for development.
- B. Spite strips along development boundaries preventing access to streets from adjacent properties are prohibited.
- C. Street Alignment – local residential street intersections should be directly aligned if possible.
- D. When such intersections cannot be aligned, they shall be offset centerline to centerline by not less than 125 ft. Intersections of Collector streets as defined herein or shown on the ~~Coastal Pender Collector Street Plan~~, **Pender County Collector Street Plan**, Pender County Transportation Plan or other approved State Transportation Improvement Plan.

7.5 STREET DESIGN

7.5.1 Public and Private Street Design

- A. Layout of streets as to arrangement, width, grade, character, and location shall conform to the following:
 - 1) Coastal Pender Collector Street Plan, Pender County Transportation Plan or other approved State of Federal Transportation Improvement Plan.
 - 2) Adjoining street systems,
 - 3) Existing, planned and proposed streets, topographic, drainage and other natural features of the property,
 - 4) To provide for continuity in existing streets and proposed streets,
 - 5) Provide adequate right-of-way for collector streets,
 - 6) Reasonable access will be provided to adjacent properties for development.
- B. Spite strips along development boundaries preventing access to streets from adjacent properties are prohibited.
- C. Street Alignment – local residential street intersections should be directly aligned if possible.
- D. When such intersections cannot be aligned, they shall be offset centerline to centerline by not less than 125 ft. Intersections of Collector streets as defined herein or shown on the Coastal Pender Collector Street Plan, Pender County Transportation Plan or other approved State Transportation Improvement Plan.
- E. Streets should intersect as nearly as possible at right angles.
- F. Permanent dead end streets (cul-de-sacs) or temporary dead end (stub) streets shall be no longer than 1,000 ft. unless it is demonstrated by the developer that the configuration of the property prevents its development without longer streets to provide access to the lots and common area to be subdivided.
 - 1) Temporary dead end or stub streets shall provide turn around capabilities to meet the following NCDOT requirements: ~~The Cul-de-sac end shall be a bulb type with minimum radii as follows: Curb & Gutter Section: RW = 45', Pavement = 37' to gutter edge, Shoulder Section: RW = 50', Pavement = 35'.~~

	Total Length	Edge of Pavement Radius	Right of Way Radius With Curb and Gutter	Right of Way Radius Without No Curb and Gutter
Short Cul-de-sac	500 ft. or less	35 ft.	45 ft.	50 ft.
Long Cul-de-sac	501 ft. to 1,000 ft.	40 ft.	50 ft.	55 ft.

2) Alternative turnaround designs (hammerhead, y turn around, t intersection, etc.) may be approved given specific criteria including; topographical constraints, existing structures, or any other criteria as approved by the Technical Review Committee or Planning Board, as applicable, in conjunction with NCDOT.

- G. Applicants for subdivision approval shall obtain approval for street names from the Pender County Addressing Coordinator. A copy of the approved preliminary plat with approved street

names must be submitted to the Administrator within 30 days of approval of the preliminary plat and prior to final plat submission.

- H. Sight triangles as required in the NCDOT Secondary Roads Standards shall be provided at all street intersections.

Definitions to be added to Appendix A

Addressable Structure: Any structure requiring the installation of a dedicated permanent electrical meter.

Directional: This includes the cardinal (North, South, East, West) points of direction.

Master Street Address Guide (MSAG): Consists of the street name, number range, and emergency providers for that range.

Official Road Name: Any road name that has been approved by the Pender County Board of Commissioners.

Pocket Development: A type of planned development that consists of a grouping of structures that face a shared common green space accessed by an alleyway and designed to promote a close knit sense of community.

Private Road: A road that has not been or not intended to be accepted for permanent maintenance by North Carolina Department of Transportation for use by the public.

Road of Origin: Each road shall have a road of origin. Generally, a road's origin will be the beginning point of the road as accessed from another road, from major road to minor roads, and from proximity to the axis point. These road origins shall be established by the Addressing Coordinator.

Street: Is defined as a thoroughfare for motor vehicle use.

Street, Public: A road, so classified by the North Carolina Department of Transportation or by the standards of Pender County, designed to provide access to adjoining or abutting properties.

Street Suffixes: The word following the street name that indicates the street type.

T Intersection: A place where one road joins two others but does not cross them, so that the roads form the shape of the letter "T".