

Exhibit #4

Ashley Frank

From: Ashley Frank
Sent: Tuesday, August 13, 2013 12:23 PM
To: Jimmy Fentress (jfentress@stroudengineer.com)
Subject: Hampstead Landing

Jimmy,

After a cursory review of Hampstead Landing, submitted August 6, 2013; staff has found the submittal to be incomplete. The following items must be addressed prior to the Final Preliminary Plat being approved. The Pender County Unified Development Ordinance (UDO) Section 6.4 specifically addresses the requirements of Final Preliminary Plat.

Please submit or address following items for Final Preliminary Plat approval:

1. 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. **FYI- HOA documents are required at time of recordation of Final Plat.**
2. All subdivided land and parcels shall comply with Section 7.2, Lot Design. **Lots 82-91 and Lots 92-93 currently are accessed off of Washington Acres Road which is classified as a Collector Street by the 2007 Coastal Pender Collector Street Plan. Lots would need to access the development internally or by alley access.**
3. Street layout and access shall conform to Section 7.4, Access and Section 7.5, Street Design. **Please provide documentation from the NC DOT that the Preliminary Plan Street Construction and Drainage Plans have been approved.**
4. Calculated open space requirements must adhere to Section 7.6, Open Space. **Please show the open space calculation for both active and passive open space areas. Also Lot 94 was initially shown as Open Space on the MDP.**
5. The location, purpose, and dimensions of areas to be used for purposes other than residential; **Please show separation between the off-site drainfields and open space.**
6. Existing traffic counts for road(s) and intersection(s) studied and dates/times counts were conducted.
7. Estimated AM and PM Peak Hour Trips per the Institute of Transportation Engineers Trip Generation Manual. **This note is for #5 and #6- Please add traffic counts and traffic peak data to the plat.**
8. Property lines, buildings or other structures, water courses, railroads, bridges, culverts, storm drains, and corporate limits, township boundaries, and county lines. **Please show on plat or this information may be submitted as supplement information.**
9. The accurate locations and descriptions of all monuments, markers, and control points. **Please show on the plat.**
10. Certificate of approval by the Pender County Addressing Coordinator for proposed road names. **Please provide the Road Name approval Certification (language is provided below)**
11. 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 **Please show on plat or this information may be submitted as supplement information and/or plan**
12. Soil suitability analysis indicating the suitability of the property for individual septic tanks. The soil suitability analysis of the property shall also indicate the suitability of the soil for the type structures proposed. **Please provide a soil analysis of the site.**
13. Sufficient information shall be provided so that a corner of the property can be located on the ground and found with a measurement from the intersection of two state maintained roads. **Just a FYI**

14. A copy of the Preliminary Plat with the street names as approved by the Pender County Addressing Coordinator or his/her designee. **Please provide the Road Name approval Certification (language is provided below)**
15. Verification of receipt of the preliminary plat of the development by the Pender County Health Department. **Please provide the Pender County Health Department Submittal Certification (language is provided below)**
16. Verification of receipt of the preliminary plat of the development by the Pender County Public Utilities (PCU) **Please provide the Pender County Public Utilities Submittal Certification (language is provided below)**
17. Verification of receipt of the preliminary plat of the development by the NCDOT District Engineer or his designee. **Please provide documentation from the NCDOT that the Preliminary Plat has been received.**
18. Street construction & street drainage plans as approved by DOT District Engineer with letter of approval (for public streets). **Please see note above.**
19. One or both of the following items will be required for any development utilizing a community water or wastewater system:
 - Water System:
 - a. Constructions plans sealed by a registered engineer, as approved by DENR,
 - b. Acceptance of operation and maintenance of the system by a Public or Community Water system as defined in this Ordinance,
 - c. Certification that the system will be owned by a Public or Community Water system as defined in this Ordinance with conditional acceptance of ownership or certification that the system will be owned by a homeowners association established under the provisions of this Ordinance.

Please provide documentation that PCU will provide water service to this development.
20. Approval of Wetlands Delineation by the Army Corps of Engineers (USACE).

Please provide documentation that the provided Wetland Delineation is still valid for this project.
21. A drainage plan that will include all portions of the development shall be submitted. This plan shall be prepared and sealed by a registered engineer. The plan and facilities shall provide for a drainage system for these areas that will accommodate the ten-year storm event without flooding or substantial ponding of water in the areas included in the plan. The plan must also accommodate any discharge from properties in upland portions of the drainage basin that flows through the property for the same storm event for the type development for which that property is zoned. The boundary of any drainage area on a portion of the site and/or upland from the site and drainage areas between stormwater discharge points from the site to the recipient perennial stream shall be shown on a map (copy of 7.5 min. USGS Quad or similar map). Any drainage facility receiving stormwater discharge from the development shall have the capacity to carry the anticipated stormwater flow from areas that discharge through them for the 10 year storm event from the point of discharge at the development to the recipient perennial stream without overflowing their banks. The location, size and/or capacity of all structures included in the drainage system and receiving discharge from the development to the recipient perennial stream shall be shown on the plan and calculations used in designing the drainage system shall be submitted in a legible format. This plan may be included in the street and drainage plan, stormwater management plan or on the preliminary plat, as long as the design professional certifies that the specific drainage plan submitted complies with these requirements and the information required is shown or submitted. **Please provide a copy of the State approved drainage plan.**
22. Revisions to the Plat-
 - a. **Please check note 3 on the plat- is wastewater onsite or off-site?**
 - b. **Please check note 5 on the plat- are roads public or private?**
 - c. **Note 6 - Please show the location of the walking trail on the plat**
 - d. **Please show the open space calculation for this development both active and passive acreages.**
 - e. **Please indicate the accurate phase lines on the preliminary plat. Phase 1 is shown but phase 2 is not. Please note that phase 1 must include at least 25 lots.**
 - f. **Please submit the application and fee.**
 - g. **See included certifications below. Please include on the Final Preliminary Plat.**

Please be aware this project cannot proceed forward until the outstanding items have been addressed. If you have additional questions regarding the information please feel free to contact me.

Certificate of Preliminary Plat Approval

Preliminary Plat Approved by Pender County for a period of two (2) years subject to the Pender County Unified Development Ordinance requirements and conditions of approval.

Planning Staff: _____ Date: _____

Certification of Submission

A copy of this plat has been submitted. Approval is subject to review; this does not constitute an approval.

Pender County Utilities: _____ Date: _____

Pender County Addressing Coordinator: _____ Date: _____

Respectfully,

Ashley D. Frank, CZO, CLIDP
Senior Planner

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From: Jimmy Fentress [mailto:jfentress@stroudengineer.com]
Sent: Tuesday, August 06, 2013 3:34 PM
To: Ashley Frank
Cc: Jan Dawson
Subject: Hampstead Landing

Ashley,
Here is the revised Preliminary Plan for this development including road names as reportedly approved by the developer, Coleman Parks. I am hoping to get this Preliminary approved to enable Improvement Permit application for lots interior to the development. Please advise if there remain outstanding responsibilities in this regard.
Thanks,
Jimmy Fentress