

Ashley Frank

From: Megan O'Hare
Sent: Friday, June 27, 2014 10:13 AM
To: Ashley Frank
Subject: FW: Pierce Subdivision

From: Megan O'Hare
Sent: Tuesday, April 29, 2014 9:17 AM
To: 'Fred Jones'
Subject: Pierce Subdivision

Fred-

Unfortunately the Family Division as proposed is not applicable to this parcel as the tract was created in 2008 (text below), looks like that plat was actually submitted by your office in 2008.

FAMILY DIVISION

6.6.1 Limitations

A. Family subdivisions are permitted on parcels that have been created and recorded in the Registry before March 29, 2004.

In order to move forward with dividing the parcel, please submit this as a Minor Subdivision. A Minor Subdivision would follow the Section 3.9 of the Ordinance, this section outlines processes. Please see below for these items. A minor subdivision follows the requirements of 6.4 & 6.5.

Just a couple things to note:

1. Minor Subdivisions require Technical Review Committee, TRC to review the plat. This is a process we do through email- 5 days in total agencies have the opportunity to comment.
2. Minor Subdivisions cost \$100 + \$25/ lot, for this recording Planning and Zoning fees are \$150.

In red are items to address from the Ordinance Section 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. **Label as Minor Subdivision for Pierce**
 - 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. **Not Applicable**
 - 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. **Not Applicable**
 - 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. **Not Applicable**
 - 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. **Not Applicable**

- 14) The location, purpose, and dimensions of areas to be used for purposes other than residential; **Not Applicable**
- 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.
- 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. **Not Applicable**
- 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. **Not Applicable**
- 33) The location and design of parking areas and pedestrian and vehicular access points. **Not Applicable**
- 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. **Not Applicable**
- 35) Compliance with site construction specifications. **Not Applicable**
- 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 **Not Applicable**
- 37) Other proposed easements or dedications as required.

B. Additional materials to be submitted with the preliminary plat:

- 1) **Soil suitability analysis indicating the suitability of the property for individual septic tanks or an Improvement Authorization Permit for each lot unless community sewer is available and a conditioned approval for connection is submitted. The soil suitability analysis of the property shall also indicate the suitability of the soil for the type structures proposed.**
- 2) 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.
- 3) A copy of the Preliminary Plat with the street names as approved by the Pender County Addressing Coordinator or his/her designee. **Not Applicable**
- 4) Verification of receipt of the preliminary plat of the development by the Pender County Health Department. **IP for current Parcel as noted**
- 5) Verification of receipt of the preliminary plat of the development by the NCDOT District Engineer or his designee. **Not Applicable**
- 6) General description and map of the proposed drainage for the subdivision shall include the following:
 - a) The boundaries of all drainage basins that flow through the property from upstream.
 - b) All drainage facilities that flow through the property and receive any stormwater discharge from upstream.
 - c) The boundaries of all drainage basins that receive discharge from the property that is located from the discharge point on the property to the recipient perennial stream.
 - d) All drainage facilities that receive stormwater discharge from the property from the discharge point to the recipient perennial stream.

- e) This information can be described in a narrative submission and shown on a copy of a USGS 7.5 Minute Quad or other similar topographical map (11 X 17 map submission).
- f) Detailed description of any proposed waste water system and system maintenance arrangements and procedures to serve lots that are not suitable for traditional onsite septic systems, along with a map showing the proposed location of the offsite components of the system, including lines.
- g) When any development proposes private streets a description of the method to provide Pender County Emergency Service personnel and vehicles immediate access shall be submitted.
- h) When any street layout or geometric design does not specifically meet the NCDOT Secondary Road Standards or the adopted Pender County Private Street Standards, a narrative explanation, justification detailed drawing of the design shall be submitted for review.
- i) When the subdivision entrance does not connect to a NCDOT maintained road, recorded documents shall be submitted that confirm the property and the proposed lots have access to a NCDOT maintained road by a public or private street that meets the standards of this Ordinance.
- j) The Administrator or the Planning Board may request additional information be submitted that is pertinent to review of the proposed subdivision for compliance with the provisions of this Ordinance or other Pender County Ordinances.

Please give me a call if you have further questions and please also pass this word along to the property owners, I know they may be unclear about the process.

Thanks!

Megan O'Hare
Planner II

Pender County Planning and Community Development
Division of Planning
805 S. Walker Street (Physical Address)
PO Box 1519 (Mailing Address)
Burgaw, NC 28425
(910) 259-2110
(910) 259-1295 (fax)

From: Fred Jones [<mailto:jonessurveying@bellsouth.net>]
Sent: Monday, April 28, 2014 4:29 PM
To: Megan O'Hare
Subject:

Magan,
Thanks for the help.
Fred

Ashley Frank

From: Megan O'Hare
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Attachments: Subdivision Application.doc

From: Megan O'Hare
Sent: Monday, May 05, 2014 9:43 AM
To: 'Fred Jones'
Subject: RE: Pierce Subdivision

Fred-

I reviewed your submittal from this weekend. Please see below for outstanding items from the Ordinance Section 6.4:

- Minor Subdivision Application (attached)
- Minor Subdivision Fee (Minor Subdivisions cost \$100 + \$25/ lot, for this recording Planning and Zoning fees are \$150.)

- 16) The location and measurements of all proposed minimum building setback lines. (please put existing structure envelope on tract)
- 19) Estimated AM and PM Peak Hour Trips per the Institute of Transportation Engineers Trip Generation Manual.
- B. Additional materials to be submitted with the preliminary plat:
 - 1) Soil suitability analysis indicating the suitability of the property for individual septic tanks or an Improvement Authorization Permit for each lot unless community sewer is available and a conditioned approval for connection is submitted. The soil suitability analysis of the property shall also indicate the suitability of the soil for the type structures proposed. **Please add permit number for "2A" existing septic system issued by Pender County Environmental Health**

Please give me a call if you have further questions on this Minor Subdivision. I will send to TRC once these items are completed.

Thanks!

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