

# Pender County Planning and Community Development



805 S. Walker Street  
PO Box 1519  
Burgaw, NC 28425

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[www.pendercountync.gov](http://www.pendercountync.gov)

## By- Right Preliminary Plat Submission (Major and Minor Subdivisions)

Applications will be considered for the Technical Review Committee hearing and reviewed by Staff only when deemed complete. The application will be regarded as incomplete until the following items are received by the Planning and Community Development Staff.

1. \_\_\_\_\_ **Pre-submittal Meeting**  
Date of Meeting \_\_\_\_\_
2. \_\_\_\_\_ **Signed Application**
3. \_\_\_\_\_ **Payment**  
\$500 plus \$10 per lot for the first 100 lots/units, \$5 per lot thereafter
4. \_\_\_\_\_ **Paper Plan Sets**  
Two (2) 24 x 36, Fifteen (15) 11 x 17
5. \_\_\_\_\_ **Digital Submission**  
For all documents submitted in paper copy, bring a digital copy with paper submission.
6. \_\_\_\_\_ **Adjacent Property List**  
A list of names and addresses, as obtained from the county tax listings and tax abstract, to the owners of all properties located within 500-feet of the of the perimeter of the project bounds.
7. \_\_\_\_\_ **Adjacent Property Envelopes**  
The applicant shall provide a set of business envelopes addressed to each of the owners of all properties located within 500-feet of the perimeter of the project bounds and accompanied with the amount of postage required for first class postage.
8. \_\_\_\_\_ **Permits**  
Please include any permits issued on the project including but not limited to: environmental, traffic analysis, utility, or site specific conditions.
9. \_\_\_\_\_ **Site Plan Requirements**  
A prepared site plan in accordance with the Unified Development Ordinance standards Section 6.4, Pender County Collector Street Plan, Pender County Transportation Plan, other approved State of Federal Transportation Improvement Plan, or any other adopted plan in Pender County.  
(See Preliminary Plat Checklist)

I certify that all information presented in this application is accurate to the best of my knowledge.

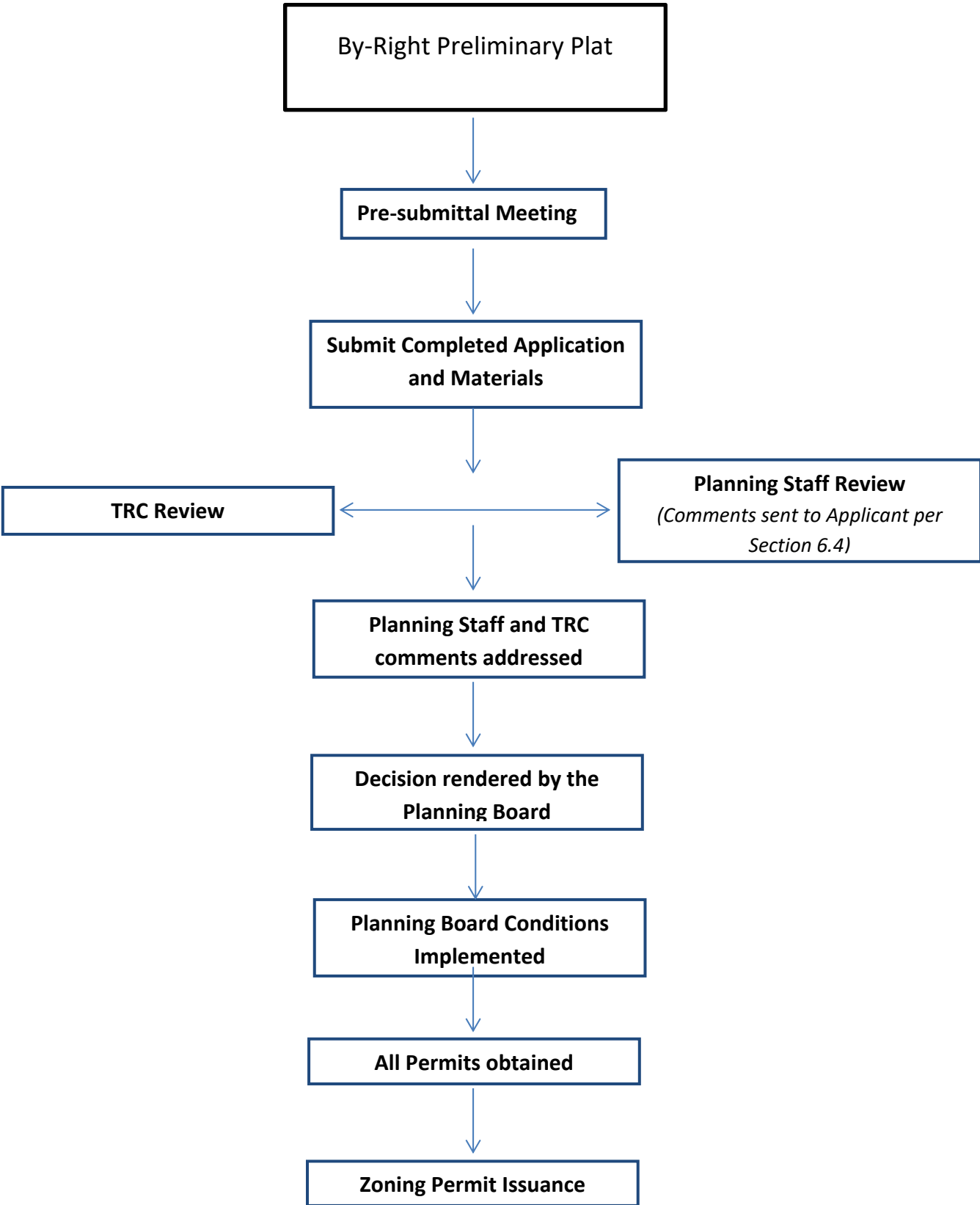
Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Staff Initials: \_\_\_\_\_

Date: \_\_\_\_\_



		<b>Meeting Date</b>	<b>Complete Application Due Date</b>
<b>TRC</b>	<b>January</b>	1.8.20	12.13.19
	<b>February</b>	2.5.20	1.17.20
	<b>March</b>	3.4.20	2.14.20
	<b>April</b>	4.1.20	3.13.20
	<b>May</b>	5.6.20	4.17.20
	<b>June</b>	6.3.20	5.15.20
	<b>July</b>	7.1.20	6.12.20
	<b>August</b>	8.5.20	7.17.20
	<b>September</b>	9.2.20	8.14.20
	<b>October</b>	10.7.20	9.18.20
	<b>November</b>	11.4.20	10.16.20
	<b>December</b>	12.2.20	11.13.20

Complete Application Date: All documents must be received by 12PM on the deadline date to be considered a complete application.

## Preliminary Plat Specific Requirements

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

- A. The preliminary plat shall be prepared in accordance with the following specifications:
1. Plat Requirements
    - a) The plat must be prepared by an authorized Licensed Professional.
    - b) 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).
    - c) A sketch vicinity map at an appropriate scale, showing the relationship between the subdivision and the surrounding area.
    - d) The date of the survey and the plan preparation; with spaces per subsequent revision.
    - e) The name of the township, county, and state in which the subdivision is located.
    - f) Deed book and reference of ownership acquisition.
    - g) The names of current owners of adjacent landowners along with PIN, current uses, other legal reference where applicable, shall be shown.
    - h) 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.
    - i) Scale at 1" = 50' or larger, denoted both graphically and numerically.
    - j) North arrow in accordance with the Standards of Practice for Land Surveyors.
    - k) The location, purpose, and dimensions of areas to be used for purposes other than residential;
    - l) The blocks lettered alphabetically throughout the entire subdivision and the lots numbered consecutively throughout each block.
    - m) The proposed minimum building setback lines and density calculations.
    - n) 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.
    - o) Property lines, buildings or other structures, water courses, railroads, bridges, culverts, storm drains, and corporate limits, township boundaries, and county lines.
    - p) 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.
    - q) The accurate locations and descriptions of all monuments, markers, and control points.
    - r) 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.

Specific requirements can be found in Section 6.4 of the Pender County Unified Development Ordinance

2. Design Standards

- a) All subdivided land and parcels shall comply with Section 7.2, Lot Design.
- b) Street layout and access shall conform to Section 7.4, Access and Section 7.5, Street Design.
- c) Calculated open space requirements must adhere to Section 7.6, Open Space.
- d) Landscaping and Buffers shall be shown on the site plan and adhere to the landscaping standards set forth in Article 8, Landscaping and Buffers.

3. Road Layout

- a) Right-of-way lines and pavement widths of all roads and the location and width of all adjacent roads and easements.
- b) The location and design of parking areas and pedestrian and vehicular access points. 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 and any other adopted plan.
- c) 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.
- d) 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.
- e) 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.
- f) 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;
- g) Plan profile and cross section of drainage and utility services and other proposed easements or dedications as required.

4.) Traffic Impacts

- a. Existing traffic counts for road(s) and intersection(s) studied and dates/times counts were conducted.
- b. Estimated AM and PM Peak Hour Trips per the Institute of Transportation Engineers Trip Generation Manual.
- c. 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.

5.) Adopted Plan Compliance

- h) Compliance with all applicable requirements of this Ordinance and any other County adopted plan, policy document or approved Master Development Plan conditions.
- i) Demonstrate compliance with the most recent Comprehensive Land Use Plan and any other applicable adopted land use document(s).
- j) Compliance with site construction specifications.

Specific requirements can be found in Section 6.4 of the Pender County Unified Development Ordinance

- k) The Administrator, Technical Review Committee, 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.
- B. Upon completion of Section A, the following additional materials or permits are required with the preliminary plat for final approval in accordance with Section 3.10.3.K.:
- 1. Wastewater (either; a or b, as applicable)
    - l) On-Site or Off-Site Wastewater Disposal System
      - a. Verification by the Pender County Health Department.
      - b. Soil suitability analysis indicating the suitability of the property for individual septic tanks
      - c. 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.
    - m) Community Wastewater Systems
      - a. Authorization to Construct, as approved by the appropriate State Agency
      - b. Wastewater line extensions based upon previous approval of wastewater system
      - c. Construction plans sealed by a registered engineer, as approved by the appropriate State Agency
      - d. If applicable, 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.
  - 2) Water (either a or b, as applicable)
    - a. Public Water System
      - i. Authorization to Construct, as approved by the appropriate State Agency
      - ii. Construction plans sealed by a registered engineer, as approved by the appropriate State Agency ~~NC-DEQ~~,
      - iii. Acceptance of operation and maintenance of the system by a Public (Pender County Utilities) or Community Water system as defined in this Ordinance,
      - iv. If applicable, 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.
    - b. Private Water
      - i. Well permits for each individual as demonstrated through verification of receipt of the preliminary plat of the development by the Pender County Health Department.
  - 3. Road Layout
    - a) Public Right of Way
      - i) Driveway Permit: Approval by NCDOT of connection of subdivision roads with NCDOT maintained roads.
      - ii) Plan Approval: Street construction & street drainage plans as approved by NCDOT District Engineer with letter of approval (for public streets).

Specific requirements can be found in Section 6.4 of the Pender County Unified Development Ordinance

- iii) Verification of receipt of the preliminary plat of the development by the NCDOT District Engineer or his the appointed designee.
- b) Private Right of Way
  - i) Street construction & street drainage plans in accord with NCDOT submittal requirements, design and construction standards or in accord with Section 7.5, Street Design, private street standards. The plans must be signed and sealed by a registered surveyor or engineer.
  - ii.) A letter from the design professional will accompany the plans certifying that they meet the NCDOT submittal requirements, design and construction standards or Private Street Standards, Pender County (for private streets).
  - iii) 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.
- 4. Approved road and subdivision names in accordance with Article 11.
- 5. Stormwater Management and Drainage Plans
  - a.) Stormwater Management Plan as approved by the appropriate State Agency (with letter of approval).
  - b) Drainage Plan: a general description and map of the proposed drainage for the subdivision shall include the following:
    - The boundaries of all drainage basins that flow through the property from upstream.
    - All drainage facilities that flow through the property and receive any stormwater discharge from upstream.
    - 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.
    - All drainage facilities that receive stormwater discharge from the property from the discharge point to the recipient perennial stream.
    - 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)
    - 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 over flowing their banks. The location, size

Specific requirements can be found in Section 6.4 of the Pender County Unified Development Ordinance

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.

- 4) Approval from the Division of Coastal Management when the development is located in an Area of Environmental Concern.
- 5) Sediment & Erosion Control Plans as approved by the appropriate State Agency (with letter of approval).
- 7) Wetlands
  - b) Approval of Wetlands Delineation by the Army Corps of Engineers (USACE) (if wetlands in development).
  - c) Wetlands fill authorization or permit if construction in wetlands is involved.
- 8) Flood Requirements in accordance with the Flood Damage Prevention Ordinance
- 9) Any other local, State or Federal permit as required for the specific project.



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## **Preliminary Plat Subdivision Application**

### **Major Subdivision**

Proposed subdivisions consisting of eleven (11) lots or more are classified as Major Subdivisions and are required to follow the Master Development Plan review process found in Figure 2 and 3 at the end of Section 3.4. All major subdivisions shall include a preliminary and final plat. Upon approval of the Master Development Plan by the Planning Board, the applicant may proceed with the preparation of the preliminary plat.

### **Pre-application Conference**

Applicants proposing a major subdivision site plan shall request a pre-application conference with the Administrator prior to submitting the documents for review.

- 1) The purpose of the pre-application conference shall be to discuss the proposal in relation to the requirements of all adopted Land Use Plans and Unified Development Ordinance and to obtain advice on the preparation of the preliminary plan.
- 2) If applicable, the applicant shall provide a copy of the approved Master Development Plan for discussion at the pre-application conference.

### **Review**

- A. Completed plats, application, fees and other required data must be submitted 45 days before a scheduled Planning Board meeting.
- B. When required submission material is submitted as noted above, it shall be placed on the next scheduled Planning Board agenda, if applicable.
- C. The Administrator will forward the Major Subdivision application and site plan to the Technical Review Committee for review. The TRC shall make recommendations concerning whether the plan meets the requirements and or plans of their particular state agency, county department or utility authority
- D. Major subdivision plans must meet all the requirements prescribed in Section 6.4, Preliminary Plat Contents and Section 6.5, Final Plat Contents.
- E. The preliminary plat must be submitted in digital format to the Administrator within the time frame indicated above. The digital submission of the plat will be considered proprietary information. The digital layout will be made available to the Tax Supervisor for parcel update and the digital submission may be returned to the person submitting it.
- F. The plat will be reviewed for compliance with this Ordinance.
- G. Due to the subdivision of land for residential purposes a portion of land must be dedicated to open space by means of providing recreational area to the residents or payments in lieu of dedication to the County. Open space requirements may be referenced in Section 7.6, Open Space.
- H. Planning Board will take action on the plat submission within 65 days after completed submission.
- I. Planning Board Master Development Plan approval shall be valid for two years. If all conditions of preliminary plat are met and a phase of the final plat is recorded, the preliminary plat status shall remain valid perpetually for all remaining phases.
- J. Preliminary plat approval constitutes approval of the layout and authorizes the developer to proceed with construction of the subdivision and improvements in accord with the approved plat, conditions attached to the approval, and submittal of required permits.

- K. All conditions of preliminary plat approval must be completed and submitted within two (2) years of the approval date.
- L. If a preliminary plat is not approved, the reasons for disapproval must be specified and provided to the developer in writing. Disapproval of a preliminary plat may be appealed to the Pender County Board of Commissioners.
- M. A preliminary plat will not be scheduled for review that is incomplete or does not have the required documents submitted with it.

### **Minor Subdivision**

Proposed subdivisions of ten (10) lots or less, except family and three lot divisions are classified as a minor subdivision and shall follow the preliminary plat review process. Proposed minor subdivisions located in PD, Planned Development district must follow the Master Development Plan review process which requires Planning Board approval.

### **Pre-application Conference**

Applicants who are proposing a residential site development plan shall request a pre-application conference with the Administrator prior to submitting the documents for review.

- 1) The purpose of the pre-application conference shall be to discuss the proposal in relation to the requirements of any adopted Land Use Plans and Unified Development Ordinance and to obtain advice on the preparation of the preliminary plat.
- 2) If applicable, the applicant shall provide a copy of the approved Master Development Plan for discussion at the pre-application conference.

### **Review**

- A. Application form must be completed and fee paid at the time of submission.
- B. Minor subdivision plans must meet all the requirements prescribed in Section 6.4, Preliminary Plat Contents and Section 6.5, Final Plat Contents.
- C. The Administrator will forward the Minor Subdivision application and site plan to the Technical Review Committee for review. The TRC shall make recommendations concerning whether the plan meets the requirements and/or plans of their particular state agency, county department or utility authority within five (5) business days.
- D. For projects in the PD zoning district, the administrator may request that the site plan be presented to the Planning Board for its review.
  - 1) The Planning Board may make recommendations to the Administrator concerning the site plan.
  - 2) The Administrator shall incorporate such recommendations into the review of the site plan.
- E. When required submission material is submitted, the Administrator shall review and provide comments or approval to the applicant within fifteen (15) working days.
- F. The plat will be reviewed for compliance with this Ordinance.
- G. Plat approval constitutes approval of the layout and authorizes the developer to proceed with construction of the subdivision and improvements in accord with the approved plat and any conditions attached to the approval.
- H. If a plat is not approved, the reasons for disapproval must be specified and provided to the applicants in writing. Disapproval of a plat may be appealed to the Pender County Zoning Board of Adjustment.
- I. Approval of the preliminary plat shall be valid for two (2) years of the approval date unless building permits have been obtained for construction.

# APPLICATION FOR SUBDIVISION

THIS SECTION FOR OFFICE USE			
Application No.	<b>PP</b>	Date	
Application Fee	<b>\$</b>	Receipt No.	
Master Plan Hearing Date		Preliminary Plat Hearing Date	
<b>SECTION 1: APPLICANT INFORMATION</b>			
Applicant's Name:		Owner's Name:	
Applicant's Address:		Owner's Address:	
City, State, & Zip		City, State, & Zip	
Phone Number:		Phone Number:	
Email Address:		Email Address:	
Legal relationship of applicant to land owner:			
<b>SECTION 2: PROJECT INFORMATION</b>			
Preliminary Plat	<input type="checkbox"/> Residential <i>RP, PD, RM, MH District</i>	<input type="checkbox"/> Mixed Use <i>PD</i>	
Subdivision Type	<input type="checkbox"/> Major (11 lots or more)	<input type="checkbox"/> Minor (10 lots or less)	
Property Identification Number (PIN):		Total property acreage:	
Zoning Classification:		Acreage to be disturbed:	
Additional Information:			
<b>SECTION 3: SIGNATURES</b>			
Applicant's Signature		Date:	
Owner's Signature		Date:	

<b><u>NOTICE TO APPLICANT</u></b>						
<ol style="list-style-type: none"> <li>1. Applicant or agent authorized in writing must attend the public hearing.</li> <li>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.</li> <li>3. All fees are non-refundable</li> <li>4. A complete application packet must be submitted prior to the deadline in order to be placed on the next Planning Board Agenda</li> </ol>						
<b>Office Use Only</b>						
<input type="checkbox"/>	<b>Subdivision Fees:</b> \$500 + \$10/lot-unit for the first 100 lots/units; \$5/lot-unit thereafter (Major Subdivision) \$150 + \$10 per lot (Minor Subdivision)			<b>Total Fee Calculation: \$</b>		
<b>Attachments Included with Application: (Please include # of copies)</b>						
CD /other digital version	<input type="checkbox"/> Y <input type="checkbox"/> N	Plan Sets	# of large	# of 11X17	Other documents/Reports	<input type="checkbox"/> Y <input type="checkbox"/> N
<b>Payment Method:</b>	<b>Cash :</b> <input type="checkbox"/> \$ _____		<b>Credit Card:</b> <input type="checkbox"/> Master Card <input type="checkbox"/> Visa		<b>Check:</b> <input type="checkbox"/> Check # _____	
Application received by:					Date:	
Application completeness approved by:					Date:	
Date scheduled for public hearing:						

