

# Pender County Planning and Community Development

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



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

## Limited Subdivision: Three Lot Division – Private Road / Access Easement

- A. Three lot subdivisions located on an access easement will be limited to no more than three such parcels (excluding the remnant parcel, if the remnant parcel meets the requirements of this Ordinance) being created from any parcel that had been created and recorded in the Registry before March 29, 2004.
- B. Three lot subdivisions located on an access easement as defined in this Ordinance will be limited to three such parcels (excluding the remnant parcel, if the remnant parcel meets the requirements of this Ordinance being created from any parcel that had been created and recorded in the Registry before March 29, 2004 or any parcel that has been created and approved by the Administrator under the provisions of this Ordinance.
- C. The division does not create a new public or private street.

This Section for Office Use Only			
Application No.		Date	
Application Fee	\$	Receipt No.	
Applicant Information			
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:			
Applicants Signature:		Date:	
Qualifications for Limited Subdivision			
Zoning District of Parcel			

<b>What is the date of the last known subdivision of the property?</b> To qualify for a limited subdivision the parent parcel cannot be subdivided after March 29, 2004				
<b>How many parcels are proposed (including the remnant parcel)?</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Is this subdivision creating a new public or private street?</b>	<b>Yes</b>		<b>No</b>	
<b>Is the easement a minimum passable travel way 20 feet wide shall be provided within a fort five (45') foot easement at time of zoning approval?</b>	<b>Yes</b>		<b>No</b>	
<b>How many lots are utilizing this access easement? (no more than three lots may be created that are provided access by a single access easement)</b>				
<b>How long is the access easement? (the access easement that provides access to a public street is no longer than 500ft.)</b>				

<b>Staff Review Items</b>		
Lots meet the minimum zoning requirements for the zoning district?	Yes	No
Do all the lots have access?	Yes	No
Does this block future access for properties adjacent properties?	Yes	No
Do all lots have access to NCDOT maintained public street?	Yes	No
<b>The plat contains the following items per Section 6.6.3 of the Pender County Unified Development Ordinance</b>		
<input type="checkbox"/>	Clearly designated "Three Lot Division – Private Road/Access Easement" in bold letters	
<input type="checkbox"/>	Certification by the Licensed Professional preparing the plat that each lot is adjacent to a natural drainage way or perennial stream or a 20 ft. drainage easement is recorded from each lot toward a natural drainage way or a perennial stream or if the lot or lots front on a NCDOT maintained road, approval from NCDOT for such lots to drain to the public road	
<input type="checkbox"/>	Special Flood Hazard Areas are identified on plat	
<input type="checkbox"/>	Areas of Environmental Concern are identified on plat	
<input type="checkbox"/>	The access easement provides access to a public street	
<input type="checkbox"/>	The access easement is not included to meet any minimum lot area or dimension requirements for a lot or right of way	
<input type="checkbox"/>	The plat contains the following note: "All new access easements shown or designated on this plat, include the transfer of an easement to public entities and public utilities for the purpose of installation and maintenance of water, sewer, electric and communication lines."	
<input type="checkbox"/>	The plat must contain the following note: "All new access easements shown or designated on this plat include the transfer of an easement to Pender County, its employees and agents for access for emergency personnel (police, fire & rescue) and Pender County and its employees for	

	administration of all Pender County Ordinances.”
<input type="checkbox"/>	The plat contains an ownership and dedication statement signed by the owner or owners in the format provided by the Ordinance.
<b>Waste water disposal requirements – ONE of the following FOUR must be met:</b>	
<input type="checkbox"/>	1) An Improvement Authorization Permit has been issued for each of the parcels
<input type="checkbox"/>	2) The soil suitability analysis shows that at least 5,000 sq. ft. of each lot is suitable for traditional on site waste disposal and the required 5,000 sq. ft. is not within 10 ft of any lot boundary
<input type="checkbox"/>	3) Approval has been granted to connect to public sewer or community sewer
<input type="checkbox"/>	4) Lots not meeting the requirements of 1, 2, or 3 are indicated by the following note: “THIS PARCEL CANNOT BE USED FOR BUILDING DEVELOPMENT, UNLESS AN APPROVED WASTE WATER DISPOSAL METHOD HAS BEEN APPROVED AND PERMITTED BY THE PENDER COUNTY ENVIRONMENTAL HEALTH DEPARTMENT OR APPROPRIATE STATE AGENCY OR UNLESS A NEW PLAT IS APPROVED AND RECORDED AS REQUIRED UNDER THIS ORDINANCE.”
<b>RETURN COMPLETED APPLICATION TO:</b> Pender County Planning & Community Development P.O. Box 1519 Burgaw, NC 28425	