

# 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 - Family Division

- A. Family subdivisions are permitted on parcels that have been created and recorded in the Registry before March 29, 2004.
- B. A total of three parcels (excluding the remnant parcel, if the remnant parcel meets the requirements of this Ordinance) per qualified resident household will be allowed to be created under the family subdivision provisions.
- C. The division does not create a new public or private street.

This Section for Office Use Only			
Application No.	<b>SUBLIM</b>	Date	
Application Fee	<b>\$</b>	Invoice Number	
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:	
Applicant's Printed Name:		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 before 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>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 6.6.1 of the Pender County Unified Development Ordinance</b>	
<input type="checkbox"/>	Clearly designated "Family Subdivision" in bold letters
<input type="checkbox"/>	Grantor and Grantee statement, located in Appendix D, shall appear on the plat and be signed by the Grantor(s) and Grantee(s) prior to approval.
<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 lots created have access to an access easement
<input type="checkbox"/>	The access easement must provide access to a public street
<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."
<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."

**RETURN COMPLETED APPLICATION TO:**

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P.O. Box 1519

Burgaw, NC 28425

**GRANTOR/GRANTEE CERTIFICATE**

The following statement shall appear on the plan and be signed by the Grantor(s) and Grantee(s) prior to approval:

*The Grantor(s) and Grantee(s) certify that the Grantee(s) is within three (3) degrees of collateral kinship to the Grantor(s), and that the purpose of this waiver is not to circumvent the provisions of the Pender County Unified Development Ordinance, and that none of the lots shall be conveyed to non-family members for a period of not less than five (5) years.*

\_\_\_\_\_  
Grantor

\_\_\_\_\_  
Grantee

**Commentary: "Siblings are related to each other in the second degree and uncle and niece are related to each other in the third degree"**