

Pender County Planning and Community Development

Planning Division

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



Phone: 910-259-1202
Fax: 910-259-1295
www.pendercountync.gov

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.	SUB	Date	
Application Fee	\$	Invoice Number:	
Master Plan Hearing Date		Preliminary Plat Hearing Date	

SECTION 1: 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 landowner:

SECTION 2: PROJECT INFORMATION

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)	
Number of Lots			
Property Identification Number (PIN):		Total property acreage:	
Zoning Classification:		Acreage to be disturbed:	
Water Provider:		Wastewater Provider:	

Additional Information:

SECTION 3: SIGNATURES

Applicant's Signature	Date:
Applicant's Name Printed	Date:
Owner's Signature	Date:
Owner's Name Printed	Date:

NOTICE TO APPLICANT

1. Applicant or agent authorized in writing must attend the public hearing.
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.
3. All fees are non-refundable
4. A complete application packet must be submitted prior to the deadline in order to be placed on the next Planning Board Agenda

Office Use Only

<input type="checkbox"/>	Subdivision Fees: \$500 + \$10/lot-unit for the first 100 lots/units; \$5/lot-unit thereafter (Major Subdivision) \$150 + \$10 per lot (Minor Subdivision)	Total Fee Calculation: \$
Attachments Included with Application: (Please include # of copies)		
CD /other digital version	<input type="checkbox"/> Y <input type="checkbox"/> N	Plan Sets # of large # of 11X17
	<input type="checkbox"/> Y <input type="checkbox"/> N	Other documents/Reports

Payment Method:	Cash : <input type="checkbox"/> \$ _____	Credit Card: <input type="checkbox"/> Master Card <input type="checkbox"/> Visa	Check: <input type="checkbox"/> Check # _____
Application received by:			Date:
Application completeness approved by:			Date:
Date scheduled for public hearing:			