

# Pender County Planning and Community Development

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



Phone: 910-259-1202  
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[www.pendercountync.gov](http://www.pendercountync.gov)

## Planned Development & Residential Mixed Zoning Districts Master Development Plan Submission

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 acre for the first 100 acres, \$5 per acre thereafter
4. \_\_\_\_\_ **Paper Plan Sets**  
One (1) 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 other site specific conditions.
9. \_\_\_\_\_ **Site Plan Requirements**  
A prepared site plan in accordance with the Unified Development Ordinance standards 6.1, 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 Master Development Plan Checklist)

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

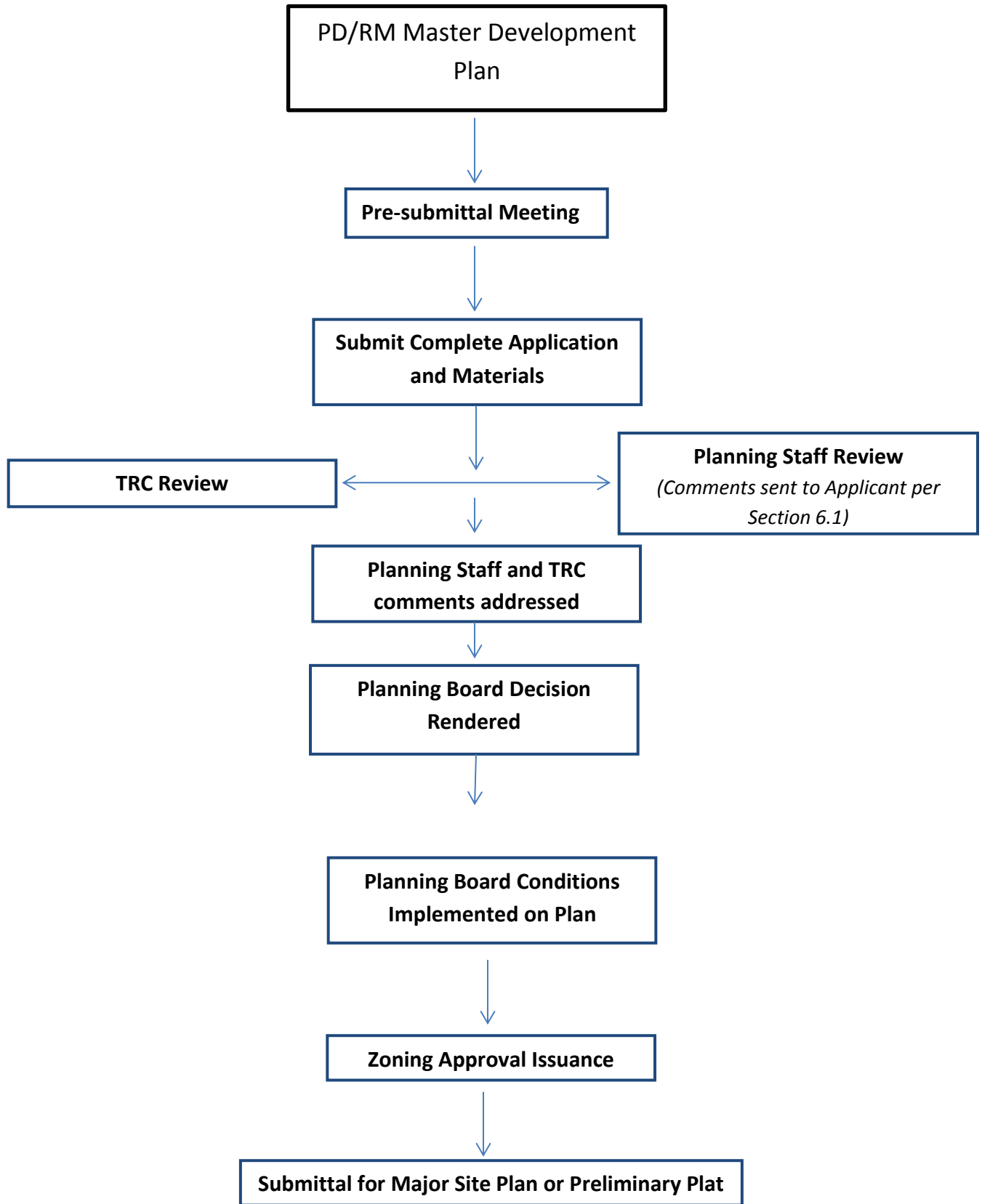
Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

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

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

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



		<b>Meeting Date</b>	<b>Complete Application Due Date</b>	<b>Applicant Final Submission for PB</b>	<b>Planning Board Meeting</b>
<b>TRC</b>	<b>January</b>	1.8.20	12.13.19	1.17.20	2.4.20
	<b>February</b>	2.5.20	1.17.20	2.14.20	3.3.20
	<b>March</b>	3.4.20	2.14.20	3.13.20	4.7.20
	<b>April</b>	4.1.20	3.13.20	4.17.20	5.5.20
	<b>May</b>	5.6.20	4.17.20	5.15.20	6.2.20 (H)
	<b>June</b>	6.3.20	5.15.20	6.12.20	7.7.20
	<b>July</b>	7.1.20	6.12.20	7.17.20	8.4.20
	<b>August</b>	8.5.20	7.17.20	8.14.20	9.1.20
	<b>September</b>	9.2.20	8.14.20	9.11.20	10.6.20 (H)
	<b>October</b>	10.7.20	9.18.20	10.16.20	11.3.20
	<b>November</b>	11.4.20	10.16.20	11.13.20	12.1.20
	<b>December</b>	12.2.20	11.13.20	12.17.20	1.5.21 (H)

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

Final Applicant Submission for Planning Board: All final documents must be submitted by 10AM or the item will be removed from the Planning Board's Agenda.

Specific requirements can be found in Section 6.1 of the Pender County Unified Development Ordinance

## **Master Development Plan – Mixed Use Districts Specific Requirements**

### **1. Requirements**

- a. A land use plan
- b. Boundaries of existing environmental features as defined
- c. The proposed location of entrances to the development
- d. Proposed parking areas.
- e. The proposed location, arrangement, and right-of-way widths of roads and streets, including roads and streets -providing access to adjoining parcels
- f. The use of adjoining parcels and the location of adjoining streets and utilities
- g. The approximate location of sewer
- h. Letter of intent for wastewater connection to package plant
- i. The approximate location of water mains
- j. Wastewater disposal method
- k. Water source with statements
- l. A conceptual plan for stormwater management
- m. The proposed location and arrangement of all streets
- n. Estimated AM and PM Peak Hour Trips per the Institute of Transportation Engineers Trip Generation Manual.
- o. A Traffic Impact Analysis is required when the development generates 100 trips in the morning or peak hours or 1,000 trips per day. The Traffic Impact Analysis must state the dates and times the counts were conducted.
- p. The location and treatment proposed for all historical structures
- q. Timing of construction for all amenities

### **2. Roadways**

- a. Public roadways - Built to NCDOT Subdivision Roads Minimum Construction Standards
- b. Private roadways - All designated private streets designed and constructed in compliance with the current NCDOT Subdivision Roads Minimum Construction Standards
- c. Private streets will be subject to requirements to construct public collector streets under any of the following conditions (per Section 7.5.3.C)
  - Dimension of more than 5280 ft.
  - -Any street in the subdivision has the potential to serve more than 200 residential or commercial units
  - -Access to any lot or unit in the subdivision is more than 5280 ft. by a private street to a public street
  - -Existing public streets have been dedicated or constructed to the property line of the subdivision
  - -Access to adjacent properties will be hindered as a result of private streets being allowed in the subdivision

### **3. Access (per Section 7.4)**

- a. All lots shall have direct or indirect access to a public street, private street, or private access easement.
- b. Access must provide a reasonable means of ingress and egress for emergency vehicles as well as for all those likely to need or desire access to the property in its intended use.

### **4. Public and Private Street Design (per Section 7.5.1)**

- a. Adjoining street systems,
- b. Existing, planned and proposed streets, topographic, drainage and other natural features of the property,
- c. Continuity in existing streets and proposed streets,

Specific requirements can be found in Section 6.1 of the Pender County Unified Development Ordinance

- d. Adequate right-of-way for collector streets
- e. Reasonable access provided to adjacent properties for development
- f. Street intersections are directly aligned if possible.
- g. If not aligned not offset centerline to centerline by not less than 125 ft.
- h. Intersect as nearly as possible at right angles
- i. Permanent dead end streets (cul-de-sacs) or temporary dead end (stub) streets are longer than 1,000 ft.
- j. Street name approval from the Pender County Addressing Coordinator.
- k. Sight triangles as required in the NCDOT

**5. Buffers** (8.2 please refer to Section 4.15 of the Pender County UDO)

- a. Along all boundaries adjacent to a street Buffer A
- b. Along all boundaries adjacent to single family residential uses or residential lots with a parcel size of less than 1 acre and when a single family structure is within 50' of the boundary of the development Buffer C
- c. Along all other boundaries Buffer B
- d. -Boundaries and location of common open space, with the percentage of the total acreage of the site to be common open space.

**6. Housing Types** (per Section 4.15)

**7. Residential Dimensional Requirements**

- a. Front Setbacks
- b. Side Setback
- c. Rear Setbacks
- d. Corner Setbacks
- e. Building Height
- f. Structure Separation
- g. Minimum Chord distance
- h. Minimum lot width

**8. Commercial Dimensional Requirements**

- a. Front Setbacks
- b. Side Setback
- c. Rear Setbacks
- d. Corner Setbacks
- e. Building Height
- f. Structure Separation
- g. Minimum Chord distance
- h. Minimum lot width

**9. Density**

- a. Non-Residential Acreage
- b. Wetlands Acreage
- c. Passive Open space Acreage
- d. Active Open Space Acreage
- e. Right of Way Acreage
- f. Total Units
- g. Developable Land
- h. Net Density

**10. Open Space Labeled Clearly with Acreages** (per Section 7.6)

- a. Open Space
- b. Passive Open Space
- c. Active Open Space

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## Planning Division

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## **MASTER DEVELOPMENT PLAN**

Prior to submission of a preliminary master development plan for approval, the applicant shall request a pre-application review conference with the County staff.

1. The purpose of the pre-application conference shall be to discuss the proposal in relation to the requirements of the Land Use Plan and UDO and to obtain advice on the preparation of the master development plan.
2. At the pre-application conference, the applicant shall provide a land use plan describing the following:
  - a. The general location of the site.
  - b. The general location of proposed roads.
  - c. The general location of proposed uses, environmental areas, housing types or open space.
  - d. The uses on adjoining properties.
  - e. Utility requirements.

The purpose of the master development plan (MDP) is to promote orderly and planned development of property within Pender County. It is the purpose of the MDP to ensure that such development occurs in a manner that suits the characteristics of the land, is harmonious with adjoining property, is in substantial compliance with the goals and policies of the adopted Land Use Plan, and is in the best interest of the general public. The MDP shall be used to illustrate the characteristics of the property proposed for development and of surrounding properties.

*\*See Figures 2 and 3 at the end of Section 3.4, Pender County UDO for an illustrative process*

1. The MDP shall at least include all contiguous land under single or common ownership in the above zoning districts.
2. A preliminary MDP may be submitted with an application for a conditional rezoning but shall not be considered binding until approval of a final MDP.

### **Waivers to MDP – Residential Districts**

The Administrator may waive the requirements of a MDP in the Residential Districts if the proposed development contains all of the following criteria:

1. Contains ten (10) or less traditional detached single-family dwelling units;
2. Is not an integral portion of a property proposed or planned for future development or subdivision;
3. Is planned to be developed in a manner that is harmonious with surrounding properties and land uses; and
4. Does not substantially affect the purpose and intent of its zoning district and the intent of this article.

### **Waivers to MDP – Commercial and Industrial Districts**

The Administrator may waive the requirement of a MDP in the Commercial and Industrial Districts if the proposed development contains all of the following criteria:

1. If the proposed subdivision or development is less than five (5) acres in size;
2. Includes no new streets, roads or rights-of-way, does not further extend any existing or dedicated street, road or rights-of-way and does not significantly change the layout of any existing or dedicated street, road or rights-of-way;
3. Is not an integral portion of a property proposed or planned for future development or subdivision;
4. That such development is limited to one individual parcel and one single use in accordance with Section 5.2.

# APPLICATION FOR MASTER DEVELOPMENT PLAN

## THIS SECTION FOR OFFICE USE

<b>Application No.</b>	<b>MDP</b>	<b>Date</b>	
<b>Application Fee</b>	<b>\$</b>	<b>Invoice Number:</b>	
<b>Pre-Application Conference</b>		<b>Hearing Date</b>	

### SECTION 1: APPLICANT INFORMATION

<b>Applicant's Name:</b>		<b>Owner's Name:</b>	
<b>Applicant's Address:</b>		<b>Owner's Address:</b>	
<b>City, State, &amp; Zip</b>		<b>City, State, &amp; Zip</b>	
<b>Phone Number:</b>		<b>Phone Number:</b>	
<b>Email Address:</b>		<b>Email Address:</b>	

**Legal relationship of applicant to land owner:**

### SECTION 2: PROJECT INFORMATION

<b>Type of Master Development Plan</b>	<input type="checkbox"/> <b>Residential</b> <i>RP, PD, RM MH District</i>	<input type="checkbox"/> <b>Commercial</b> <i>GB, OI, IT, GI District</i>	<input type="checkbox"/> <b>Mixed Use</b> <i>PD</i>
<b>Property Identification Number (PIN):</b>		<b>Total property acreage:</b>	
<b>Zoning Classification:</b>		<b>Acreage to be disturbed:</b>	
<b>Water Provider</b>		<b>Wastewater Provider:</b>	
<b>Project Address :</b>			
<b>Description of Project Location:</b>			
<b>Describe activities to be undertaken on project site:</b>			

### SECTION 3: SIGNATURES

<b>Applicant's Signature</b>		<b>Date:</b>	
<b>Applicant's Printed Name</b>		<b>Date:</b>	
<b>Owner's Signature</b>		<b>Date:</b>	
<b>Owner's Printed Name</b>		<b>Date:</b>	

## 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"/>	<b>MDP Fees:</b> ( <i>\$500.00 plus \$10/acre for the first 100 acres \$5/acre thereafter</i> )	<b>Total Fee Calculation: \$</b>
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#### 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	Other documents/Reports	<input type="checkbox"/> Y <input type="checkbox"/> N
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<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 # _____
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Application received by:		Date:
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Application completeness approved by:		Date:
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Date scheduled for public hearing:
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**Contents of a Preliminary Master Development Plan – Residential Districts**

Site plans shall contain a conceptual plan, showing the location and functional relationship between all proposed housing types and land uses, including the following information:

	A land use plan, showing the location, arrangement and approximate boundaries of all proposed land uses.
	The location and approximate boundaries of proposed housing types conceptually shown in accord and with other non-residential uses dimensional requirements.
	The proposed number of dwelling units of each type in each phase and in the total development accompanied by density calculation of the development.
	The location and approximate boundaries of existing environmental features as defined.
	The location of environmental protection land to be included in common open space.
	The approximate acreage in common open space, each use, housing type and in roads, streets or right-of-ways for each phase and the total development.
	The approximate boundaries and location of common open space, with the percentage of the total acreage of the site to be placed in common open space.
	The location and general configuration of recreational facilities, with a general statement of the types of recreational facilities to be provided if applicable.
	The location and extent of proposed buffers, with statements, profiles, cross sections or examples clearly specifying the screening to be provided if applicable.
	The proposed location, arrangement, and right-of-way widths of roads and streets, including roads and streets providing access to adjoining parcels.
	The location and arrangement of street entrances, driveways and parking areas.
	The use of adjoining parcels and the location of adjoining streets and utilities.
	Estimated AM and PM Peak Hour Trips per the Institute of Transportation Engineers Trip Generation Manual.
	Estimated Average Daily Trips created by the development at build-out per the Institute of Transportation Engineers Trip Generation Manual.
	Based on estimated traffic counts, a Traffic Impact Analysis may be required stating the dates and times counts were conducted for the proposed development.
	The approximate location of sewer and water mains, sewage disposal and water source with statements concerning the connection with and availability of existing facilities.
	A conceptual plan for stormwater management with the location of stormwater facilities designed to serve more than one lot.
	Calculations describing all proposed bonus factors with the location of and specifications for bonus improvements, when proposed.
	The location and treatment proposed for all historical structures and sites recognized as significant by the County Commissioners or as identified on any historical landmarks survey for Pender County.
	Location and timing of construction for all amenities.
	Landscaping and Buffer requirements per Article 8.
	All subdivided land and parcels shall comply with Section 7.2, Lot Design.
	Homeowners Association shall be required for all major residential subdivisions with privately maintained streets, open space, and other dedicated land as stated in Section 7.3, Homeowners Association Requirements.
	Street layout and access shall conform to Section 7.4, Access and Section 7.5, Street Design
	Calculated open space requirements shall adhere to Section 7.6, Open Space.

**Contents of a Preliminary Master Development Plan – Commercial and Industrial Districts**

The site plan shall contain a conceptual plan, showing the location and functional relationship between streets and land uses, including the following:

	A conceptual plan, showing the location and arrangement of proposed uses.
	The location and treatment proposed for all historical structures and sites recognized as significant by the County Commissioners or identified on any historical survey for Pender County.
	The location and extent of proposed buffers, with statements, profiles, cross sections or examples clearly specifying the screening to be provided. The location and approximate boundaries of existing environmental features as defined.
	Estimated AM and PM Peak Hour Trips per the Institute of Transportation Engineers Trip Generation Manual.
	Estimated Average Daily Trips created by the development at build-out per the Institute of Transportation Engineers Trip Generation Manual.
	Based on estimated traffic counts, a Traffic Impact Analysis may be required stating the dates and times counts were conducted for the proposed development.
	The proposed location of entrances to the development from existing public streets and proposed parking areas.
	The proposed location, arrangement, and right-of-way widths of roads and streets, including roads and streets providing access to adjoining parcels.
	Landscaping and Buffer requirements per Article 8.
	The use of adjoining parcels and the location of adjoining streets and utilities.
	The approximate location of sewer and water mains, sewage disposal and water source with statements concerning the connection with and availability of existing facilities.
	A conceptual plan for stormwater management and description and the location of all stormwater facilities designed to serve more than one parcel.

**Contents of a Preliminary Master Development Plan – Mixed Use Districts**

Site plan shall contain a conceptual plan, showing the location and functional relationship between all proposed housing types

and land uses, including the following information:	
	A land use plan, showing the location, arrangement and approximate boundaries of all proposed land uses.
	The location and approximate boundaries of existing environmental features as defined.
	The proposed location of entrances to the development from existing public streets and proposed parking areas.
	The approximate acreage in common open space, each use, housing type and in roads, streets or right-of-ways for each phase and the total development.
	The approximate boundaries and location of common open space, with the percentage of the total acreage of the site to be placed in common open space.
	The proposed location, arrangement, and right-of-way widths of roads and streets, including roads and streets providing access to adjoining parcels.
	The use of adjoining parcels and the location of adjoining streets and utilities.
	The approximate location of sewer and water mains, sewage disposal and water source with statements concerning the connection with and availability of existing facilities.
	A conceptual plan for stormwater management and description and the location of all stormwater facilities designed to serve more than one parcel.
	The proposed location and arrangement of all streets and utility systems.
	The location and extent of proposed buffers, with statements, profiles, cross sections or examples clearly specifying the screening to be provided if applicable.
	The location and approximate boundaries of proposed housing types conceptually shown in accord and with other non-residential uses dimensional requirements.
	The proposed number of dwelling units of each type in each phase and in the total development accompanied by density calculation of the development
	Estimated AM and PM Peak Hour Trips per the Institute of Transportation Engineers Trip Generation Manual.
	Estimated Average Daily Trips created by the development at build-out per the Institute of Transportation Engineers Trip Generation Manual.
	Based on estimated traffic counts, a Traffic Impact Analysis may be required stating the dates and times counts were conducted for the proposed development.
	The approximate location of sewer and water mains, sewage disposal and water source with statements concerning the connection with and availability of existing facilities.
	Calculations describing all proposed bonus factors with the location of and specifications for bonus improvements, when proposed.
	The location and treatment proposed for all historical structures and sites recognized as significant by the County Commissioners or as identified on any historical landmarks survey for Pender County.
	Location and timing of construction for all amenities.
	Landscaping and Buffer requirements per Article 8.
	All subdivided land and parcels shall comply with Section 7.2, Lot Design.
	Homeowners Association shall be required for all major residential subdivisions with privately maintained streets, open space, and other dedicated land as stated in Section 7.3, Homeowners Association Requirements.
	Street layout and access shall conform to Section 7.4, Access and Section 7.5, Street Design.
	Calculated open space requirements shall adhere to Section 7.6, Open Space.