

PLANNING AND COMMUNITY DEVELOPMENT



PLANNING • CODE ENFORCEMENT • BUILDING INSPECTIONS • CENTRAL PERMITTING

PLANNED DEVELOPMENT REQUIREMENTS CHECKLIST

Step I: Master Land Use Plan

A) Master Land Use Plan

The Master Land Use Plan shall be mapped to a legible scale approved by the Planning Board and show the proposed development and how it relates to its surroundings. The map(s) shall show where major building types and approximate densities are anticipated. In addition, the following information shall be mapped at this same scale:

- Acreage of tract;
- Major traffic, parking, and pedestrian circulation plans within the Planned Development;
- Proposed ownership arrangements for the Planned Development, both present and planned;
- Sketch plans for access of firefighting equipment and refuse disposal such as compactors and waste disposal dumpsters.

B) Letter of Intent

In addition, a letter of intent shall be submitted which describes the following:

- Anticipated time frame for starting and completing any and all phases of the Planned Development;
- Types of buildings anticipated;
- Quantitative data for parcel size, number and types of dwelling units, and gross and net residential densities anticipated;
- A description (legal) of the total site proposed for development including names of adjacent property owners.
- Planned organizational arrangements (i.e. Homeowners Associations) providing for ownership, maintenance, and preservation of common open space, and other property.

C) Planned Development - Residential (PD-R) Projects

- Anticipated densities (units per acre);
- Anticipated architectural housing style and mixing of types;
- Any anticipated nonresidential elements (commercial, service, etc.)

Step II: Preliminary Site Plan Presentation

After the required Master Land Use Plan has been approved, the developer shall submit the necessary copies of the Preliminary Site Plan to the Zoning Administrator at least thirty (30) days before the regular meeting of the Planning Board at which the Preliminary site Plan is to be considered.

A) Information Required of the Applicant

- The Preliminary Site Plan may be at a scale of 1"=100'. The Preliminary Site Plan shall show the following:
- Sketch vicinity map showing relationship between subdivision and surrounding area (with graphic scale and north point);
- The location of existing and platted property lines, roads, buildings, water courses, railroads, transmission lines, sewers, bridges, culverts and drainpipes, water mains, city and county lines (if adjoining), and any public utility easements;
- Boundaries of tract shown with bearing and distances;
- Streams, flood plains, soil classifications, seasonal high water table, and vegetation at the site, and elevation contours (2 feet) when required by the Planning Board;
- Names of adjoining property owners or subdivisions;
- Zoning classifications, both on the land to be subdivided and on adjoining land;
- Proposed roads, road names, rights-of-way, roadway widths, and approximate grades;
- Other proposed rights-of-way or easements, location, widths and purposes;
- The plans for proposed storm water drainage systems, sedimentation controls as required by the Sedimentation

Control Ordinance, and utility layouts (sewer, water, gas, and electricity) showing connections to existing systems or plans for individual water supply and septic tank with appropriate percolation test results, or other methods of sewage treatment.

- Proposed lot lines, lot and block number, if any, and approximate dimensions;
- Proposed minimum building setback lines;
- Proposed parks, open spaces, active recreation area, schools sites, or public open spaces;
- Site data: Acreage in subdivision, Acreage in park or other land usage, Average lot size, if any, Total number of lots, if any, Lineal feet in roads;
- Title, date, north point, and graphic scale;
- Name of owner plus the surveyor and land planner, if any;
- Number of units and unit density by neighborhoods.
- All other listed information in the Pender County Subdivision Ordinance for preliminary plat approval.

B) Supplementary Materials

- A copy of the restrictive or protective covenants applicable to the Planned Development shall be submitted to the Planning Board.
- Unless waived by the Planning Board, the developer shall submit the proposed plans for vegetation preservation and land clearance in the Planned Development.
- Public or private water and sewer supply system plans, including the layout and details of mains, must be approved by a registered engineer licensed to practice in North Carolina.
- Method of surveying roads, access, and parking areas.
- Copies of any declarations to be recorded pursuant to the North Carolina Unit Ownership Act.

C) Supplementary Materials to be Provided For:

- Condominium projects or similar cooperative ownership projects: a copy of the proposed declaration of bylaws and covenants, and method of changing outdated bylaws and covenants.
- Townhouses or row houses in condominium projects: a copy of the proposed easements for the common walls and a copy of the proposed deed for sale of a unit.
- Rental or leased units or buildings: a declaration by the developer or owner of the provisions for maintaining the development.

Step III: Final Plat

Upon approval of the preliminary plat by the Planning Board, the sub divider may proceed with the preparation of the final plat, and the installation or arrangement for required improvements in accordance with the approved preliminary plat and the requirements of this ordinance and the Pender County Subdivision Ordinance, if applicable.

A) Contents Required

- The final plat shall depict or contain the following information. Plats not illustrating or containing the following data shall be returned to the developer or his authorized agent for completion and resubmission.
- The name of the subdivision;
- A sketch vicinity map showing the relationship between the subdivision and the surrounding area;
- 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;
- Scale denoted both graphically and numerically;
- North arrow in accordance with the Standards of Practice for Land Surveyors;
- Road names;
- The location, purpose, and dimensions of areas to be used for purposes other than residential;
- Note the minimum building setback lines; the names of owners of adjacent landowners along with lot, block or parcel identifier and subdivision designations or other legal reference where applicable, shall be shown where they could be determined;
- The location and dimensions of all right-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;
- Right-of-way lines, and pavement widths of all roads and the location and width of all adjacent roads and

easements;

- Property lines, buildings or other structures, water courses, railroads, bridges, culverts, storm drains, and corporate limits, township boundaries, and county lines;
- Sufficient engineering data 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;
- The accurate locations and descriptions of all monuments, markers, and control points;
- The blocks lettered alphabetically throughout the entire subdivision and the lots numbered consecutively throughout each block;
- The date of the survey and the plan preparation;
- The name of the township, county, and state in which the subdivision is located;
- 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).