

**MAJOR SUBDIVISION PRELIMINARY PLAT REVIEW FOR COMPLETENESS
FOR SCHEDULING ON THE PLANNING BOARD AGENDA**

The following items are considered by the Planning Director in making a determination that a Major or Minor Subdivision Plat and Required Submissions are complete and ready for approval by the Planning Board:

1. The Plat must be complete and contain the information contained in the Pender County Development Manual Section I, "Subdivision Plat Contents, Preliminary Plat," Page 3 of the Manual,
2. The standard application must be completed and the fee from the "Planning Department Fee Schedule" must be paid,
3. The "Submission Requirements And General Provision" for Preliminary Plats as contained on Page 21 of the Subdivision Ordinance must be completed,
4. The "Additional Material That Must Be Submitted With the Preliminary Plat" listed on page 22 of the Subdivision Ordinance must be submitted,
5. The Preliminary Plat or other documents submitted must indicate compliance with the following sections of the Subdivision Ordinance. (Please note that a checklist is attached with notations to help clarify mandatory and non mandatory provisions):
 - a. "Required Improvements," pages 28 through 29,
 - b. "Design Requirements," pages 30 through 33,
 - c. "Water And Sewer System Requirements In Streets, Access Easements Or Other Locations Off The Site Of The Unit Served," page 34.
6. Please note that approval of a preliminary plat authorizes the applicant/developer/owner to proceed with construction of the development in accord with the plat lay out other subdivision development proposals. Once this "submission" is approved as a Preliminary Plat a "vested right" is granted for this development for a period of up to 8 years. It is important for pertinent information to be submitted and evaluated, before the Pender County Planning Board approves a "vested right" for this extended period of time,
7. Applicants/Developers/Owners should understand that a Major Subdivision submission includes more than a proposed layout of lots, streets, etc. on a map, it includes a proposal for development with sufficient detail to show that the development will comply with current regulations,
8. If you as applicant/developer/owner disagree with the out come of this determination, you have the option of the following procedures:
 - a. An appeal may be submitted for a "Variance" to the Subdivision Ordinance Requirements as provided under "Variances," page 15 of the Subdivision Ordinance,
 - b. A request may be submitted for an amendment to the Subdivision Ordinance and it will be processed under the provisions contained in the Ordinance labeled "Amendments," page 6 of the Subdivision Ordinance,
 - c. An appeal may be taken to Superior Court by any person, firm or corporation aggrieved, or by any officer, department or board of the County affected by any decision of Pender County or its Administrative Officials, provided such appeals shall be taken within thirty (30) days after the decision of such is served on the person or entity so aggrieved.

The following determination has been made concerning your Preliminary Submission for Planning Board Approval:

1. Your Submission has been determined complete and will be scheduled for Planning Board Approval at its next scheduled meeting.
2. Your Submission has been determined incomplete and will not be scheduled for Planning Board Approval, until the requirements noted above have been completed.
3. You will find attached a list of the deficiencies that have been determined in your submission documents.

Deficiencies in Preliminary Plat Submission

(Subdivision Name)

(Date)

- 1.
- 2.
- 3.
- 4.

Proposed Future Recommendations to Planning Board Upon Completion of Submission

- 1.
- 2.
- 3.
- 4.