

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

Kiwanis Park Expansion Major Site Development Plan

Case Number: SDP 2024-405

Application Type: Major Site Development Plan

Applicant: James H. Fentress- Stroud Engineering

Owners: Pender County

Location: The 20.02-acre project area is located approximately 2,000 feet southeast of the intersection of US Highway 17 and Sloop Point Loop Road and approximately 2,100 feet west of the intersection of Sloop Point Loop Road and County Club Drive.

Property ID #(s): 4204-72-3208-0000

Description: 20.02 acre expansion of Kiwanis Park in Hampstead, NC. The expansion will include fields for soccer & baseball, tennis courts, a walking trail, lawn games, picnic shelters, open space, restrooms, and parking.

Current Zoning:

O&I, Office & Institutional

Technical Review Committee Meeting

06/06/2024

Planning Board Meeting

TBD

Included:

Application Materials

APPLICATION PACKAGE

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Major Site 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
\$250 |
| 4. | ✓
_____ | Paper Plan Sets
Two (2) 24 x 36, Four (4) 11 x 17 |
| 5. | ✓
_____ | Digital Submission
For all documents submitted in paper copy, provide a digital version. These may be emailed or uploaded to a share folder. Physical media such as CD or USB drives will not be accepted. |
| 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 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. Do not include return address or company branding on envelopes. |
| 8. | ✓
_____ | Permits
Include any permits issued on the project including but not limited to: environmental, traffic, utility, or site specific conditions. |
| 9. | ✓
_____ | Site Plan Requirements
A prepared site plan in accordance with the Unified Development Ordinance standards Section 6.3, 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 Major Site Development Checklist) |

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

Signature of Applicant

[Handwritten Signature]

Date

5/13/2024

Printed Name

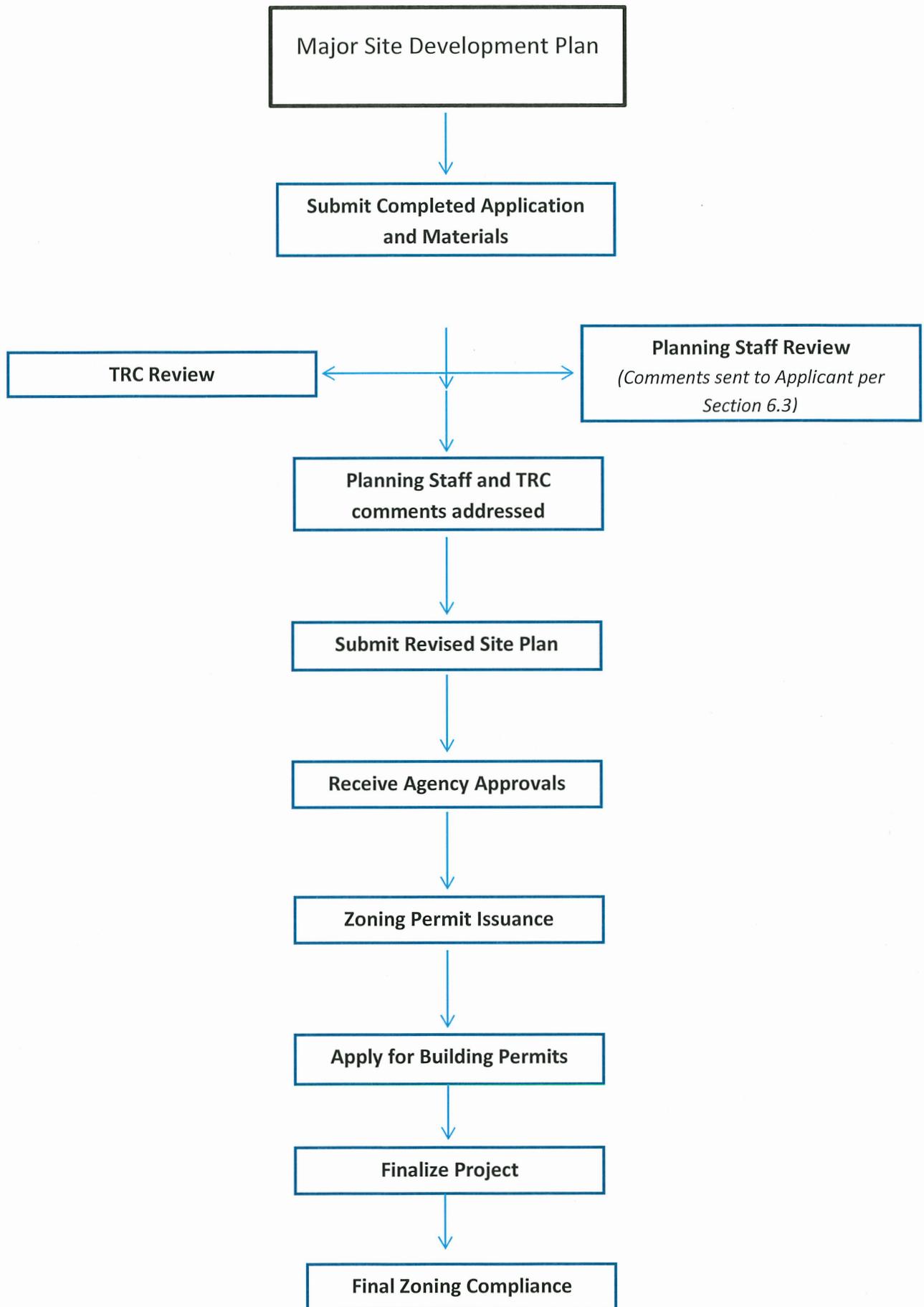
James H. Forrests Jr.

Staff Initials:

[Handwritten Initials]

Date:

05/14/2024



Specific requirements can be found in Section 6.3 of the Pender County Unified Development Ordinance

Major Site Development Plan Specific Requirements

1. Major Site Development Application Submittal

- Site Plan (per Section 6.3)
 - Scale
 - North Arrow
 - All property information (zoning, setbacks, PIN #)
 - Adjacent property info (owner, zoning, use, PIN #)
 - References to any previously approved plans
 - Utility providers
 - All existing and proposed structures
 - Buffering (Section 8.2.6) & Landscaping (8.3)
 - Parking (Section 7.10)
 - Lighting
 - Cross Access Connections (Section 7.4.4)
 - AM/PM Peak Hour Trip Calculations (TIA required with 100 AM/PM trips or >1,000 trips per day)
 - Soil Erosion and Sedimentation Control Plan
 - Location of all environmental features
 - Stormwater management features
 - Proposed accesses, easements, streets, and sidewalks
- Permits received

2. TRC Meeting

- Site Plan Review
- Agency comments/requirements

3. Post-TRC Meeting

- Submit site plan with revisions
- Receive agency approvals
- Forward all agency approvals to Planning Staff.

4. Approval of Site Plan

- All TRC comments and agency requirements addressed
- Zoning approval allows for building permit process to begin
- Apply for building permits

5. Final Zoning

- Site Visit to check the following:
 - Landscaping
 - Buffering
 - Parking

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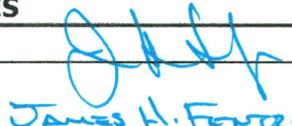
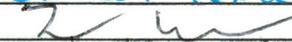
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MAJOR AND MINOR SITE DEVELOPMENT APPLICATION

THIS SECTION FOR OFFICE USE			
Date: 05/14/2024	Permit Number: SDP-2024-405	Permit Fee: N/A	Invoice Number: N/A
*Zoning Approval ONLY: YES / NO		Final Zoning Compliance Approved: YES / NO / N/A	
Type of Site Development Plan:	<input checked="" type="checkbox"/> Major	<input type="checkbox"/> Minor	
SECTION 1: GENERAL INFORMATION			
Applicant's Name:	STROUD ENGINEERING, PA JAMES H. FENTRESS, JR	Property Owner's Name:	PENDER COUNTY
Applicant's Address:	102-D CINEMA DR	Property Owner's Address:	805 SOUTH WALKER ST
City, State, & Zip	WILMINGTON, NC 28403	City, State, & Zip	BURGAW, NC 28452
Phone Number:	910-815-0775	Phone Number:	910-259-1202
Email Address:	jfentress@stroudengineer.com	Email Address:	
Legal relationship of applicant to landowner:			
SECTION 2: PROJECT INFORMATION			
PIN (Property Id #):	4204-72-3208-000	Total property acreage:	20.2 AC
Zoning:	O & I	Acreage to be disturbed:	20.2 AC
Water Provider:	CAROLINA WATER SERVICE	Wastewater Provider:	CAROLINA WATER SERVICE
Directions to Site:		Township: TOPSAIL	<input checked="" type="checkbox"/>
2000FT SE, on the Right ON S LOOP POINT LOOP RD OFF HWY 17		Road Type: PAVED	Public/Private/Both
Lot Size: 20.2AC	Sq Ft of Building: N/A	Building Height: N/A	
Setbacks	Front: N/A	Side: N/A	Rear: N/A
NAICS Code/Use:	713940 - FITNESS & RECREATIONAL SPORTS CENTERS		
Business Name:	PENDER COUNTY		
Describe activities to be undertaken on project site:	PARK FOR: FIELDS FOR SOCCER, BASEBALL, TENNIS COURTS, PICKLEBALL, BASKETBALL, WALKING TRAIL, LAWN GAMES, PICNIC SHELTERS, OPEN SPACE, REST ROOMS & PARKING.		
Ownership: <input type="checkbox"/> Private <input checked="" type="checkbox"/> Public	Number of Employees: N/A	Number of Members: N/A	Seating Capacity: N/A

**If the applicant is not the owner of the property, a notarized letter from the property owner may be required*

**Zoning approval is for the use being proposed ONLY, other department approvals may be required i.e. Fire Marshal, Environmental Health, Permitting, etc...*

SECTION 4: ADDITIONAL COMMENTS			
SECTION 5: SIGNATURES			
Applicant's Signature		Date:	5/3/24
Applicant's Name Printed	JAMES H. FORTRESS JR.	Date:	5/3/24
Owner's Signature		Date:	5/3/24
Owner's Name Printed	Zach White (Pender County)	Date:	5/3/24
Planning Staff:	Tucker Cherry	Date:	5/14/24

SITE PLAN



KIWANIS PARK – PHASE 4 - 500' RADIUS ADJ. OWNERS
TRC SUBMITTAL 5/3/2024 - STROUD ENGINEERING, PA

