

Pender County Planning and Community Development

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



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

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.

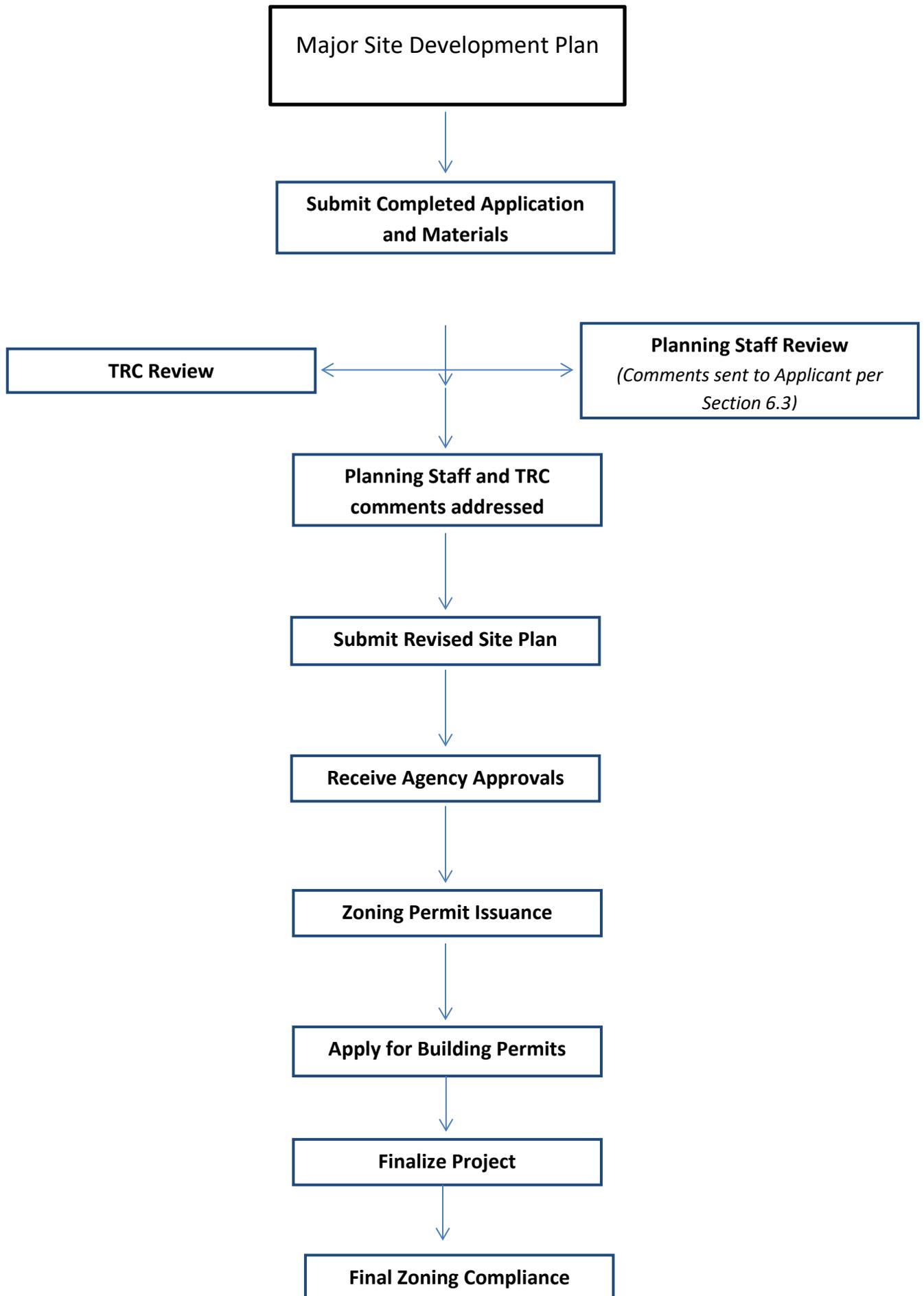
1. _____ **Signed Application**
2. _____ **Payment**
Invoice for \$250 application fee and initial stormwater review fee of \$400 will be generated upon receipt of application for online payment. **Do not include check with application.** Subsequent stormwater reviews will be charged at \$200 per review at time of resubmission.
3. _____ **Paper Plan Sets**
One (1) 24 x 36, Two (2) 11 x 17
4. _____ **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.**
5. _____ **List of Property Owners Within 500'**
A numbered list of names and addresses, as obtained from the county tax listings and tax abstract, **including the applicant, the owner, and owners of all properties** located within 500-feet of the perimeter of the project bounds as obtained from the county tax listings and tax abstract. Instructions to obtain list of addresses available on Pender County's website on the Planning and Community Development page.
6. _____ **500' Buffer Property Envelopes**
The applicant shall provide a set of business envelopes **addressed to the applicant, the owner, and each of the owners of all properties** located within 500-feet of the perimeter of the project bounds and accompanied with first class postage adhered. Do not include return address or company branding on envelopes.
7. _____ **Permits**
Include any permits issued on the project including but not limited to: environmental, traffic, utility, or site specific conditions.
8. _____ **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 _____

Date _____

Printed Name _____



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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Planning Division

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MAJOR AND MINOR SITE DEVELOPMENT APPLICATION

SECTION 1: GENERAL INFORMATION			
Applicant's Name:		Property Owner's Name:	
Applicant's Address:		Property 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			
PIN (Property Id #):		Total property acreage:	
Zoning:		Acreage to be disturbed:	
Water Provider:		Wastewater Provider:	
Directions to Site:		Township:	
Road Type:	Public/Private/Both		
Sq Ft of Building:		Building Height:	
Setbacks	Front:	Side:	Rear:
NAICS Code/Use:			
Business Name:			
Describe activities to be undertaken on project site:			

SECTION 5: SIGNATURES			
Applicant's Signature		Date:	
Applicant's Name Printed		Date:	
Owner's Signature		Date:	
Owner's Name Printed		Date:	