

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

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.

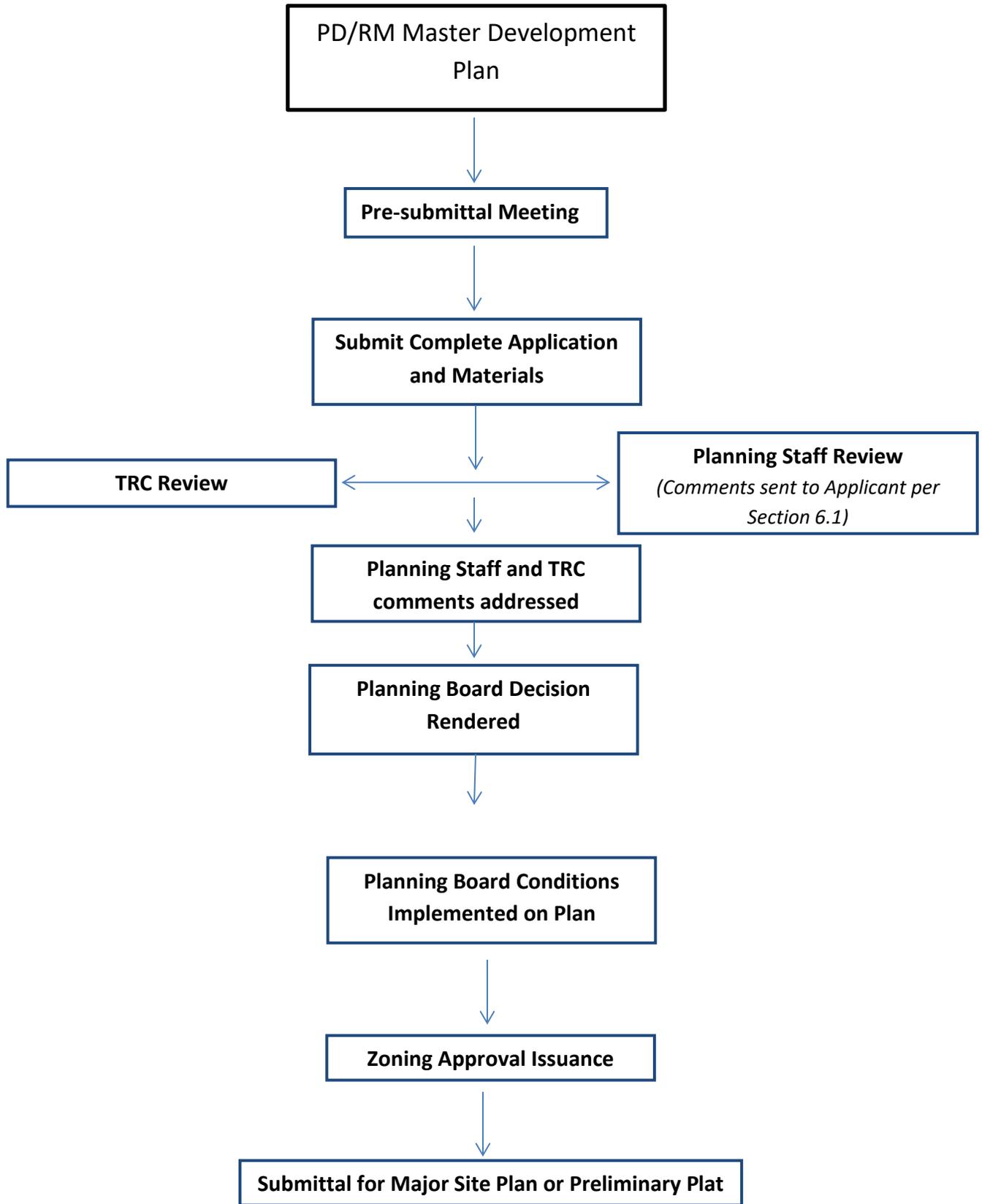
1. _____ **Signed Application**
2. _____ **Payment**
Application fee and initial stormwater review fee Invoices will be generated upon receipt of application for online payment. **Do not include check with application.** \$500 plus \$10 per acre for the first 100 acres, \$5 per acre thereafter (*rounded to the nearest whole acre*). MDP Stormwater review fee - \$200
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 copy. 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 all 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**
Please include any permits issued on the project including but not limited to: environmental, traffic analysis, utility, or other site specific conditions.
8. _____ **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.

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 6.1 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 Cleary with Acreages (per Section 7.6)

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

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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

SECTION 1: APPLICANT INFORMATION			
Applicant's Name:		Owner's Name:	
Applicant's Address:		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			
Type of Master Development Plan	<input type="checkbox"/> Residential <i>RP, PD, RM MH District</i>	<input type="checkbox"/> Commercial <i>GB, OI, IT, GI District</i>	<input type="checkbox"/> Mixed Use <i>PD</i>
Property Identification Number (PIN):		Total property acreage: (rounded to the nearest whole acre)	
Zoning Classification:		Acreage to be disturbed:	
Water Provider		Wastewater Provider:	
Project Address :		Township:	
Description of Project Location:		NAICS:	
		Road Type:	Public/Private/Both
Describe activities to be undertaken on project site:			
SECTION 3: SIGNATURES			
Applicant's Signature		Date:	
Applicant's Printed Name		Date:	
Owner's Signature		Date:	
Owner's Printed Name		Date:	