

# 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](http://www.pendercountync.gov)

## By- Right 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. \_\_\_\_\_ **Pre-submittal Meeting**  
Date of Meeting \_\_\_\_\_
2. \_\_\_\_\_ **Signed Application**
3. \_\_\_\_\_ **Payment**  
\$500 plus \$10 per acre for the first 100 acres, \$5 per acre thereafter
4. \_\_\_\_\_ **Paper Plan Sets**  
One (1) 24 x 36, Four (4) 11 x 17
5. \_\_\_\_\_ **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.
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 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 analysis, utility, or other site specific conditions.
9. \_\_\_\_\_ **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.  
(See Master Development Plan Checklist)

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

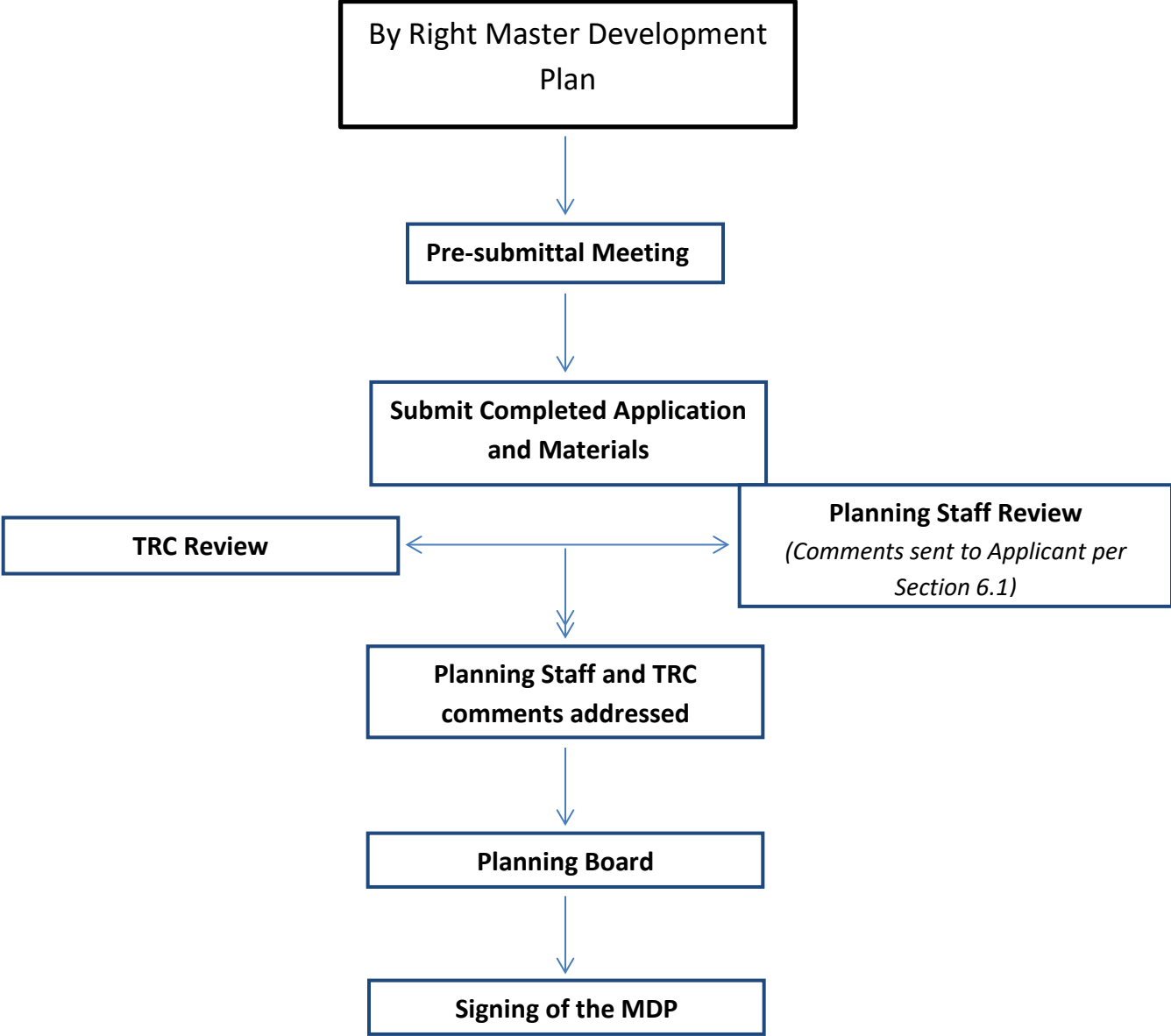
Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Staff Initials: \_\_\_\_\_

Date: \_\_\_\_\_



Specific requirements can be found in Section 6.1 of the Pender County Unified Development Ordinance

## **Master Development Plan Specific Requirements**

**1. Project Narrative** - Site plans shall contain a conceptual plan, showing the location and functional relationship between all proposed housing types and land uses, including the following information:

- A land use plan, showing the location, arrangement and approximate boundaries of all proposed land uses.
- The location and approximate boundaries of proposed housing types conceptually shown in accord and with other non-residential uses dimensional requirements.
- The proposed number of dwelling units of each type in each phase and in the total development accompanied by density calculation of the development.
- The location and approximate boundaries of existing environmental features as defined.
- The location of environmental protection land to be included in common open space.
- The approximate acreage in common open space, each use, housing type and in roads, streets or right-of-ways for each phase and the total development.
- Open space labeled Clearly with Acreages (per Section 7.6)
  - Open Space
  - Passive Open Space acreage
  - Active Open Space acreage
- The location and general configuration of recreational facilities, with a general statement of the types of recreational facilities to be provided if applicable.
- The location and extent of proposed buffers, with statements, profiles, cross sections or examples clearly specifying the screening to be provided if applicable.

### **2. Density**

- Non-Residential Acreage
- Wetlands Acreage
- Passive Open space Acreage
- Active Open Space Acreage
- Right of Way Acreage
- Total Units
- Developable Land
- Net Density

### **3. Location Guidelines**

- The approximate location of sewer and water mains, sewage disposal and water source with statements concerning the connection with and availability of existing facilities.
- Letter of intent if a private wastewater service provider will be utilized
- A conceptual plan for stormwater management with the location of stormwater facilities designed to serve more than one lot.
- The location and treatment proposed for all historical structures and sites recognized as significant by the County Commissioners or as identified on any historical landmarks survey for Pender County.
- Calculations describing all proposed bonus factors with the location of and specifications for bonus improvements, when proposed.
- Location and timing of construction for all amenities.
- Landscaping and Buffer requirements per Article 8.

Specific requirements can be found in Section 6.1 of the Pender County Unified Development Ordinance

#### **4. Lot Design (per Section 7.2)**

- Access easements have not been included to meet any minimum lot area
- Lots shall be arranged to allow for the opening of future streets
- Lots that have double frontage on streets are prohibited except where it provides separation of residential development from traffic arteries. A buffer of at least 10 feet in width with no right of access abutting such traffic arteries shall be provided on these double frontage lots. - lots are near right angles or radial to street lines have been provided.
- Lot boundaries coincide with natural, existing and new drainage

#### **5. Roadways**

- The location and arrangement of street entrances, driveways and parking areas.
- The use of adjoining parcels and the location of adjoining streets and utilities.

**6. Traffic** - A Traffic Impact Analysis is required when the development generates 100 trips in the morning or evening peak hours or over 1,000 trips per day. The Traffic Impact Analysis must state the dates and times the counts were conducted.

- Estimated AM and PM Peak Hour Trips per the Institute of Transportation Engineers Trip Generation Manual.
- Estimated Average Daily Trips created by the development at build-out per the Institute of Transportation Engineers Trip Generation Manual.

#### **7. Access (per Section 7.4)**

- All lots shall have direct or indirect access to a public street, private street, or private access easement.
- 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.

**8. 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.

#### **9. Public and Private Street Design (per Section 7.5.1)**

- Adjoining street systems
- Existing, planned and proposed streets, topographic, drainage and other natural features of the property
- Continuity in existing streets and proposed streets,
- Public roadways
- Both Public and Private streets designed must be constructed in compliance with the current NCDOT Subdivision Roads Minimum Construction Standards

Specific requirements can be found in Section 6.1 of the Pender County Unified Development Ordinance

#### **10. Specific Standards**

- Adequate right-of-way for collector streets
- Reasonable access provided to adjacent properties for development
- No spite strips
- Street intersections are directly aligned if possible.
- If not aligned not offset centerline to centerline by not less than 125 ft.
- intersect as nearly as possible at right angles
- Permanent dead end streets (cul-de-sacs) or temporary dead end (stub) streets are longer than 1,000 ft.
- Street name approval from the Pender County Addressing Coordinator.
- Sight triangles as required in the NCDOT

#### **11. Adopted Plan Compliance**

- Compliance with all adopted plans and Ordinances of Pender County
- Collector Roadways have been shown Per the Pender County Collector Street Plan

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## Planning Division

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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

## THIS SECTION FOR OFFICE USE

<b>Application No.</b>	<b>MDP</b>	<b>Date</b>	
<b>Application Fee</b>	<b>\$</b>	<b>Invoice Number:</b>	
<b>Pre-Application Conference</b>		<b>Hearing Date</b>	

### SECTION 1: APPLICANT INFORMATION

<b>Applicant's Name:</b>		<b>Owner's Name:</b>	
<b>Applicant's Address:</b>		<b>Owner's Address:</b>	
<b>City, State, &amp; Zip</b>		<b>City, State, &amp; Zip</b>	
<b>Phone Number:</b>		<b>Phone Number:</b>	
<b>Email Address:</b>		<b>Email Address:</b>	

Legal relationship of applicant to land owner:

### SECTION 2: PROJECT INFORMATION

<b>Type of Master Development Plan</b>	<input type="checkbox"/> <b>Residential</b> <i>RP, PD, RM MH District</i>	<input type="checkbox"/> <b>Commercial</b> <i>GB, OI, IT, GI District</i>	<b>NAICS:</b>	
<b>Property Identification Number (PIN):</b>		<b>Total property acreage:</b>		
<b>Zoning Classification:</b>		<b>Acreage to be disturbed:</b>		
<b>Project Address :</b>		<b>Township:</b>		
<b>Description of Project Location:</b>		<b>Water Provider:</b>		
		<b>Sewer Provider:</b>		
<b>Describe activities to be undertaken on project site:</b>		<b>Road Type:</b>	<b>Public/Private/Both</b>	

### SECTION 3: SIGNATURES

<b>Applicant's Signature</b>		<b>Date:</b>	
<b>Applicant's Printed Name</b>		<b>Date:</b>	
<b>Owner's Signature</b>		<b>Date:</b>	
<b>Owner's Printed Name</b>		<b>Date:</b>	

## NOTICE TO APPLICANT

1. Applicant or agent authorized in writing must attend the public hearing.
2. Once the public hearing has been advertised, the case will be heard unless the applicant withdraws the application or unless the Planning Board or other authorized person agrees to table or delay the hearing.
3. All fees are non-refundable
4. A complete application packet must be submitted prior to the deadline in order to be placed on the next Planning Board Agenda

### Office Use Only

**MDP Fees:** (*\$500.00 plus \$10/acre for the first 100 acres \$5/acre thereafter*)

**Total Fee Calculation: \$**

#### **Attachments Included with Application: (Please include # of copies)**

CD /other digital version	<input type="checkbox"/> Y <input type="checkbox"/> N	Plan Sets	# of large	# of 11X17	Other documents/Reports	<input type="checkbox"/> Y <input type="checkbox"/> N
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<b>Payment Method:</b>	<b>Cash :</b> <input type="checkbox"/> \$ _____	<b>Credit Card:</b> <input type="checkbox"/> Master Card <input type="checkbox"/> Visa	<b>Check:</b> <input type="checkbox"/> Check # _____
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Application received by:		Date:
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Application completeness approved by:		Date:
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Date scheduled for public hearing:
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