

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

## Subdivision Final Plat Submission (Major and Minor Subdivision)

Applications will be considered for Staff review 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**  
\$250 +10 per lot for the first 100 lots/units, \$5 per lot thereafter
3. \_\_\_\_\_ **Paper Plan Sets**  
Four (4) 24 x 36, One (1) mylar
4. \_\_\_\_\_ **Digital Submission**  
For all documents submitted in paper copy, also 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. \_\_\_\_\_ **AutoCAD Submission**  
*AutoCAD drawing of the subdivision be e-mailed to the GIS Division for the purpose of adding the subdivision to our GIS data. The AutoCAD drawing file shall be in model space and spatially referenced. The entities in the AutoCAD drawing should be placed on the following layers: Entity Layer Name Parcel line work (Right-of-Way, lot lines, subdivision boundaries) Parcel Street centerlines CL Easements (including fire lanes) Esmt Text Text All line work shall have a line type of CONTINUOUS, color 7, a width of 0, an elevation of 0, and should not have duplicate line work over one another. All line work shall be lines and arcs, and shall not be PLINES.*  
  
*The final AutoCAD drawing files and questions should be addressed to:  
Pender County GIS Division Attn: Josh Norwood email: jnorwood@pendercountync.gov  
Phone: (910) 259-0129 PO Box 1519 Burgaw, NC 28425.*
6. \_\_\_\_\_ **Supplemental Documentation**

HOA Articles of Incorporation	_____
HOA Covenants and Restrictions	_____
Open Space Deeds	_____
NCDOT Basic Letter	_____
Engineer/Surveyor Certifications for Improvements ( <i>found in Appendix D</i> )	_____
Private Roadway Certification (if applicable) ( <i>found in Appendix D</i> )	_____
Defects Guarantee ( <i>found in Appendix D</i> )	_____

If improvements are not complete:

Financial Instrument ( <i>found in Appendix D</i> )	_____
Performance Guarantee for Improvements ( <i>found in Appendix D</i> )	_____

7. \_\_\_\_\_ **Water**  
State Acceptance of Water Certifications \_\_\_\_\_  
Pender County Utilities Water Approval \_\_\_\_\_  
OR  
Verification from the Environmental Health Department regarding:  
Well Permits \_\_\_\_\_

8. \_\_\_\_\_ **Wastewater**  
State Acceptance of Wastewater System \_\_\_\_\_  
OR  
Verification from the Environmental Health Department Regarding:  
Improvement Permits, Soil Suitability Analysis or Engineered Option Permits \_\_\_\_\_

9. \_\_\_\_\_ **Recreation Units** (In accordance with Section 7.6.2)

10. \_\_\_\_\_ **Plat Submission**  
All conditions of the preliminary plat approval must have been met before any final plat will be considered for review. Confirmation of compliance with all provisions of the Preliminary Plat. (See Final Plat Checklist)

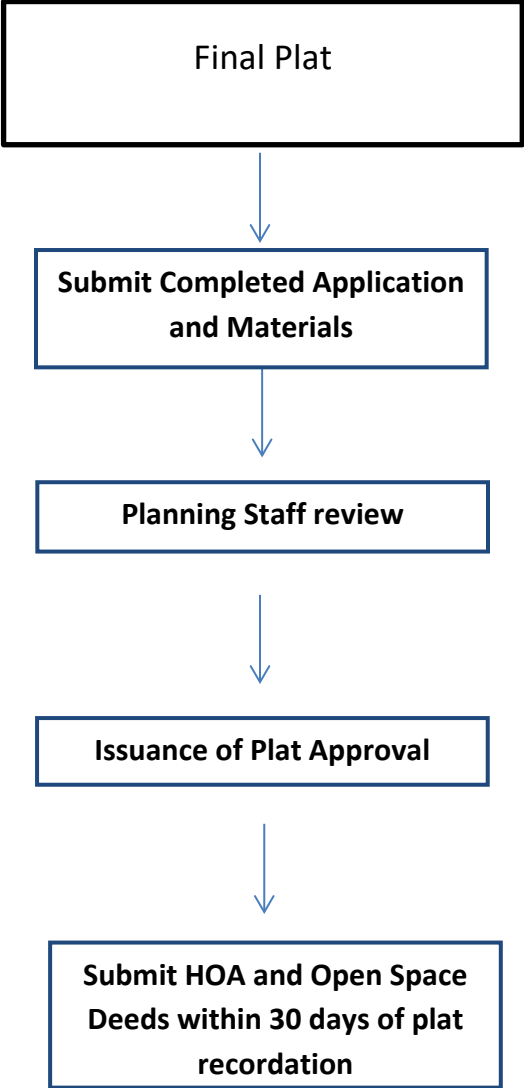
**I certify that all information presented in this application is accurate to the best of my knowledge.**

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

Date \_\_\_\_\_

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

Staff Initials:	_____
Date:	_____



Specific requirements can be found in Section 6.5 of the Pender County Unified Development Ordinance

## Final Plat Specific Requirements

### A. Submission Requirements and General Provisions

- 1) A final plat will not be accepted for review that is incomplete or for which has not been submitted the documents necessary for verification of the conditions of Preliminary Plat approval.
- 2) The final plat shall be reviewed and approved or disapproved and notice of action taken provided to the applicant within 30 working days of completed submission. When the final plat is approved the signed original will be provided to the applicant and a signed copy placed in the Record File for the subdivision.
- 3) The completed final plat must be submitted within 2 years of approval of the preliminary plat or within 2 years of approval of a previously recorded final plat.
- 4) The final plat must conform to the preliminary plat and specifically to all conditions of approval of the preliminary plat. The Administrator may approve minor variations from the approved preliminary plat layout including minor lot line adjustments. Major changes such as; a reduction in individual lot acreage, an increase in total lot number or density, significant roadway changes or any other major alterations will require re-submittal of Preliminary Plat.
- 5) All conditions of preliminary plat approval must have been met before any final plat will be considered for review.-A final plat will not be scheduled for review which is incomplete or does not have the required documents submitted with it.
- 6) Plat Submission – the final plat must be submitted in digital format to the Administrator. The digital submission of the plat will be considered proprietary information. The digital layout will be made available to the Tax Supervisor for parcel update and the digital submission may be returned to the person submitting it. A copy on mylar suitable for recording shall be submitted for signing upon review & approval of the final map. The final plat shall be reviewed, approved and signed by the Administrator.
- 7) Upon approval of the final plat by the Administrator, the Subdivider shall record the final plat with the County Register, as provided for by that office, within ninety (90) days after the approval. Otherwise the approval of the final plat shall be considered void.
- 8) Upon initial approval of the final plat parcel layout the Administrator shall immediately notify the Tax Assessor so that parcel identifiers can be issued.
- 9) Minimum Number of Lots Required on a Final Plat – the minimum lots included on the final plat shall be as follows:
  - a) Up to 10 lots – 100%
  - b) 10 or more lots- minimum increments of 15 lots thereafter
- 10) The final plat, approved covenants, restrictions and homeowners' association documents must be recorded in the Register of Deeds within 60 days after approval by the Administrator and prior to any sale of lots in the development.
- 11) The final plat must be prepared by a licensed surveyor.

### B. Additional Materials or Permits

- 1) All lots shown on the final plat other than open space or other specially approved lots shall meet any one of the following approved wastewater methods as follows:
  - a) On-Site or Off-Site Wastewater Disposal System (i, ii, or iii, as applicable)
    - i.) Improvement Permits for each lot to be served by an on or off-site waste water system, and the system has received an "Improvement Permit" from the Environmental Health Department
    - ii.) Engineered Option Permits for each lot: provided to the Environmental Health Department
    - iii.) Independent Soil Suitability Analysis: The soil suitability analysis as required by this Ordinance and submitted with the preliminary plat shows that each lot contains that is "suitable" for septic waste disposal.
  - b) Community Wastewater Systems
    - i.) Engineered Certification of Installation
    - ii.) Certifications of State Acceptance by the appropriate State Agency

Specific requirements can be found in Section 6.5 of the Pender County Unified Development Ordinance

iii.) If applicable, Certification that the system will be owned by a Public or Community Wastewater system as defined in this Ordinance with conditional acceptance of ownership or certification that the system will be owned by a homeowners association established under the provisions of this Ordinance.

c) Lots not meeting *a.*, or *b.*, of this paragraph shall be labeled with a bold note as follows: "THE PARCELS SO NOTED CANNOT BE USED FOR BUILDING DEVELOPMENT, UNLESS AN APPROVED WASTE WATER DISPOSAL METHOD HAS BEEN APPROVED AND PERMITTED BY THE PENDER COUNTY ENVIRONMENTAL HEALTH DEPARTMENT OR APPROPRIATE STATE AGENCY OR UNLESS A NEW PLAT IS APPROVED AND RECORDED AS REQUIRED UNDER THIS ORDINANCE."

2) Water: All lots shown on the final plat other than open space or other specially approved lots shall meet the following approved Community water system acceptance water methods as follows:

a.) Community Water System

i.) Engineered Certifications of Installation

ii.) Acceptance of System by the appropriate State Agency

b.) Private Water Certifications (Well) from Environmental Health

3) All improvements for the subdivision including but not limited to; recreation areas, infrastructure, roadways and street signs of the proposed in the development must have been constructed and certifications of completion to standards specified provided or their construction guaranteed by a Performance Guarantee referenced in Appendix D.

4) Roadways

a.) Public Roadways

i.) All public streets must have been constructed, inspected and approved in writing or via signature on the plat by the NCDOT District Engineer or a Performance Guarantee provided , or all of the following;

ii.) Estimate of the cost to complete construction of the streets and all other improvements required or proposed in the development that are not complete, prepared, signed and sealed by a licensed engineer,

iii.) Performance Guarantee for the cost of all improvements not certified as complete.

b.) Private Roadways (i. or ii and iii)

i.) Certification by a licensed engineer of the completion of construction of all private streets and other required improvements, or all of the following:

ii.) Estimate of the cost to complete construction of the streets and all other improvements required or proposed in the development that are not complete, prepared, signed and sealed by a licensed engineer,

iii.) Certification by a professional land surveyor of installation of all required monuments and markers.

C. Supplemental Documentation

- 1) One copy of Articles of Incorporation of Homeowner's Association and related documents for any development that contains private streets or other non-public facilities, including drainage systems outside public street right of-ways, water systems and sewer systems and open space.
- 2) One copy of the restrictive covenants to be recorded on the property.
- 3) If all required improvements are not complete a Performance Guarantee utilizing the form from Appendix D must be provided for all improvements
- 4) If and when all required improvements are complete the Defect Guarantee utilizing the form from Appendix D must be provided for all improvements.
- 5) Deeds for all open space parcels transferring ownership to a Homeowners Association. A recorded copy of this document must be submitted to the Administrator within 30 calendar days of recording of the final plat or the subdivision may be in violation of this Ordinance (see Section 7.3, Homeowners Association Requirements).

Specific requirements can be found in Section 6.5 of the Pender County Unified Development Ordinance

- 6) Improvement Certification, form found in Appendix D
- 7) Street Certification (if private), form found in Appendix D

B. Certificates Required on Final Plat

The following Certificates can be found in Appendix D.

- 1) Certificate of Ownership, Dedication and Jurisdiction
- 2) Certificate of Approval Subdivision Public Road Construction by NCDOT District Engineer as applicable
- 3) Certification from the Pender County Addressing Coordinator or appropriate designee
- 4) Certification from Environmental Health
- 5) Surveyor Certificate I
- 6) Surveyor Certificate II
- 7) Surveyor Certificate III
- 8) Parcel Identifier Certificate
- 9) Certificate of Registration by Register of Deeds (unsigned)
- 10) Certificate of Final Plat Approval

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## Planning Division

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## Subdivision

### Major Subdivision

Proposed subdivisions consisting of eleven (11) lots or more are classified as Major Subdivisions and are required to follow the Master Development Plan review process found in Figure 2 and 3 at the end of Section 3.4. All major subdivisions shall include a preliminary and final plat. Upon approval of the Master Development Plan by the Planning Board, the applicant may proceed with the preparation of the preliminary plat.

### Pre-application Conference

Applicants proposing a major subdivision site plan shall request a pre-application conference with the Administrator prior to submitting the documents for review.

- 1) The purpose of the pre-application conference shall be to discuss the proposal in relation to the requirements of all adopted Land Use Plans and Unified Development Ordinance and to obtain advice on the preparation of the preliminary plan.
- 2) If applicable, the applicant shall provide a copy of the approved Master Development Plan for discussion at the pre-application conference.

### Review

- A. Completed plats, application, fees and other required data must be submitted 45 days before a scheduled Planning Board meeting.
- B. When required submission material is submitted as noted above, it shall be placed on the next scheduled Planning Board agenda, if applicable.
- C. The Administrator will forward the Major Subdivision application and site plan to the Technical Review Committee for review. The TRC shall make recommendations concerning whether the plan meets the requirements and or plans of their particular state agency, county department or utility authority
- D. Major subdivision plans must meet all the requirements prescribed in Section 6.4, Preliminary Plat Contents and Section 6.5, Final Plat Contents.
- E. The preliminary plat must be submitted in digital format to the Administrator within the time frame indicated above. The digital submission of the plat will be considered proprietary information. The digital layout will be made available to the Tax Supervisor for parcel update and the digital submission may be returned to the person submitting it.
- F. The plat will be reviewed for compliance with this Ordinance.
- G. Due to the subdivision of land for residential purposes a portion of land must be dedicated to open space by means of providing recreational area to the residents or payments in lieu of dedication to the County. Open space requirements may be referenced in Section 7.6, Open Space.
- H. Planning Board will take action on the plat submission within 65 days after completed submission.
- I. Planning Board Master Development Plan approval shall be valid for two years. If all conditions of preliminary plat are met and a phase of the final plat is recorded, the preliminary plat status shall remain valid perpetually for all remaining phases.
- J. Preliminary plat approval constitutes approval of the layout and authorizes the developer to proceed with construction of the subdivision and improvements in accord with the approved plat, conditions attached to the approval, and submittal of required permits.

- K. All conditions of preliminary plat approval must be completed and submitted within two (2) years of the approval date.
- L. If a preliminary plat is not approved, the reasons for disapproval must be specified and provided to the developer in writing. Disapproval of a preliminary plat may be appealed to the Pender County Board of Commissioners.
- M. A preliminary plat will not be scheduled for review that is incomplete or does not have the required documents submitted with it.

### **Minor Subdivision**

Proposed subdivisions of ten (10) lots or less, except family and three lot divisions are classified as a minor subdivision and shall follow the preliminary plat review process. Proposed minor subdivisions located in PD, Planned Development district must follow the Master Development Plan review process which requires Planning Board approval.

### **Pre-application Conference**

Applicants who are proposing a residential site development plan shall request a pre-application conference with the Administrator prior to submitting the documents for review.

- 1) The purpose of the pre-application conference shall be to discuss the proposal in relation to the requirements of any adopted Land Use Plans and Unified Development Ordinance and to obtain advice on the preparation of the preliminary plat.
- 2) If applicable, the applicant shall provide a copy of the approved Master Development Plan for discussion at the pre-application conference.

### **Review**

- A. Application form must be completed and fee paid at the time of submission.
- B. Minor subdivision plans must meet all the requirements prescribed in Section 6.4, Preliminary Plat Contents and Section 6.5, Final Plat Contents.
- C. The Administrator will forward the Minor Subdivision application and site plan to the Technical Review Committee for review. The TRC shall make recommendations concerning whether the plan meets the requirements and/or plans of their particular state agency, county department or utility authority within five (5) business days.
- D. For projects in the PD zoning district, the administrator may request that the site plan be presented to the Planning Board for its review.
  - 1) The Planning Board may make recommendations to the Administrator concerning the site plan.
  - 2) The Administrator shall incorporate such recommendations into the review of the site plan.
- E. When required submission material is submitted, the Administrator shall review and provide comments or approval to the applicant within fifteen (15) working days.
- F. The plat will be reviewed for compliance with this Ordinance.
- G. Plat approval constitutes approval of the layout and authorizes the developer to proceed with construction of the subdivision and improvements in accord with the approved plat and any conditions attached to the approval.
- H. If a plat is not approved, the reasons for disapproval must be specified and provided to the applicants in writing. Disapproval of a plat may be appealed to the Pender County Zoning Board of Adjustment.
- I. Approval of the preliminary plat shall be valid for two (2) years of the approval date unless building permits have been obtained for construction.



# APPLICATION FOR FINAL PLAT SUBDIVISION

THIS SECTION FOR OFFICE USE			
Application No.	<b>SUB</b>	Date	
Application Fee	\$	Invoice Number	
Master Plan Hearing Date		Preliminary Plat Hearing Date	

## 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

Preliminary Plat	<input type="checkbox"/> Residential <i>RP, PD, RM, MH District</i>	<input type="checkbox"/> Mixed Use <i>PD</i>	
Subdivision Type	<input type="checkbox"/> Major (11 lots or more)	<input type="checkbox"/> Minor (10 lots or less)	<input type="checkbox"/> Other
Property Identification Number (PIN):		Total property acreage:	
Zoning Classification:		Acreage to be disturbed:	
Water Provider:		Wastewater Provider:	
Number of Lots:		Phase:	
Additional Information:		Township:	
		NAICS (if mixed use):	
		Road Type:	Public/Private/Both

## SECTION 3: SIGNATURES

Applicant's Signature	Date:
Applicant's Printed Name:	Date:
Owner's Signature	Date:
Owner's Printed Name:	Date:

### 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

<input type="checkbox"/> Subdivision Fees: \$250 + \$10/lot-unit for the first 100 lots/units; \$5.00/lot-unit thereafter (Major Subdivision) \$100 + \$10/lot-unit thereafter (Minor Subdivision)	Total Fee Calculation: \$
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**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
<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 # _____		
Application received by:					Date:	
Application completeness approved by:					Date:	
Date scheduled for public hearing:						