

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. _____ **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.

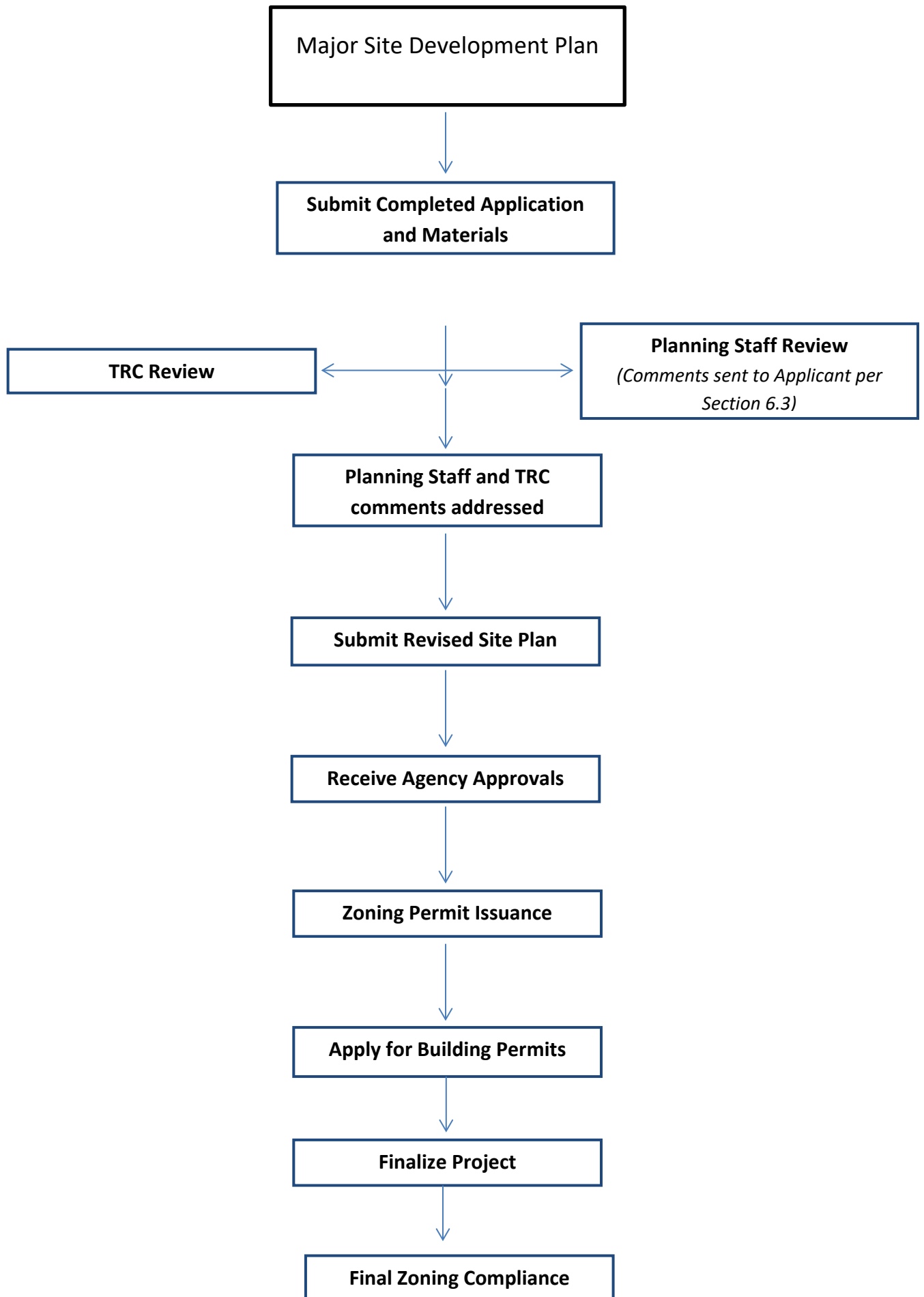
Signature of Applicant _____

Date _____

Printed Name _____

Staff Initials: _____

Date: _____



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

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

MAJOR AND MINOR SITE DEVELOPMENT APPLICATION

THIS SECTION FOR OFFICE USE					
Date:	Permit Number:	Permit Fee:	Invoice Number:		
*Zoning Approval ONLY: YES / NO		Final Zoning Compliance Approved: YES / NO / N/A			
Type of Site Development Plan:	<input type="checkbox"/> Major	<input type="checkbox"/> Minor			
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		
Lot Size:		Sq Ft of Building:	Building Height:		
Setbacks	Front:	Side:	Rear:		
NAICS Code/Use:					
Business Name:					
Describe activities to be undertaken on project site:					
Ownership:	Number of Employees:	Number of Members:	Seating Capacity:		
<input type="checkbox"/> Private <input type="checkbox"/> Public					

**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:	
Applicant's Name Printed		Date:	
Owner's Signature		Date:	
Owner's Name Printed		Date:	
Planning Staff:		Date:	