



NEW HANOVER COUNTY  
DEPARTMENT OF  
PLANNING & LAND USE

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**AGENCY CHECKLIST**

230 Government Center Drive, Suite 110  
Wilmington, NC 28403  
910-798-7053 Fax  
[www.nhcgov.com](http://www.nhcgov.com)

Project Name: WINDY WOODS Date: OCT. 10, '18

- ✓ Preliminary Plan (Conventional, Performance High Density, EDZD)
- Engineering/ Jim Iannucci/~~Tim Lowe~~
  - Soil & Water Conservation District/ Dru Harrison
  - Emergency Services/ Steve Still
  - Fire Services/Ray Griswold/ David Stone
  - E911/ Chris Hewett
  - Environmental Health/ Cathy Timpy (only if plan proposes well or septic tank)
  - Cape Fear Public Utility Authority/ Bernice Johnson / Matthew Tribett

- ✓ Additional Agencies:
- Corps of Engineers/ ~~Brennan Dooley~~ RACHEL CAPITO
  - School System/ Marion Brill / Eddie Anderson
  - NCDOT/ Kirsten Spirakis / Ben Hughes
  - MPO/ ~~Bill McDow~~ / ~~Mike Kozlosky~~ FRED ROYAL
  - Division of Coastal Management/ Courtney Spears (plan sent if land is adjacent to coastal water)
  - NC D.E.M.L.R./ Linda Lewis
  - City of Wilmington Development Services /Ron Satterfield

Minor Subdivisions are sent to the following agencies for additional comments.

- Engineering/ Jim Iannucci/Tim Lowe
- Environmental Health/ Cathy Timpy
- CFPUA/ Bernice Johnson / Matthew Tribett

Final subdivisions are sent to the following agencies for additional comments.

- Fire Services/ Ray Griswold / David Stone
- Engineering/ Jim Iannucci/Tim Lowe
- CFPUA/ Bernice Johnson / Matthew Tribett

**Upon receipt, please send your written comments on the attached site plan back to Planning & Inspections and the applicant within (3) three weeks.**

Sender Comments: Please review the attached site plan and  
provide your observations to Frank Braxton  
and me w/in 15 working days. The app. is attached.  
Let me know if you have questions.

Thanks,  
Sam



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**PERFORMANCE RESIDENTIAL  
DEVELOPMENT**

Name of Applicant or Owner Coastal Land Design (Frank Braxton)	Date of Application 10/8/18
Address P.O. Box 1172	City, State, Zip Wilmington, NC, 28402
Email Address fbraxton@cld.com	Telephone Number of Owner 910-254-9333, X-3
Name of Surveyor (if different than Owner) Baseline Survey NC	Telephone Number of Surveyor (if different than Owner) 910-338-1880
Address of Surveyor (if different than Owner) P.O. Box 15966	City, State, Zip Wilmington, NC 28408
Email Address (if different than Owner) contact@baselinesurveync.com	Parcel ID Number R03300-001-006-000, R03315-005-017
Location of Property ~675' South of Chadwick Ave. off Castle Hayne Rd.	Square Feet/Acres on Plat 1,311,635 SF / 30.11 AC.
Project Name Windy Woods Subdivision	Land Classification R-20 Residential

**SUBMISSION REQUIREMENTS**

The application will be regarded as incomplete until the following items are received by Planning & Zoning.

Your application must include a **\$300.00 fee** and **15 folded maps** of the proposed Performance Residential Development. This fee should be payable to New Hanover County and **must** accompany this application. Applications for Performance Residential Development are received and acted upon by the County's Technical Review Committee. Planning & Zoning staff will send a copy to each appropriate agency. **Written agency comments must be received three (3) weeks prior to the meeting before being placed on the TRC agenda.**

1. **Streets** - Written comments from the North Carolina Department of Transportation approving the design of all public streets or a letter from the County Engineer approving the design of all private streets.
2. **Water and Sewer**- A letter from the appropriate State or local health agency approving the design of such systems and commitment allocation to serve the project.
3. **Drainage**- The location of all marshes, watercourses, ditches, drainage channels, with proposed drainage and utility easements water and sewer for the proposed subdivision.
4. A letter from the Soil Conservation Service indicating any acreage from Class IV soils on the property.
5. A letter from County Fire Services approving fire hydrant location and street design.
6. **You are encouraged to arrange an informal conference with planning staff at least two (2) weeks prior to submitting an application. By attending this conference, you will improve your chances of submitting a complete and acceptable application.** You should bring a rough sketch of your proposal to this conference. Planning & Zoning staff will proceed to advise you of environmental problems, point out significant design problems, describe the required improvements, and advise you regarding the required approval letters for water and sewer. A checklist outlining these requirements is available to help you through this process.

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

*Steve Shuttleworth*

Signature of Property Owner and/or Developer

Steve Shuttleworth

Print Name

- Tree retention and landscaping in accordance with Section 67
- Private streets acceptable to County Engineer or public streets acceptable to NCDOT
- Total acres submerged land, plat area per dwelling unit & acreage of open space
- Hurricane evacuation plan (if applicable)
- Unduplicated Development and street names
- Names and locations of adjoining subdivisions, streets, adjacent property owners
- Roadway cross-section and drainage design
- Lot lines, lot numbers, and setback lines
- Block lengths greater than 400' but less than 1000', cul-de-sacs less than 500'
- Street jogs are no less than 200'
- Street inter-connectivity, (Index 1.4 or greater)
- Significant tree survey
- Traffic Impact Analysis (TIA)
- Water/ Sewer Capacity Letters
- Street lights
- Fire hydrant and locations
- Sidewalks & Pedestrian easements
- Double frontage lots shall be avoided

***DENSITY CALCULATIONS:***

Less: Area in lakes, ponds, or marshes. Area in Class IV soils as confirmed by Soils Conservation Service. (In lieu of Subtracting Dorovan, Johnston and/or Pamlico soils the developer may choose to preserve 100% of such areas as conservation space.

Maximum Density for applicable zone  
 Circle: R-10=3.3, R-15=2.5, R-20=1.9

Gross Tract Acreage: 30.11 AC.

Net Tract Acreage 30.11 AC.

**Equal Number of units permitted on site**

**Total Number Units Permitted:** 57 (30.11 x 1.9) (Net Acreage times Applicable zone factor)

***Staff Use Only:***

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