

NEW HANOVER COUNTY

DEPARTMENT OF PLANNING & LAND USE
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PRELIMINARY PLAN—MAJOR SUBDIVISION APPLICATION

This application form must be completed as part of a subdivision preliminary plan application submitted through the county's online COAST portal. The main procedural steps in the submittal and review of applications are outlined in the flowchart below. More specific submittal and review requirements, as well as the standards to be applied in reviewing the application, are set out in Section 10.3.7(D)(1) of the Unified Development Ordinance.



1. Applicant and Property Owner Information

Applicant/Agent Name	Owner Name (if different from Applicant/Agent)
Company	Company/Owner Name 2
Address	Address
City, State, Zip	City, State, Zip
Phone	Phone
Email	Email

2. Subject Property Information

Address/Location	Parcel Identification Number(s)
Total Parcel(s) Acreage	Existing Zoning and Use(s)

Applicant Tracking Information (This section completed by staff)

Case Number:	Date/Time received:	Received by:
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3. Subdivision Type (initial)

Conventional	Performance
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4. Density Calculations (required for performance subdivisions)

Gross Tract Acreage:	
Less: Area in lakes, ponds, or marshes. Areas in Class IV soils as confirmed by Soil & Water Conservation. (In lieu of subtracting Dorovan, Johnston, and/or Pamlico soils, the developer may choose to preserve 100% of such areas as conservation space)	–
Net Tract Acreage	
Multiplied by maximum density for applicable zoning district:	X
Total Number of Units Permitted (net acreage times maximum density for zoning district)	

Staff will use the following checklist to determine the completeness of your application. Please verify all of the listed items are included and confirm by initialing under “Applicant Initial”. If an item is not applicable, mark as “N/A”. Applications determined to be incomplete must be corrected in order to be processed for further review.

Applications are reviewed by the County’s Technical Review Committee (TRC), and planning staff will send a copy to each appropriate agency in advance of the TRC meeting. Written agency comments must be received 3 weeks prior to the meeting before being placed on the TRC agenda.

You are encouraged to arrange an informal conference with planning staff at least two weeks prior to submitting an application. By attending this pre-application conference, you will improve your chances of submitting a complete and acceptable application.

<i>Application Checklist</i>	<i>Applicant Initial</i>	<i>Staff Initial</i>
<input type="checkbox"/> This application form, completed and signed	_____	_____
<input type="checkbox"/> Application fee: \$300	_____	_____
<input type="checkbox"/> Site Plan including the elements on the applicable attached checklist	_____	_____
<input type="checkbox"/> A letter from the appropriate utility provider that water and sewer capacity is available (or planned) to serve the project as designed.	_____	_____
<input type="checkbox"/> A letter from Soil & Water Conservation indicating any acreage from Class IV soils on the property.	_____	_____
<input type="checkbox"/> A letter from County fire Services approving fire hydrant location and street design.	_____	_____
<input type="checkbox"/> One (1) hard copy of ALL documents AND 5 hard copies of the site plan. Additional hard copies may be required by staff depending on the size of the document/site plan.	_____	_____
<input type="checkbox"/> One (1) digital PDF copy of ALL documents AND plans	_____	_____

5. Acknowledgement and Signatures

By my signature below, I understand and accept all of the conditions, limitations, and obligations of the preliminary subdivision approval for which I am applying. I understand that the existing Official Zoning Map is presumed to be correct. I certify that this application is complete and that all information presented in this application is accurate to the best of my knowledge, information, and belief.

If applicable, I also appoint the applicant/agent as listed on this application to represent me and make decisions on my behalf regarding this application during the review process. The applicant/agent is hereby authorized on my behalf to:

1. Submit an application including all required supplemental information and materials;
2. Appear at public hearings to give representation and comments; and
3. Act on my behalf without limitations with regard to any and all things directly or indirectly connected with or arising out of this application.

Signature of Property Owner(s)

Print Name(s)

Signature of Applicant/Agent

Print Name

Note: This form must be signed by the owner(s) of record. If there are multiple property owners, a signature is required for each owner of record.

Site Plan Checklist—Conventional Subdivision

- Scale no smaller than 1" = 200 ft. _____
- Detailed vicinity map with north arrow _____
- Title information: Name of designer, engineer, or surveyor _____
- Owner's name, address, and phone number _____
- Developer (if other than owner) and development name _____
- County/municipal boundaries in area (if applicable) _____
- Existing zoning district _____
- Boundary line of tract to be developed drawn accurately to scale along with bearings and distance dimensions _____
- Topographic relief at two-foot intervals with topo source _____
- Location of right-of-way widths of all streets and easements (and other areas to be dedicated to public use) _____
- Unduplicated street names and subdivision designations _____
- Total acres proposed in development _____
- Location of conservation resource areas _____
- Average lot size, total number of lots _____
- Location of AECs within 575'SA waters (if applicable) _____
- Location of 100-year flood plain (note if not applicable) _____
- Boundaries of all open space areas and acres _____
- Hurricane evacuation plan from barrier islands (if applicable) _____
- Proposed location of planned thoroughfares (if applicable) _____
- Sidewalks, pedestrian easements, and bike routes (if applicable) _____
- Tree retention and landscaping in accordance with UDO Article 5 _____
- Approvals of water and sewer by County Engineering and/or Environmental Health _____
- Location of fire hydrants _____
- Block lengths greater than 400' but less than 1,000'; cul-de-sacs less than 500' designed to NCDOT standards _____
- Blocks to have two tiers/double frontage lots avoided _____
- Buffer strips (if applicable) _____
- Correct building setback lines _____
- Major street intersections at least 800' apart _____
- Street jogs greater than 200' _____
- Lots conform to zoning requirements, depth 4 x mean width _____
- Corner lots conform to building lines on both streets _____
- Side lot lines substantially at right angles or radial to street lines _____
- Connections to adjacent streets _____
- Temporary turn-arounds access adjacent property _____
- Approximate location of 404 Wetlands and Section 10 Wetlands _____
- Location of marshes, water courses, ditches, drainage channels, subsurface drainage structures, and proposed method of disposing of drainage run-off _____
- Location and size of all drainage easements (ditched or piped) whether located within or outside proposed development _____
- Location of sanitary sewers (other than septic tanks), utility easements, storm drainage, new water supplies, connections with existing systems, & utility easements at least 15' (if applicable) _____
- Roadway cross-section displaying pavement width, amount ABC, asphalt depth, and drainage design _____
- Typical cross-section drainage ways _____
- Drainage easements not less than 30' wide with ditch off centered 20' to 10' _____
- Streets intersect not less than 75 degrees _____
- Traffic Impact Analysis (if applicable) _____
- Street inter-connectivity (index 1.4 or greater) _____
- Barrier, riverine, and estuarine island regulations (if applicable) _____
- Street lights _____
- Significant Tree Survey _____

Site Plan Checklist—Performance Subdivision

Scale no smaller than 1" = 200 ft.	_____
Vicinity or location map	_____
Name of designer, engineer, or surveyor	_____
North arrow and date	_____
Owner's name, address, and phone number	_____
Developer (if other than owner) and development name	_____
Boundary line of tract to be developed drawn accurately to scale along with bearings and distance dimensions	_____
Tax map, block and parcel numbers	_____
Total gross acres in tract	_____
Total acres occupied by all structures including street right-of-way and parking areas	_____
Total acres and boundaries of land lying within the 100-year flood plain and below mean high water mark, plus delineation of 100-year flood boundary	_____
Boundaries of all open space areas	_____
Location of all existing and proposed structures	_____
Total number of dwelling units to be constructed with number of bedrooms per unit and location of all multiple dwelling units	_____
Location and right-of-way widths of all streets and easements (and other areas to be dedicated to public use)	_____
Location and width of all streets, plus names and designation	_____
Location and description of all recreational areas and facilities	_____
Location of natural features including topographical information (contour interval 2 feet), watercourses, approximate forest lines, and topo source	_____
Location and size of all proposed utility and drainage facilities	_____
Areas to be maintained by association clearly indicated on plan	_____
20' setback between attached structures and from peripheral lot lines, 10' setback between detached structures	_____
Parking complies with Article 5 of Unified Development Ordinance	_____
Conservation Resources Areas identified (COD)	_____
Approximate location of 404 Wetlands and Section 10 Wetlands	_____
Street cross sections with typical marl and asphalt depths	_____
Proposed thoroughfares within area (show location if applicable)	_____
Tree retention and landscaping in accordance with Article 5 of Unified Development Ordinance	_____
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 1,000', cul-de-sacs less than 500'	_____
Street jogs no less than 200'	_____
Street interconnectivity (index 1.4 or greater)	_____
Significant tree survey	_____
Traffic Impact Analysis (if applicable)	_____
Water/Sewer capacity letters	_____
Street lights	_____
Fire hydrant locations	_____
Sidewalk and pedestrian easements	_____
Double frontage lots to be avoided	_____