



# NEW HANOVER COUNTY

DEPARTMENT OF PLANNING & LAND USE  
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 Wilmington, North Carolina 28403  
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## MASTER PLANNED DEVELOPMENT APPLICATION

This application form must be completed as part of a master planned development 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 10.3.4 of the Unified Development Ordinance.



### 1. Applicant and Property Owner Information

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

### 2. Subject Property Information

<b>Address/Location</b>		<b>Parcel Identification Number(s)</b>
<b>Total Parcel(s) Acreage</b>	<b>Existing Zoning and Use(s)</b>	<b>Future Land Use Classification</b>

### 3. Proposed Zoning, Use(s), & Narrative

Proposed Zoning District:	Total Acreage of Proposed District:
<p>Please provide a project narrative, describe the purpose of the master planned development, and list the uses that will be allowed (attach additional pages if necessary).</p>	

#### 4. Traffic Impact

Please provide the estimated number of trips generated for the project's proposed maximum density and intensity based off the most recent version of the Institute of Traffic Engineers (ITE) Trip Generation Manual. A Traffic Impact Analysis (TIA) must be completed for all proposed developments that generate more than 100 peak hour trips, and the TIA must be included with this application.

ITE Land Use:

Trip Generation Use and Variable (gross floor area, dwelling units, etc.)

AM Peak Hour Trips:

PM Peak Hour Trips:

#### 5. Master Planned Development Considerations

Please explain how the proposed development meets the following criteria (attach additional pages if necessary).

1. How would the requested change be consistent with the County's policies for growth and development, as described in the 2016 Comprehensive Plan, applicable small area plans, etc.

2. How would the requested development be consistent with the property's classification on the 2016 Comprehensive Plan's Future Land Use Map.

**3. How does the proposed master planned development meet the required elements and intent of the proposed 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". Applications determined to be incomplete must be corrected in order to be processed for further review.

**Application Checklist**

**Applicant Initial**

- This application form, completed and signed \_\_\_\_\_
  
- Application fee:
  - \$600 for 5 acres or less
  - \$700 for more than 5 acres
  - \$300 in addition to base fee for applications requiring TRC review\_\_\_\_\_
  
- Community meeting written summary \_\_\_\_\_
  
- Traffic impact analysis (if applicable) \_\_\_\_\_
  
- Legal description (by metes and bounds) or recorded survey Map Book and Page Reference of the property requested for rezoning \_\_\_\_\_
  
- A copy of the title to all land that is part of the proposed master planned development district to demonstrate unified control \_\_\_\_\_
  
- Master Development Plan (MDP) Master Plan including the elements listed on the attached checklist: \_\_\_\_\_
  
- Proposed MDP Terms & Conditions Document specifying
  - Conditions related to approval of the application for the master planned development zoning district classification;
  - References to the MDP Master Plan, including any density/intensity standards, dimensional standards, and development standards;
  - Conditions related to the approval of the MDP Master Plan, including any conditions related to the form and design of development shown in the MDP Master Plan;
  - Provisions addressing how transportation, potable water, wastewater, stormwater management, and other infrastructure will be provided to accommodate the proposed development;
  - Provisions related to environmental protection and monitoring; and
  - Any other provisions relevant and necessary to the development of the master planned development in accordance with applicable standards and regulations.\_\_\_\_\_
  
- 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. \_\_\_\_\_
  
- One (1) digital PDF copy of ALL documents AND plans \_\_\_\_\_

## 6. Acknowledgement and Signatures

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By my signature below, I understand and accept all of the conditions, limitations, and obligations of the Master Planned Development zoning 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.

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**Signature of Property Owner(s)**

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**Print Name(s)**

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**Signature of Applicant/Agent**

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**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.

*If an applicant requests delay of consideration from the Planning Board or Board of County Commissioners before notice has been sent to the newspaper, the item will be calendared for the next meeting and no fee will be required. If delay is requested after notice has been sent to the newspaper, the Board will act on the request at the scheduled meeting and are under no obligation to grant the continuance. If the continuance is granted, a fee in accordance with the adopted fee schedule as published on the New Hanover County Planning website will be required.*

# Master Planned Development (MPD) Master Plan Requirements Checklist

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## Requirements for All MPD Districts (UMXZ, RFMU, EDZD, PD)

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- Tract boundaries and total area, location of adjoining parcels and roads \_\_\_\_\_
- General configuration and relationship of the principal elements of the proposed development, including uses, general building types, density/intensity, pedestrian and vehicular circulation, and public facilities. \_\_\_\_\_
- Proposed resource protection and open space areas \_\_\_\_\_
- Development schedule, including proposed phasing \_\_\_\_\_
- All existing and proposed easements, required setbacks, rights-of-way, and buffering \_\_\_\_\_
- The location of Special Flood Hazard Areas, if applicable \_\_\_\_\_
- A narrative of the existing vegetation on the subject site including the approximate location, species, and size (DBH) of regulated trees. For site less than 5 acres, the exact location, species, and sized (DBH) of specimen trees must be included. \_\_\_\_\_

## Additional Requirements for EDZD Districts

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- Map showing location of existing public water and sewer lines, roadway classification, existing or planned bicycle and pedestrian facilities, schools, parks, employers, and shopping districts within a 1/2 mile of the outermost project boundary \_\_\_\_\_
- Proposed location, size, and type of signage \_\_\_\_\_
- Inventory of existing environmental, cultural, historical, and natural site attributes \_\_\_\_\_
- Calculations of the requested density/intensity and documentation supporting the award of points for any density bonus \_\_\_\_\_

## Additional Requirements for PD Districts

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- Identification of the proposed compensating community benefits. They may include, but are not limited to, improved design, natural preservation, improved connectivity for pedestrians and/or vehicles, mixed-use development, green building practices, and dedication of land or in-lieu fee contribution. \_\_\_\_\_