

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)
Development Name	

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, marshes, or Class IV soils. Class IV soils that are preserved within open space may be included within the net area.	–
Net Tract Acreage	
Multiplied by maximum density for applicable zoning district:	X
Total Number of Units Permitted <small>(net acreage times maximum density for zoning district)</small>	

5. Traffic Impact

Please provide the estimated number of trips generated for the proposed use(s) based off the most recent version of the Institute of Transportation 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 (Code):	
Trip Generation Variable (gross floor area, dwelling units, etc.):	
AM Peak Hour Trips:	PM Peak Hour Trips:

6. Application Requirements

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.

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.

Application Checklist	Applicant Initial
This application form, completed and signed	_____
<input type="checkbox"/> Application fee: \$300	_____
<input type="checkbox"/> Traffic Impact Analysis (for developments that generate more than 100 peak hour trips)	_____
<input type="checkbox"/> Preliminary Plan including the elements on the attached checklist	_____
One (1) hard copy of ALL documents AND 3 hard copies of the preliminary plan.	
<input type="checkbox"/> 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	_____

7. 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.

Signature of Property Owner and/or Developer

Print Name

Signature of Property Owner and/or Developer

Print Name

Preliminary Plan Checklist

The following table lists elements that must be included on the Preliminary Plan. Please make sure to include all applicable items to ensure all of the appropriate regulations may be reviewed.

General			
1	Development name		
2	Property owner's name and address		
3	Developer (if different from owner)		
4	Name of designer, engineer or surveyor		
5	Scale no smaller than one inch to two hundred feet (1"=200')		
6	North arrow		
7	Vicinity of location map		
8	Date or dates plan was made		
9	Tax Map, block and parcel numbers		
10	Boundary line of tract to be developed drawn accurately to scale with linear and angular dimensions		
11	Total gross and net acreage of tract to be developed		
12	Existing site features and improvements including:		
	<ul style="list-style-type: none"> • Street right-of-ways, utilities including fire hydrants, structures and parking areas • Property lines and names of adjoining property owners 		
13	Total acreage of areas occupied by all structures, including streets and parking areas		
Development Information			
14	All proposed site features and development improvements including:		
	<ul style="list-style-type: none"> • Location and size of proposed lots with dimensions and lot numbers • Number of dwelling units to be constructed with number of bedrooms per unit • Location of multiple dwelling unit structures (duplexes, townhomes, condos, apartments, etc.) • Location, width, and designation of street right-of-ways, easements, and pedestrian facilities • Cross section of streets and pedestrian facilities, and drainage design • Location and size of all proposed stormwater and drainage facilities • Location and size of all proposed utilities including fire hydrants and street lights • Boundaries and acreage of all open space, recreation space, and common area, and all other areas to be maintained by a homeowner association 		
	15	Proposed density, minimum lot size, and average lot size	
	16	Setback lines and parking areas	
	Environmental Information		
	17	Topographical information (contour interval of 2 feet) and source	
	18	Natural features including watercourses and forest lines	
19	Approximate location of regulated wetlands (401 & 404)		
20	Location and acreage of areas identified as conservation resources in the Conservation Overlay District		
21	Boundary of Special Flood Hazard Areas		
22	Location and size of regulated trees, noting the trees proposed to be removed and mitigation tactic		
23	Location of required or proposed bufferyards		
24	Areas and acreage of land identified as Class IV Soils by the 1980 NHC Soils Report, or by a licensed Soil Scientist.		