

PLANNED RESIDENTIAL DEVELOPMENT & MASTER DEVELOPMENT PLAN

City of Boiling Spring Lakes



9 E. Boiling Spring Rd.

Southport, NC 28461

www.cityofbsl.org.

Planning & Zoning

Phone (910) 363-0132 Fax (910) 363-0029

A Planned Residential Development (PRD) is planned and developed as an integral unit, in a single development operation, or a definitely programmed series of development operations, and according to an approved Master Development Plan. All PRD's require an amendment to the City's Official Zoning Map, Master Development Plan approval, followed by the Major Subdivision approval process, as specified in the City's Unified Development Ordinance. Please refer to the City's Unified Development Ordinance for detailed requirements

Application Instructions/Requirements:

NOTE: You are strongly encouraged to arrange an informal pre-application conference with Planning Department staff at least thirty (30) days prior to the date upon which you intend to submit an application.

- ☐ An application for a Planned Residential Development shall be accompanied by three (3) hard copies and one (10) digital copy of a Master Development Plan. The UDO Administrator shall receive a complete application for a Planned Residential Development, including a Master Development Plan, a minimum of thirty (30) calendar days prior to the meeting at which the PRD will be reviewed. The Planned Residential Development Master Plan shall include all items contained in Appendix B of the City's Unified Development Ordinance.
- ☐ The Technical Review Committee shall review the Master Development Plan and provide a written recommendation to the Planning Board prior to the Planning Board meeting at which the Master Development Plan is to be reviewed.
- ☐ The UDO Administrator shall, in writing, provide a recommendation to the Planning Board within sixty (60) days following receipt of the complete application for a PRD and associated Master Development Plan. Copies of said Master Development Plan will be included with the UDO Administrator's recommendation.
- ☐ Following receipt of recommendation from the Planning Board, the Board of Commissioners shall approve, conditionally approve, or deny the PRD Master Development Plan.
- ☐ The application for a Planned Residential Development shall also be accompanied by an application to amend the Zoning Map (rezoning) to the Planned Residential Development Zoning District. The rezoning application shall be submitted concurrently with the PRD Master Development Plan. The procedure for such shall be followed as outlined in Article 4 of the City's Unified Development Ordinance. The approved Master Development Plan shall provide the framework for development in the Planned Residential Development.
- ☐ Upon approval of the Zoning Map amendment and Master Development Plan, an applicant may submit an application for a Major Subdivision as provided in the City's Unified Development Ordinance. The Master Development Plan shall outline the dimensional standards and density for the approval of the Major Subdivision.

Section 1:

Property Owner:

Name _____ Phone _____
Address _____ Fax _____
City, St, Zip _____ Email _____

Developer/Applicant:

Name _____ Phone _____
Address _____ Fax _____
City, St, Zip _____ Email _____

Property Information:

Address _____ Acreage _____
Current Zoning _____ Public Utilities Available? _____ Water _____ Sewer _____
Tax Parcel(s) _____

Project Information:

Project Name _____
Proposed Use (check all that apply) Single-family _____ Two-family _____
Multi-family _____
Total Number of Lots Proposed (appx numbers acceptable) _____
Acreage of Smallest Lot (appx numbers acceptable) _____
Number of Dwelling Units (appx numbers acceptable) _____

MASTER DEVELOPMENT PLAN CHECKLIST:

All items in this checklist must be included on the Master Development Plan. Applicant shall submit three (3) hard copies and one (1) digital copy of the Master Development Plan, and digital data of any other graphical submissions. In addition, all other information considered pertinent by the applicant, UDO Administrator, TRC staff, Planning Board, or Board of Commissioners may also be required

- ☐ Proposed or approved name of development, project, subdivision, and/or phase
- ☐ Developer/applicant name(s), including mailing address(es) and telephone number(s)
- ☐ Property owner name(s), including mailing address(es) and telephone number(s)
- ☐ Name(s) of person(s) or firm(s) preparing the plan, including mailing address(es) telephone number(s)
- ☐ Name, registration number, and seal of a professional Land Surveyor, Engineer, and/or Architect.
- ☐ Date of plan preparation and of surveys
- ☐ North arrow & orientation
- ☐ Map scale, denoted graphically and numerically
- ☐ Sketch vicinity map showing the relationship between the proposed property or properties and the surrounding area
- ☐ Approximate existing and proposed property boundary lines of the site and adjacent lands
- ☐ Tax parcel numbers of all existing tracts comprising the site and adjacent tracts
- ☐ Name of owners of adjacent tracts, including applicable book and page numbers
- ☐ Names and boundaries of adjacent subdivisions of record or under review
- ☐ Total acreage of all tracts comprising the plan and adjacent tracts
- ☐ Current zoning of site and adjacent tracts
- ☐ Boundaries of any proposed or pending zoning districts on site. Boundaries must be described by bearing and distance where they do not follow described boundaries
- ☐ Boundaries of municipal limits, extraterritorial jurisdiction limits, and township limits
- ☐ Location, dimension, density, and description of proposed land use(s) on each tract or parcel, including single-family, two-family & multi-family
- ☐ Location and dimensions of existing and proposed buildings or structures on the site and all adjacent tracts, including existing buildings or structures to be removed. Total number of stories of all multi-story buildings and height of all buildings must be indicated
- ☐ Location of roads appearing on officially adopted plans
- ☐ Type of street dedication, either public or private (roads only)
- ☐ Location, direction, dimensions, and description of existing driveways and private roads (roads only)
- ☐ Designation of curb and gutter or non-curb within internal parking areas and along adjacent streets and right-of-ways, including curb and gutter plans
- ☐ Location and dimension of existing and proposed pedestrian and/or bicycle paths, riding trails, cart paths, etc.
- ☐ Location and dimension of existing and proposed bridges
- ☐ FEMA-designated flood hazard areas, including flood zone designations and map panels

- ☐ Location and description of areas of environmental concern, including 404 wetland areas as determined by the Army Corps of Engineers and coastal wetlands as determined by NCDEQ
- ☐ Water courses and water bodies, including rivers, streams, creeks, ponds and lakes
- ☐ Location and dimension of natural buffers
- ☐ Location and size of stormwater basins or other comparable stormwater management mechanisms
- ☐ Total number and type of dwelling units, by development phase (appx numbers acceptable)
- ☐ Total number of lots proposed and acreage of smallest lot (appx numbers acceptable)
- ☐ Residential density, in units per acre (appx numbers acceptable)
- ☐ Total floor area for each type of use (appx numbers acceptable)
- ☐ Total area in passive open space (appx numbers acceptable)
- ☐ Total area in developed active recreational open space (appx numbers acceptable)
- ☐ A Traffic Impact Analysis, in accordance with Section 7.17 of the City's Unified Development Ordinance, shall accompany the plan
- ☐ All Certifications required by Appendix B, Section B.2 of the City's Unified Development Ordinance

For Office Use Only

Project # _____

Date Submitted _____