

MAJOR SUBDIVISIONS & PLANNED DEVELOPMENTS

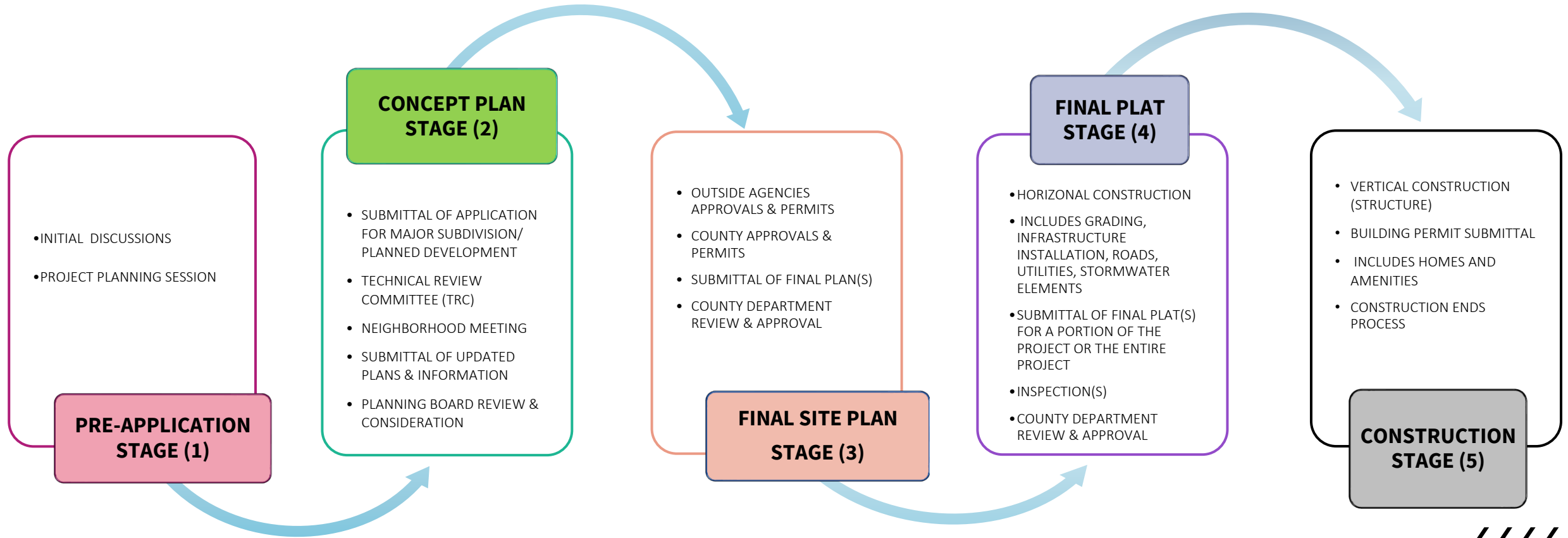


APPROVAL PROCESS SUMMARY

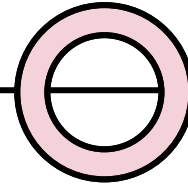
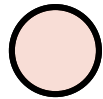
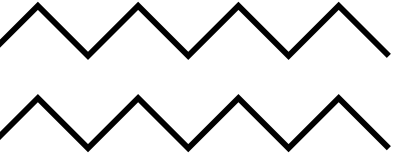




PROCESS FOR MAJOR SUBDIVISIONS & PLANNED DEVELOPMENTS



Stage #1



PRE-APPLICATION
STAGE

PRE-APPLICATION STAGE

All developers, owners, and design professionals are strongly encouraged to discuss their project with Planning Staff & consider scheduling a Project Planning Sessions prior to designing a project & prior to submitting their application!



○ Project Planning Sessions

PRE-APPLICATION
STAGE

- Project Planning Sessions are **INFORMAL & FREE!**
- In-Person & Virtual Project Planning Sessions are Available.
- Project Planning Sessions are **STRONGLY ENCOURAGED** especially for unique projects, problematic sites, or applicants that are new to Brunswick County development processes.
- Planning Team coordinates setting up the session and sends out email invites to attendees (ATTENDEES LIST ON NEXT SLIDE).
- At the Sessions, applicants present their proposed project concept to garner feedback and information.
- WHY THESE SESSIONS ARE IMPORTANT?
 - Allows projects to start with all everyone on same page with the same understanding and expectations.
 - Identify & work-out challenges, limitations, and potential problems on the front end to prevent problems from arising down the road that create delays and added costs.
 - Provides input into designing the project before any investments a lot of money is expended.
 - Learn about the approval process and ordinance/code requirements related to planning/zoning as well as from other county departments such as fire, utilities, and stormwater.
 - Allows staff & applicant the opportunity to explore how the flexibility of the ordinance can enhance the project.





PROJECT PLANNING SESSION CONTACT LIST

PLANNED DEVELOPMENT & SUBDIVISION PROJECTS

- | | |
|---------------------|--|
| Planning | Marc Pages (910-253-2056)
Marc.Pages@brunswickcountync.gov |
| Stormwater | Brigit Flora (910-253-2405)
Brigit.Flora@brunswickcountync.gov |
| Engineering | Amy Aycock (910-253-2407)
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| Env. Health* | Danny Thornton (910-253-2252)
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| Code Admin. | Kevin Somersett (910-253-2048)
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Jeff McIntosh (910-253-5738)
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| Fire | Andrew Thompson (910-253-2041)
Andrew.thompson@brunswickcountync.gov

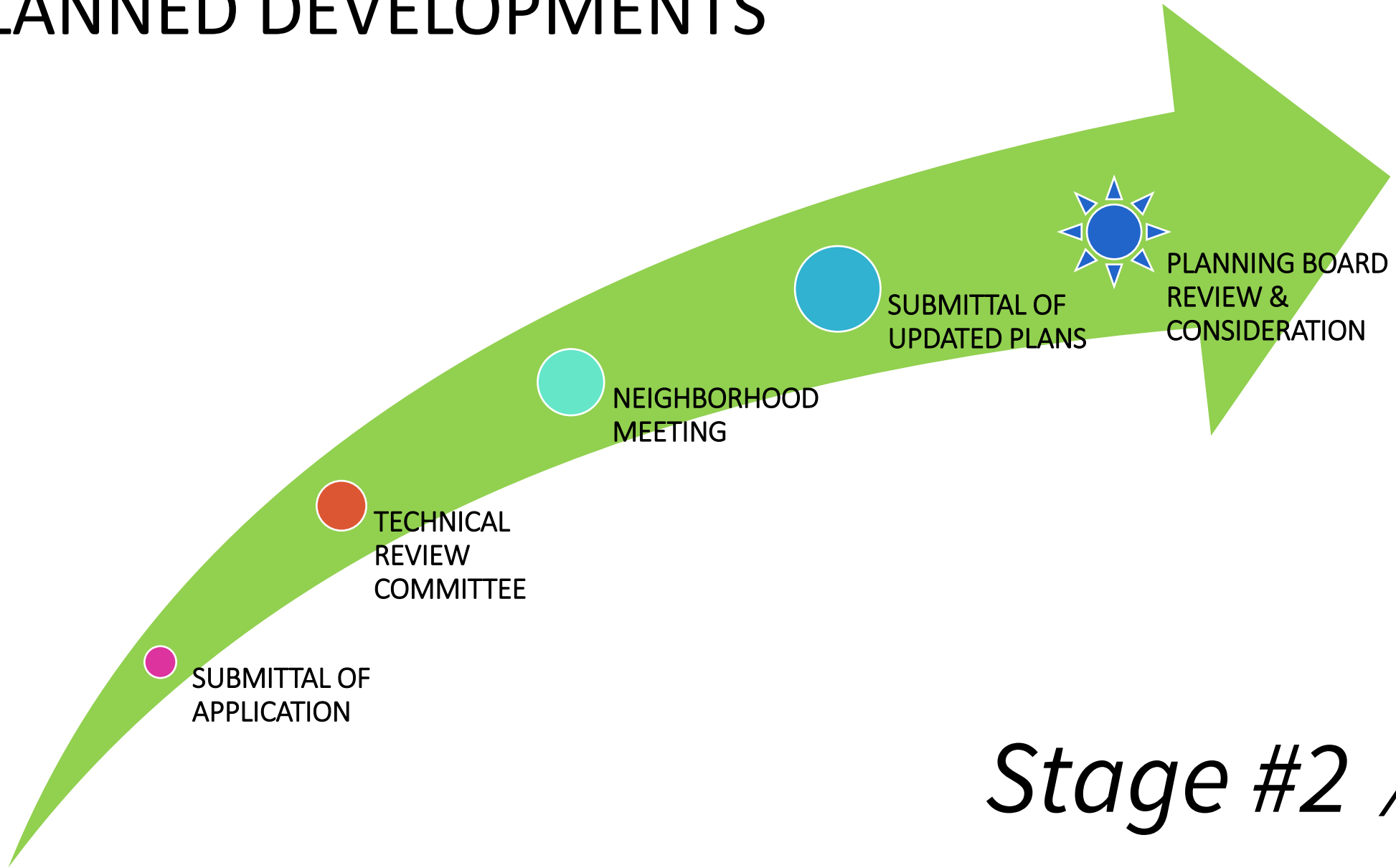
Brad Babson (910-253-2043)
Brad.babson@brunswickcountync.gov |
| Flood | John Shirk (910-253-2046)
John.Shirk@brunswickcountync.gov |

**only if the project is proposing septic or wells*





CONCEPT PLAN STAGE FOR MAJOR SUBDIVISIONS & PLANNED DEVELOPMENTS



Stage #2 // // //

○ CONCEPT PLAN STAGE



Concept Plan
Stage

- Planned Developments (PD) & Major Subdivisions (MS) receive Approval of Plans from Planning Board.
THIS APPROVAL IS FOR THE OVERALL PLAN ONLY AND IT IS NOT AN AUTHORIZATION TO CONSTRUCT.

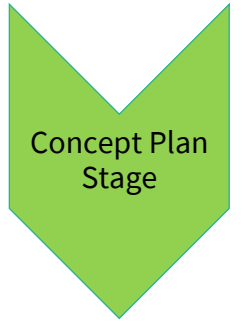
PLANNED DEVELOPMENT = CONCEPTUAL PLAN

MAJOR SUBDIVISION = PRELIMINARY PLAN

- A Conceptual/Preliminary Plan is a scaled drawing that:
 - Helps provide an overall illustration of project.
 - Shows what will fit on the property and vital connections.
 - This locks down density, buffers, housing type, general layout, traffic flow, & open spaces.
 - Allows areas on plan to not be finalized.
 - Typically, areas for commercial and multi-family are bubbled and go through County Review as part of the Final Site Plan.
 - Not all project details are known or finalized due to various approvals/permits that are needed such as wetland delineations, stormwater permits, utilities approvals, fire code permits. *These elements can impact the design of the project and must be addressed in order to finalize project prior to County Review of the Final Plan.*
- All Final Site Plans & Final Plats are Reviewed and Approved Administratively by Planning Staff and must be in accordance with the approved concept plan
 - Only Minor Changes may be Approved Administratively by Planning Staff.
- *All Major Changes must go back to Planning Board.*



○ SUBMITTAL OF APPLICATION



The developer, owner, or design professional submits the following:

- PD or Major Subdivision Application & Checklist
- Set Of A Conceptual/Preliminary Plan(s) Of The Proposed Development Project.
(All Applicable Items On The Checklist Are Required To Be On The Conceptual Plans.)

Planning Staff Review Process:

- Review of Application
- Planning Team Plan Review
- Send to TRC



○ TECHNICAL REVIEW COMMITTEE

Concept Plan
Stage

THE **TECHNICAL REVIEW COMMITTEE (AKA TRC)** WAS ESTABLISHED TO PROVIDE A COORDINATED AND CENTRALIZED TECHNICAL REVIEW PROCESS FOR SIGNIFICANT PROJECTS SUCH AS MAJOR SUBDIVISIONS AND PLANNED DEVELOPMENTS. THE TECHNICAL REVIEW COMMITTEE IS COMPOSED OF PERSONS FROM VARIOUS COUNTY DEPARTMENTS AND AGENCIES WHICH HAVE AN INTEREST IN THE DEVELOPMENT REVIEW PROCESS.

- The Technical Review Committee reviews the concept plan and associated application documents for conformance with the requirements of any applicable requirements.
- Upon completion of the review period, the Technical Review Committee shall provide written comments to the applicant stating any corrections or modifications that may be required. At this time, the applicant would be given a limited period to make the appropriate concept plan revisions to make the next available Planning Board meeting.

APPLICANT UPDATES PLANS BASED UPON FEEDBACK

RECEIVED AT THE TRC MEETING





TECHNICAL REVIEW COMMITTEE (TRC) CONTACTS LIST

ATMC* Glen Phelps gphelps@atmc.coop
Ward kward@atmc.coop

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Bellsouth onugray@bellsouth.net

BEMC* Tim Dean timmy.dean@bemc.org

SE Sanitary District Bryan McCabe bmccabe@southeastbrunswick.com

Brunswick Co. Schools* Sue Rutledge srutledge@bcswan.net

Code Admin. Michael Slate michael.slate@brunswickcountync.gov
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Duke Energy* Wilder, Bill Bill.Wilder@duke-energy.com

Elections Butch Johnson butch.johnson@brunswickcountync.gov

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Fire Andrew Thompson (910-253-2041) Andrew.thompson@brunswickcountync.gov
Brad Babson (910-253-2043) Brad.babson@brunswickcountync.gov

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NC Wildlife Kacy Cook kacy.cook@ncwildlife.org

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Planning Marc Pages (910-253-2056) Marc.Pages@brunswickcountync.gov

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Sheriff Brian Ross brian.ross@brunswicksheriff.com

Soil & Water* Elliot Swain elliott.swain@brunswickcountync.gov

Solid Waste* Micki Bozeman micki.bozeman@brunswickcountync.gov

Town of St. James John Finnerin jfinnerin@stjames.town & jpfinner@aol.com

Stormwater Brigit Flora (910-253-2405) Brigit.Flora@brunswickcountync.gov

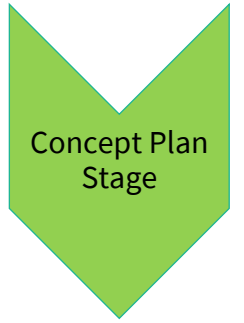
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Greg Currey Gregory.E.Currey@usace.army.mil
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Brunswick Co. Public Utilities* Brent Lockamy brent.lockamy@brunswickcountync.gov

**Unified Development Ordinance (UDO) Requires Participation*



○ NEIGHBORHOOD MEETING



Strongly Encouraged

All Planning Board Cases
Rezoning, PDs, Major Subdivisions

Currently Required

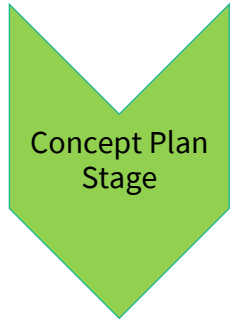
CZ, Modification to PD or Major Subdivision.

**APPLICANT MAY UPDATES PLANS BASED UPON
FEEDBACK RECEIVED AT NEIGHBORHOOD MEETING!**



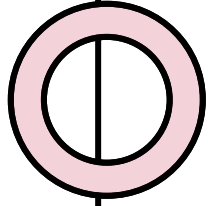
○ SUBMITTAL OF UPDATED PLANS

- Applicant Submits Updated Plans.
- Planning Team:
 - Re-reviews the Submitted Plans
 - Coordinate With Other County Departments & Outside Agencies *(As Needed)*
 - Schedule Project On Next Available Planning Board Agenda.
 - Drafts Maps & a Staff Report.
 - Provide Public Notice (Mailed Notice & Sign)
 - Planning Staff Sends Mailed Notices To All Properties Adjacent To The Property That Is Subject To Approval.
 - Planning Staff Posts A Sign Along The Roadway At The Site.



Per North Carolina General Statutes, These Items Are Required To Be Done No Less Than Ten Days And No Greater Than Twenty-five Days Prior To The Public Hearing.





AT THE PLANNING BOARD MEETING...

*Major Subdivisions &
Planned Developments*

**MAJOR SUBDIVISIONS & PLANNED
DEVELOPMENTS FOLLOWS MAJOR SITE PLANS
APPROVAL PROCEDURES**

DURING THE PLANNING BOARD MEETING

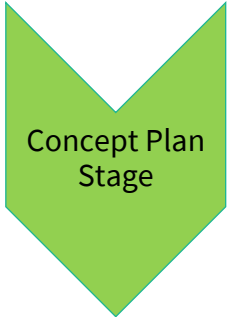
- **Planning Staff presents an overview of the Project & provides the following information:**
 - ✓ *Staff Report*
 - ✓ *Planning Recommendation*
 - ✓ *Proposes Conditions*
 - ✓ *Displays Pictures & Maps of the Area*
- **Applicant Overview**
- **Holds Public Hearing:**
 - ✓ Everyone is given an opportunity to ask questions, express their views, and, offer evidence to support their views.
- **Planning Considers Major Site Plan Criteria**

SECTION 3.2.5. OF UDO PROVIDES *APPROVAL CRITERIA*

3.2.5. Approval Criteria

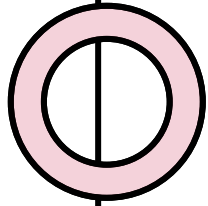
In approving an application, the reviewing entity shall consider the following:

- A.** Compliance with all applicable requirements of this Ordinance;
- B.** Agreement with the most recently adopted CAMA Land Use Plan and any other applicable adopted land use document(s).
- C.** That the plan, site design and development intensity is appropriate for and tailored to the unique natural characteristics of the site, such as significant wooded areas, specimen trees, wetlands, significant historic resources, steep slopes, and floodplains;
- D.** For nonresidential and multifamily projects, the site plan displays the location of trash handling, recycling, grease bins, and other waste-related facilities employed in the normal operation of the use;
- E.** That the location of parking areas and pedestrian and vehicular access points is in compliance with all requirements of the Unified Development Ordinance;
- F.** That the design of traffic patterns, traffic control measures and street pavement areas, with provisions for maintaining traffic flows for both public use as well as emergency management services are consistent with the requirements of the Unified Development Ordinance;
- G.** Compliance with site construction specifications;
- H.** That stormwater facilities, water supply, sanitary sewer service, fire protection and hydrants, street signs, and street lighting are in conformance with department standards, specifications and guidelines; and
- I.** Easements or dedications are compliant with the Unified Development Ordinance.



Concept Plan
Stage





AT THE PLANNING BOARD MEETING...

*Major Subdivisions &
Planned Developments*

WHAT PLANNING BOARD MAY AND MAY NOT CONSIDER:

- MAY CONSIDER: CRITERIA, ADOPTED PLANS, ADOPTED ORDINANCES
- MAY NOT CONSIDER OR DONE:
 - *Require Existing Trees To Be Preserved.*
 - *Control Or Affect Development Occurring Within Municipal Limits Or ETJs*
 - *Have Architecture Or Square Footage Requirements For Residential Dwellings*
 - *Consider price of future home*
 - *Consider Rental Verses Owner-occupied Residential*
 - *Enforce Or Consider HOA & Conveyance Requirements.*

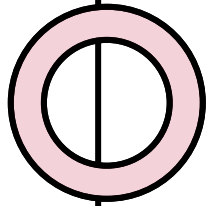
THE PLANNING BOARD MAY:

- APPROVE
- APPROVE WITH CONDITIONS
- DENY
- SEND PLAN BACK TO THE PLANNING DIRECTOR FOR ADDITIONAL CONSIDERATION

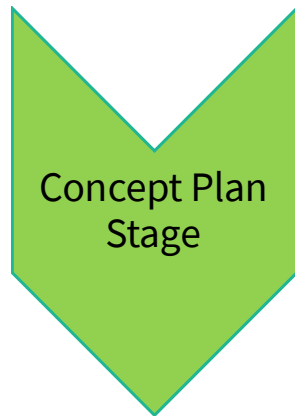
HOW LONG DOES THE PROJECT APPROVAL LAST?

- ❑ All Major Subdivisions & Planned Developments Approvals run with the land & not with the applicant, owner, or developer.
- ❑ PER NORTH CAROLINA GENERAL STATUTES (NCGS): *Local governments cannot change, alter, impair, prevent, diminish, or otherwise delay the development or use of the property allowed by the applicable land development regulation and this includes previous approvals or permits issued.*
- ❑ The length of time a project is vested (AKA Remains Valid, Approved to Start/Move Forward) is dictated by the NCGS.
- ❑ **OPTIONS FOR VESTING MAJOR SUBDIVISIONS & PLANNED DEVELOPMENTS:**
 - **GENERAL PROJECT APPROVAL VESTING:**
 - For projects that are smaller (<25 acres in size) and single-phased, the project approval is vested for **3 years** from the date of the Planning Board Approval. *Planning Board may grant a 2-year extension upon request.*
 - For projects that are larger (>25 acres in size) and multi-phased, the project approval is vested for **7 years** from the date of the Planning Board Approval.
 - **COMMON LAW VESTED RIGHTS:**
 - Once a project is issued a valid governmental approval/permit and the project starts under good faith and the owner/developer can provide proof that substantial monies have been expended, then the project must be allowed to continue to completion even when if the ordinance has changed or approval vesting has lapsed.





FOLLOWING PLANNING BOARD APPROVAL....



After Planning Board Approval

- ***Changes to Approved Plans:***

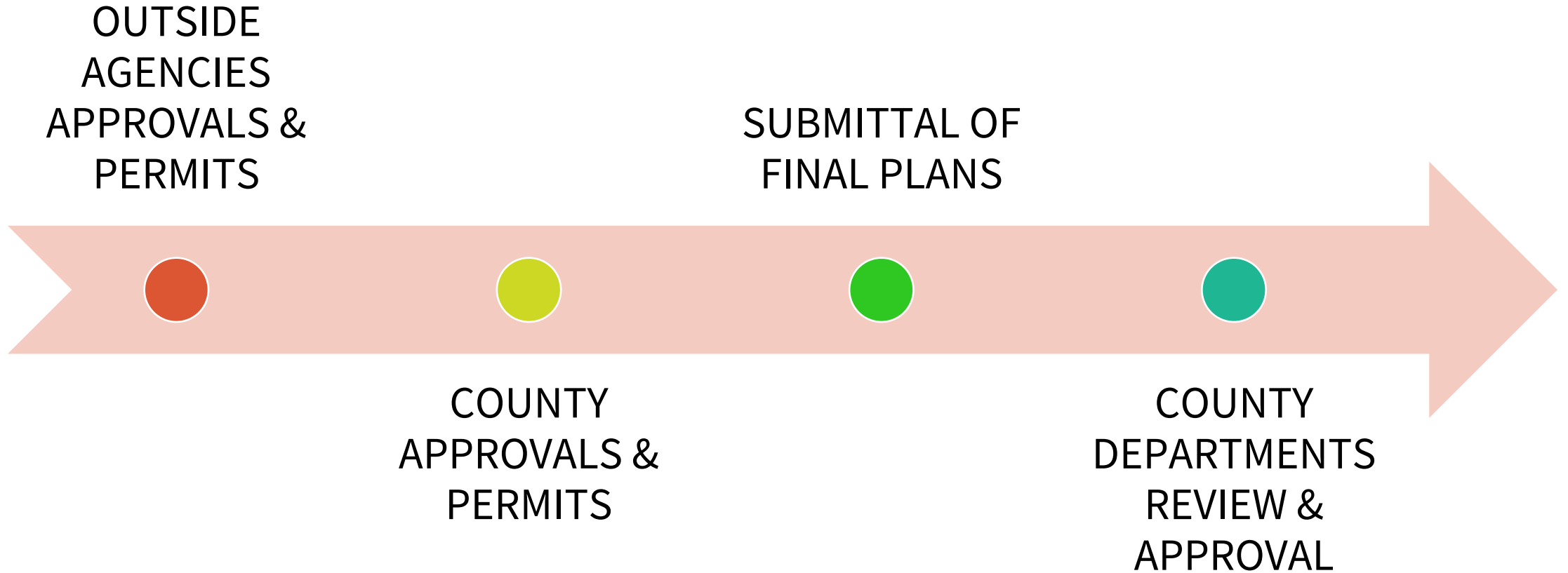
- ✓ Minor Changes Approved by Planning Staff
- ✓ Major Changes Approved by Planning Board

All Major Subdivisions & Planned Developments Approval By Planning Board are subject to APPEALS. All appeals go to the Board Of Commissioners for their Review and Consideration.

Final Site Plans and Final Plats are Approved Administratively by Planning Staff

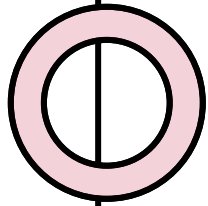
○ FINAL SITE PLAN STAGE FOR MAJOR SUBDIVISIONS & PLANNED DEVELOPMENTS

FINAL SITE PLAN
STAGE



Stage #3





FINAL SITE PLAN STAGE

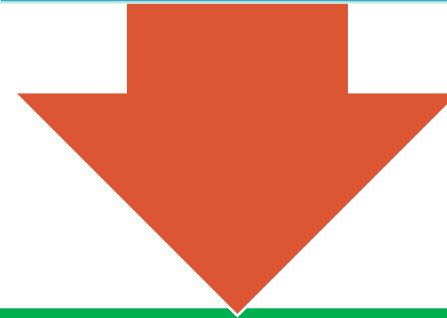
*CAN BE SUBMITTED
FOR ENTIRE PROJECT
OR IN PHASES*

**PRIOR TO ANY SITE IMPROVEMENTS
THE FOLLOWING MUST BE OBTAINED**

**ALL OUTSIDE AGENCIES
APPROVALS & PERMITS**

**ALL COUNTY
APPROVALS & PERMITS**

**FINAL SITE PLAN MUST BE
REVIEWED & APPROVED
BY COUNTY WITH
REQUIRED PERMITS**



*SITE IMPROVEMENTS INCLUDE INFRASTRUCTURE
INSTALLATIONS, ELECTRIC, WATER, SEWER,
STORMWATER, & ROADS.*

OUTSIDE AGENCIES APPROVALS

FINAL SITE PLAN
STAGE

- **NCDEQ Division of Coastal Management**

Prior to any construction within 75 ft of waters are required to obtain CAMA Permits. The N.C. Division of Coastal Management (a division of NCDEQ) reviews and approves CAMA Permits.

- **U.S. Army Corps of Engineers (USACE) Wetlands Delineation**

Prior to any construction, a surveyor must conduct a wetlands delineation and submit it to the U.S. Army Corps of Engineers (USACE) for approval. Any development within wetlands in North Carolina requires a permit from either the USACE or the N.C. Division of Coastal Management. Wetland permits are meant to protect many valuable wetland functions. It is important for large scale projects to clearly identify them so that the development does not encroach into protected environmentally fragile areas. Impacts in wetlands can be a costly permit to acquire, so it is generally done after the Planning Board has approved the preliminary plans.

- **NCDEQ Wetland Permit**

Prior to any construction, a wetlands delineation must be submitted to NCDEQ for wetland permitting. Any development within wetlands in North Carolina requires a permit from the N.C. Division of Coastal Management. Wetland permits are meant to protect many valuable wetland functions. It is important for large scale projects to clearly identify them so that the development does not encroach into protected environmentally fragile areas. Impacts in wetlands can be a costly permit to acquire, so it is generally done after the Planning Board has approved the preliminary plans.

- **NCDEQ Sedimentation and Erosion Control Permit**

The Sedimentation and Erosion Control Permit is a State issued permit intended to keep sediment from entering our natural watercourses such as streams, rivers, lakes, swamps, and marshes as well as to keep sediment from washing onto adjacent property. This is the permit that grants approval for the developer to begin clearing and grading a project site.

OUTSIDE AGENCIES APPROVALS CONT...

FINAL SITE PLAN
STAGE

- **NCDEQ State Stormwater Permit (Addresses Water Quality)**

The NC Department of Environmental Quality facilitates the NC State Stormwater Program. This program was established to protect North Carolina's surface water from water quality impacts due to stormwater runoff.

- **NCDOT Driveway Permit**

This permit is required for all developments requesting access to the NCDOT road system. Upon receipt of a driveway permit, NCDOT will review the proposed development and make a determination on any intersection improvements i.e., turn lanes, traffic lights, etc., that may be required.

- **NCDOT Transportation Impact Analysis (TIA) (*if applicable*)**

A Traffic Impact Analysis maybe required to be submitted for Major Subdivisions and Planned Developments. Unless exempted, a Traffic Impact Analysis may be required for all residential projects, which can be anticipated to generate at least 100 vehicle trips at peak hour or 1,000 vehicle trips per day based on the latest edition of the Institute of Transportation Engineers (ITE) Trip Generation Manual. The TIA will make transportation recommendations related improvements on and adjacent to the site. This study will inform the applicant of required improvements associated with the granting of the NCDOT Driveway Permit.

COUNTY APPROVALS & PERMITS

▪ **Planning Zoning Development Permit/Approval**

Final Site Plans are Approved Administratively by Planning Staff by issuance of a Zoning Development Permit to ensure consistency with Unified Development Ordinance and with the Planning Board Approval. Only minor changes are allowed following Planning Board approval. Major Changes go back to Planning Board.

Additionally, a *Heritage Tree Survey is required*. A heritage tree survey is required for major subdivisions and planned developments that shows the general location, species and size of Longleaf Pines and hardwood trees of a certain caliper identified in the UDO. Having better information about the location of heritage trees is useful where plans call for the preservation of large areas in undisturbed vegetation. A Heritage Tree Survey is not required for wetlands or tracts that have already been cleared of vegetation.

▪ **FEMA Flood Hazard Zone Permitting/Approval (when applicable)**

Brunswick County Flood Permits are issued by Brunswick County Floodplain Administrator within the Code Administration Department.

Hydraulic/Hydrology Study (when applicable) - Is an engineering analysis of the impact of proposed encroachment during the 100-year storm that will establish the Flood Hazard Boundaries (FHB), Non-Encroachment Areas (NEAs) and/or Floodways, and Base Flood Elevations (BFEs) for the area of development. This is applicable to areas that do not have an updated flood study area. These studies can often increase the cost of a project; therefore, they are typically completed after Planning Board approval and prior to Final Site Plan approval.

▪ **Utility Plan Approval**

While most projects prepare an initial conceptual Utility Plan for TRC, the final Utility Plan is typically prepared after Planning Board Approval. At the TRC review, the Brunswick County Engineering Director reviews the conceptual plans and provides input based on existing infrastructure in the area and makes the developer aware of the utility capacity status and any potential off-site improvements that may need to be paid for by the developer. After Planning Board approval, the developer shall submit complete construction ready Utility Plans. This includes detailed engineered plans that address the infrastructure required for a project such as water, sewer, roads, etc.

▪ **Fire Prevention Permitting & Approval**

Utility Plans are submitted to the Fire Code Official for review/approval. The Fire Code Official generally reviews the site for compliance regarding hydrant locations and fire flow, street dimensions, and other fire related requirements.

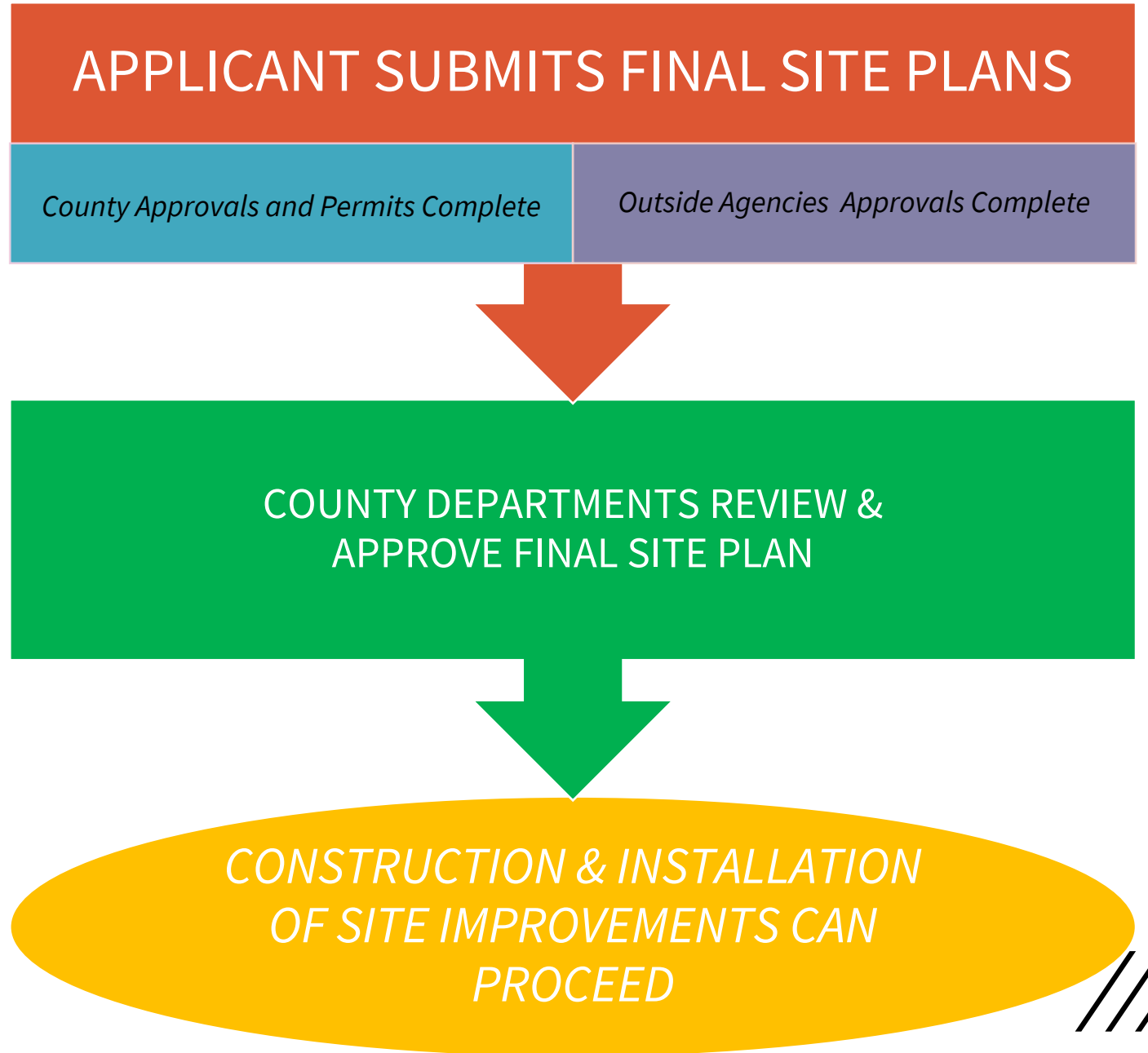
▪ **County Stormwater Permit & Plan Approval (Addresses Quantity of Stormwater)**

Projects that are proposed to generate stormwater run-off are generally required to obtain local as well as state stormwater and erosion control permits. A County Stormwater Permit is required for the following:

- Residential development that disturbs greater than one acre
- Residential developments where the site will be graded, filled, or excavated and thereby change the elevation of a location by more than four inches.
- *All stormwater elements are inspected annually by the County Stormwater Engineer and shall be maintained by the developer until they are turned over to the POA/HOA. The Stormwater Engineer also reviews the development's restrictive covenants to ensure adequate language to oversee the maintenance of the stormwater facilities.*

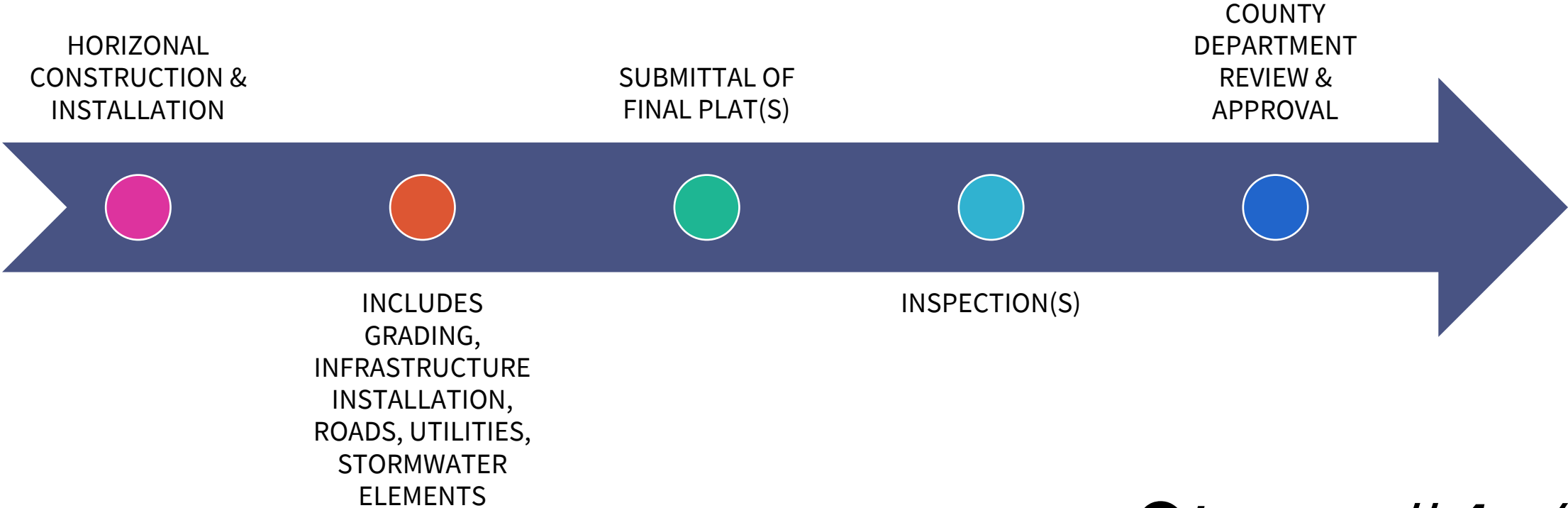


APPROVAL OF FINAL PLANS





FINAL PLAT STAGE FOR MAJOR SUBDIVISIONS & PLANNED DEVELOPMENTS



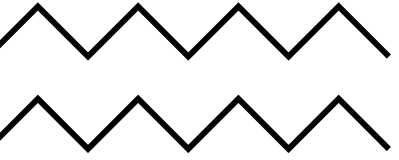
Stage #4 // // //

○ FINAL PLAT STAGE

FINAL PLAT
STAGE

- Horizontal Construction and installation of all site improvements and infrastructure is required before lots are recorded. This includes all grading, infrastructure, roads, utilities, and stormwater elements.
- Brunswick County does NOT ALLOW Bonding or other financial guarantees for the required infrastructure.
- Applicant Submits Final Plat(s)
 - *Required on the Final Plat*
 - The developer's engineer must sign & seal the final plat(s) certifying that all roads in the development meet the UDO and/or NCDOT requirements for the subdivision roads.
 - The developer must also certify that all required electrical service lines are also installed.
- County Review/Approval - Departments sign each plat:
 - Fire
 - Engineering – Stormwater & Utilities
 - In the near future, the Floodplain Administrator will start signing off on all PD/Major Subdivision final plats.
 - Planning - Planning Staff completes review to ensure consistency with the final site plan/UDO and NC Map Review Officer Certification as required by the NCGS.
- Inspections & certifications of all required infrastructure and other requirements by various County Departments including water and sewer, roads, buffers, trails, site access improvements, etc.
- Applicant takes the Final Plat for Recordation at the Brunswick County Register of Deeds.





CONSTRUCTION

Stage #5

A circular inset image showing several rolled-up architectural blueprints with various technical drawings and measurements.

CONSTRUCTION

- Vertical Construction for structures and development amenities such as homes, apartments, pools, commercial areas, etc.
- Building and Zoning Development Permits issued per site or structures.
- Apply online for a permit

END OF PROCESS