



## PUD District and Preliminary Plat/Plan Application

### Town of Navassa

334 Main St., Navassa, NC 28451  
Phone 910.371.2432 : Fax 910.371.0041  
www.townofnavassa.org

**PUD Preliminary Plat Review Fee: \$150 + \$15.00 per lot**

**PUD Final Plat Review Fee: \$200**

**PUD Rezoning Fee: \$600**

## SUBMISSION GUIDELINES

Applicants are directed to at minimum review *Article 6 – Planned Unit Development District (PUD)*, *Article 8 – General District Requirements*, and *Article 9 – Additional Development Standards for Individual Uses* from the Navassa Zoning Ordinance prior to submitting an application for the Town to review. Please read this application thoroughly before completing. Please print or type all information on this form or attach as necessary.

### Pre-Submittal Meeting & Concept Plan:

- Prior to submitting a PUD application, the petitioner shall meet with the planning staff to review the: zoning classification of the site; regulatory ordinances and materials; procedures; concept plan; and proposed use and development of the property.

**Date of Pre-Submittal Meeting:** \_\_\_\_\_

- The PUD Concept Plan shall at a minimum show the general location of parcel lines, proposed land use areas including open space, existing and proposed roads, and existing significant natural areas including wetlands, water bodies, and floodplains. The proposed acreage and residential density or commercial square footage, where applicable, of proposed land use areas shall be indicated on the concept plan.

### Pre-Submittal Neighborhood Meeting:

- Prior to submitting a PUD application, the petitioner shall conduct a neighborhood meeting to discuss the proposed PUD. Notice of the neighborhood meeting shall be made to any existing neighborhood association, community group, religious institution, or other civic organization operating within a one-half (1/2) mile radius of the boundaries of the proposed PUD. Such notice shall be made to the organizations and the planning staff at least seven (7) days in advance of the meeting. Planning staff may require additional neighborhood meetings if significant changes are made to a PUD proposal after the initial neighborhood meeting occurs. **Applicants are required to provide planning staff with a record of the names of the organizations and citizens who attend the neighborhood meeting for verification purposes.**

### PUD District Narrative:

The petitioner shall attach to this application a narrative document that at a minimum provides the following:

- The project name;
- An estimate of the total estimated residential population and commercial square footage;
- A written description explaining the character of the PUD. The description shall include a statement describing how the proposed project achieves: appropriate policies of the Land Use Plan; the Future Land Use Map; the PUD intent (*Section 6.1 of Zoning Ordinance*); the proposed project design and harmony with the natural features on site and adjacent properties; and an explanation for any shortcomings or perceived problems the PUD has meeting these requirements.



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- A statement of present and proposed ownership of all land within the project including open space. Where applicable an Owners Association shall be addressed as described in *Section 3.5 of the Subdivision Ordinance*.
  - A schedule of the project building phases, including area, density, use, public facilities, and open space. Each phase shall be described and mapped.
  - A list of zoning districts and land uses (*Article 4 of Zoning Ordinance*) or; a specific list of uses for each land use component area.
  - Any deviation from the additional development standards (*Article 9 of Zoning Ordinance*) in each land use component area.
  - Any deviations or additions to the design standards of General District Requirements (*Article 8 of Zoning Ordinance*).
  - Any other information requested by the planning staff, Zoning Administrator, Planning Board, or Town Council.

#### **Preliminary Plat Review Submission:**

1. Your complete application must be received not less than twenty-five (25) working days prior to the regularly scheduled Planning Board meeting at which time it is expected to be reviewed. The Planning Board meets at 7:30 PM on the second Wednesday of every month.
2. The property owner(s) or his authorized agent should complete the application. Where an agent is completing it, written authorization should be shown on the face of any submitted plat.
3. It is the responsibility of the owner to research and evaluate the site and the proposal to ensure that the development will conform to the applicable local, state, and federal laws and to the interests of the health, safety and welfare of the future residents as detailed in the *Subdivision Ordinance* and *Zoning Ordinance*.
4. A complete application shall include this application form, the review fee, verification that the pre-submittal meetings have been held, a list of all property owners immediately adjacent to the proposed PUD, and at least twelve (12) copies of the preliminary plat of the proposed PUD. An electronic PDF copy of the site plan is required via email. Any incomplete application will be returned to the applicant with a letter outlining its deficiencies.
5. A plat shall be prepared by a registered land surveyor or engineer and shall depict, at minimum, the following information:
  - Map data including the name of development, north arrow, scale, date of preparation, and name of preparer.
  - A location map that shows the PUD in relation to the larger planning area.
  - A current topographic survey including two-foot (2') contours and a location map.
  - Existing conditions on adjoining land: land use, topography, use and location of buildings, railroads, and utilities; name of any adjoining subdivision plat.
  - Existing streets on and adjacent to the tract, including street name, right-of-way width, pavement width, and pedestrian and bicycle facilities.



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- Existing utilities on the tract.
  - Any land on the tract within the regulated floodplain, including a delineation of floodway fringe.
  - Streets and other major improvements planned by the public for future construction on or adjacent to the tract as indicated on officially adopted plans or other relevant documents of the Town of Navassa, Brunswick County, Wilmington MPO, Town of Leland, and NCDOT.
  - Boundary lines and acreage of each proposed land use component.
  - Conceptual location of roads, buildings, structures, and parking areas.
  - Location, acreage, use and description of open space areas, including clear indication whether such open space areas are intended to be offered for dedication to the public.
  - Project phase lines, if applicable.
  - Other conditions on the tract, including water courses, wetlands, wooded areas, isolated trees six (6) inches in diameter, surface features, steep and excessive slopes, existing structures and other significant features.

#### **Supportive Information Required:**

- Infrastructure Plan: Preliminary concepts and feasibility reports for roads, utilities, storm water management and pedestrian and bicycle ways.
- Traffic Analysis: A study of the traffic impact caused by the PUD and any measures proposed to accommodate that impact.
- Environmental Plan: Documentation of the location of significant natural areas and provisions for their protection, where applicable.
- Architectural Character: Narrative, renderings, representative photographs, or other materials that illustrate the proposed architectural character within the PUD. Such material shall clearly depict the massing, scale and architectural detail of the proposed development.
- Other additional information may be required by the planning staff to evaluate the application and will be requested of the developer after the pre-application meeting. If other additional information was requested by the planning staff please list what was requested below and confirm that it is attached to this application.

#### **List additional information requested by planning staff below:**



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<b>Date of Completed Application:</b>		
In accordance with the requirements of the <i>Town of Navassa Zoning Ordinance</i> , there is submitted herewith for approval a preliminary plan of the following PUD.		
<b>APPLICANT INFORMATION</b>		
<b>Applicant Name:</b>		
<b>Mailing Address:</b>		
<b>City, State, Zip:</b>		<b>Email:</b>
<b>Phone:</b>	<b>Fax:</b>	<b>Mobile:</b>
<b>OWNERSHIP INFORMATION</b>		
<b>Property Owner(s):</b>		
<b>Mailing Address:</b>		
<b>City, State, Zip:</b>		<b>Phone:</b>
<b>SUBDIVISION INFORMATION</b>		
<b>Project Name:</b>		<b>Parcel #(s):</b>
<b>Location of Property:</b>		
<b>Number of proposed lots:</b>		<b>Minimum Lot Size (square feet):</b>
<b>Current Zoning:</b>		<b>Maximum Lot Size (square feet):</b>
<b>Total Acreage of Project:</b>		<b>Average Residential Lot Size (square feet):</b>
<b>Acreage in recreation and/or open space:</b>		<b>Home Owners Association?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

### INFRASTRUCTURE:

**Roads:** Public  Private  Both

(If you checked "Public," provide the total gross linear footage of all public roads below)

Total Linear Feet: \_\_\_\_\_

Sidewalk Provided:       Yes       No

Streetlights Provided:       Yes       No



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#### Water & Sewer:

Water Source:  N. Brunswick Sanitation District       Town of Navassa

Sewer:       Septic Tank       Sewer System – NBSD       Town of Navassa

#### Proposed Use of Land within the PUD: (Check all that apply)

Residential, Single Family:       Residential, Multi-Family

Types of multiple family structures and number of each (e.g. duplex): \_\_\_\_\_

Condominium (No. of units: \_\_\_\_\_)       Commercial or Industrial

Other (please describe):

**NOTICE: I hereby certify that I have read and examined this application and know the same to be true and correct.**

\_\_\_\_\_  
*Applicant*      **Date:** \_\_\_\_\_

\_\_\_\_\_  
**Owner**      **Date:** \_\_\_\_\_

<b>OFFICE USE ONLY</b> <input type="checkbox"/> Fee Paid <b>Submittal Date:</b> ___/___/___
Amount of Fee Paid: \$ _____
<input type="checkbox"/> Favorable Recommendation <input type="checkbox"/> Favorable Recommendation with Conditions
<input type="checkbox"/> Negative Recommendation <input type="checkbox"/> No Recommendation
Planning Board Chairman: _____
Recommendation Letter Sent On: ___/___/___