



Major Subdivision Preliminary Plat

REQUIRED APPLICATION MATERIALS:

- _____ **Conditional Use Permit Application** and all supporting documentation.
- _____ **Application fee** in the amount of **\$150.00 plus \$10.00 per lot over 10 lots.**
- _____ **Completed Major Subdivision Preliminary Plat Application** signed by the applicant.
- _____ **Appointment of Agent**, if applicable, signed by the property owner(s) and the agent.
- _____ **Deed** copy to provide proof of ownership and property boundaries.
- _____ **Preliminary Plat**: Please refer to Appendix A of the UDO (pg. A-11) for detail requirements.
- _____ **Written narrative**: It is the responsibility of the applicant to demonstrate compliance with **UDO §2.19** and **§2.20**.
- _____ **Additional documentation**: Additional text and/or maps provided to demonstrate consistency with the criteria for approval of a preliminary plat listed in **UDO §2.20.5(G)**. The list of criteria is attached.
- _____ **Covenants and Restrictions**, if applicable.
- _____ **Utility letters** confirming the availability of service and improvements necessary to provide water, wastewater, natural gas or telecommunications services (not needed for Town services).
- _____ **Drainage concept plan**, if applicable – see drainage impact analysis checklist.
- _____ **Traffic impact analysis**, if applicable – see traffic impact analysis checklist.
- _____ **Electronic copy (PDF) of all application materials** submitted to plan@southernpines.net

REVIEW AND APPROVAL:

1. **Staff Review**: Planning staff will review the application within five business days and notify the applicant if additional materials are needed.
2. **Public Hearing**: A public hearing will be held before the Town Council at its regular monthly meeting. (Please refer to the **Application Processing Timeline** to determine the hearing date.) In addition to the regular meeting, the applicant or a representative is expected to attend the Town Council agenda meeting the Wednesday prior to the regular meeting.
3. **Approval**: The Town Council may approve, conditionally approve or deny the application based on the criteria listed in **UDO §2.20.5(G)**. The Conditional Use Permit shall not become effective until the Planning Director approves and the Applicant records the final plat for the applicable area.



Major Subdivision Preliminary Plat Application

Date Received: _____ Fee Paid: _____ Case No.: S-____-_____

Subdivision Name: _____ Street Address: _____

PIN: _____ Parcel ID: _____ Zoning District: _____

Project acreage in: Lots _____ + Roads _____ + Open Space _____ + Common Area _____

+ Other (describe) _____ = Total Project Acreage _____

Number of Lots: _____ Minimum Lot Size: _____ Setbacks: _____

Highway Corridor Overlay: Yes/No _____ If yes, Urban Village _____ Urban Transition _____ Rural Hwy _____

Watershed: Yes/No _____ If yes, LR #2: _____ LR Vass: _____ Nicks Creek: _____ HQW: Yes/No _____

Does the site contain a Special Flood Hazard Area: Yes/No _____ Does the site contain wetlands: Yes/No _____

Applicant:

Name: _____

Phone: _____ Email: _____

Mailing Address: _____

Contact Person, if different from Applicant:

Name: _____

Phone: _____ Email: _____

Mailing Address: _____

Legal Property Owner(s), if different from Applicant:

Name(s): _____

Phone: _____ Email: _____

Mailing Address: _____

Date: _____

Signature of Applicant

APPOINTMENT OF AGENT

The undersigned owner(s), _____, hereby appoint(s) _____ as the exclusive agent for the purpose of making an application to the Town of Southern Pines for approval of a Major Subdivision of the property described in the attached application. The owner(s) hereby agree that this agent has the authority to act for and on behalf of the owner(s) as follows:

1. to submit an application and required supplemental materials;
2. to appear at public meetings and give representation and comments on behalf of the owner(s);
3. to accept conditions or recommendations made by the Town of Southern Pines Planning Board and Town Council for the approval of a Major Subdivision of the property; and
4. to act on behalf of the owner(s) without limitations with regard to any and all things directly or indirectly connected with or arising out of any application for a Major Subdivision under the Southern Pines Unified Development Ordinance.

This Appointment of Agent shall remain in effect until final resolution of the attached application.

Signed this _____ day of _____, _____.

Property Owner

Property Owner

Agent

UDO §2.20.5 Preliminary Plat

(G) Criteria

- (1) The application is consistent with the approved Sketch Plat, if applicable.
- (2) The application is consistent with the Comprehensive Plan, as well as any other adopted plans for streets, alleys, parks, playgrounds, and public utility facilities;
- (3) The proposed subdivision complies with the UDO and the applicable state and federal regulations;
- (4) The proposed subdivision, including its Lot sizes, density, access, and circulation, is compatible with the existing and/or permissible zoning and future land use of adjacent property;
- (5) The proposed subdivision will not have detrimental impacts on the safety or viability of permitted uses on adjacent properties; and
- (6) The proposed public facilities are adequate to serve the normal and emergency demands of the proposed Development, and to provide for the efficient and timely extension to serve future Development.