



## Planned Development District – Conceptual Development Plan Application

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### REQUIRED APPLICATION MATERIALS:

- \_\_\_\_\_ **Application fee** in the amount of **\$2,210.00**  
**SCAM ALERT!** Please disregard any email correspondence requesting payment of application fees not received from [noreply@smartgovcommunity.com](mailto:noreply@smartgovcommunity.com) generated by the SmartGov online portal!
- \_\_\_\_\_ **Completed Application** for a Planned Development District - Conceptual Development Plan signed by the applicant.
- \_\_\_\_\_ **Appointment of Agent** signed by the property owner(s) and agent (if applicable)
- \_\_\_\_\_ **List of Adjacent Property Owners:** Please list all properties that are that are within two hundred (200) feet of the outermost boundaries of the subject property (**not counting streets, railroads or other transportation corridors**). Attach additional pages if needed. No fewer than ten (10) property owners shall be notified by mail.
- \_\_\_\_\_ **Deed** copy to provide proof of ownership and property boundaries
- \_\_\_\_\_ **Written narrative** to demonstrate compliance with all applicable criteria. Please address UDO §2.18.4(H) Criteria (1) through (4) attached.
- \_\_\_\_\_ **Additional documentation:** additional text and/or maps to demonstrate consistency with the approval criteria listed in UDO §2.18.4(H) Criteria (1) through (4)
- \_\_\_\_\_ **Neighborhood meeting materials:** Submit copies of graphics presented at the meeting; a copy of the sign-in sheet showing attendees; representations made by the Applicant regarding the proposed development; and a summary of public comments and responses.
- \_\_\_\_\_ **PDD Conceptual Development Plan:** one (1) full-size copy of a scaled drawing (1" to 100') of the entire tract to be subdivided. Please refer to the UDO Appendices for plan requirements.
- \_\_\_\_\_ **Nature of service:** planned utility services and providers
- \_\_\_\_\_ **Drainage concept plan** (if applicable)
- \_\_\_\_\_ **Conceptual Transportation Plan** (if applicable)
- \_\_\_\_\_ **Electronic copy (PDF) of all application materials** submitted to [plan@southernpines.net](mailto:plan@southernpines.net).

### REVIEW AND APPROVAL:

1. **Staff review:** Planning staff will review the application and notify the applicant if additional information or materials are needed.
2. **Public hearings:** The applicant is expected to attend a public hearing on the application before the Planning Board and before the Town Council the following month. (Please refer to the **Application Processing Timeline** to determine the hearing dates.) The Planning Board will recommend approval, conditional approval or denial to the Town Council. The Town Council will consider that recommendation, as well as evidence and testimony presented, and approve, conditionally approve or deny the request.
3. **Approval:** Please see **UDO §2.18.4(I) Effect of Approval**.



## Planned Development District - Conceptual Development Plan

Fee: \$2,210.00

Date Received: \_\_\_\_\_

Case No.: PD-\_\_\_\_-\_\_\_\_

### Project Information:

Project Name: \_\_\_\_\_

Physical address: \_\_\_\_\_

PIN: \_\_\_\_\_

Parcel ID: \_\_\_\_\_

Site Size: \_\_\_\_\_

Zoning: \_\_\_\_\_

### Applicant:

Name(s): \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

### Authorized Agent, if different from Applicant:

Name(s): \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

Name(s): \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**TO THE TOWN OF SOUTHERN PINES PLANNING BOARD AND TOWN COUNCIL:**

I, the undersigned, do hereby make application to and petition the Planning Board and Town Council for approval of a Planned Development District – Conceptual Development Plan as required by the Town of Southern Pines Zoning Ordinance. The following information is submitted in support of this application:

The property which is the subject of this application is located on the \_\_\_\_\_ side of \_\_\_\_\_ (St./Ave.), between \_\_\_\_\_ (St./Ave.) and \_\_\_\_\_ (St./Ave.). The property has a frontage of \_\_\_\_\_ feet and a depth of \_\_\_\_\_ feet.

The request is based upon **Section 2.18** of the **Town of Southern Pines Unified Development Ordinance**. The proposed use of the property is as follows:

\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

Applicant

**PLANNING DEPARTMENT  
TOWN OF SOUTHERN PINES  
801 SE Service Road, Southern Pines, NC 28387  
[plan@southernpines.net](mailto:plan@southernpines.net) (910) 692-4003 [www.southernpines.net](http://www.southernpines.net)**

**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 the approval of the Planned Development District – Conceptual Development Plan described in the attached application. The owner(s) hereby agree(s) 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 Planned Development District – Conceptual Development Plan; and
4. to act on behalf of the property owner(s) without limitations with regard to any and all things directly or indirectly connected with or arising out of any application for a Planned Development District -Conceptual Development Plan 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

\_\_\_\_\_  
Print Name of Property Owner

\_\_\_\_\_  
Agent

## **UDO §2.18 Planned Development**

### **§2.18.4(H) Conceptual Development Plan Criteria**

- (1) The proposed PDD satisfies the criteria for a zoning map amendment established in this chapter;
- (2) The Conceptual Development Plan represents an overall Development Pattern that is consistent with the goals and policies of the Comprehensive Plan, Official Zoning Map, Capital Improvements Program, and any other applicable planning documents adopted by the Town;
- (3) The proposed Development is appropriate for the area of the Town in which it is located; and
- (4) The proposed Development will not generate the need for inefficient extensions and expansions of public facilities, utilities and services.