



Planned Development District Final Development Plan

REQUIRED APPLICATION MATERIALS:

- _____ **Application fee** in the amount of **\$610.00**
- _____ **Completed Application** for a Planned Development District - Final Development Plan signed by the applicant.
- _____ **Appointment of Agent**, if applicable, signed by the property owner(s) and the agent.
- _____ **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.
- _____ **PDD Final Development Plan**: One full-size copy and one 11" x 17" copy of a preliminary plat or scaled drawings of the entire tract to be subdivided. Please refer to the **UDO Appendices** for obtain plan requirements.
- _____ **Approved Preliminary Development Plan** showing modifications required as a condition of approval.
- _____ **Approved Preliminary Plat for the entire site**.
- _____ **Approved Engineering Plans** if final plat approval is being sought.
- _____ **Final Plat** if applicable.
- _____ **Architectural Compliance Permit Application** if applicable.
- _____ **Additional documentation**: Additional agreements, text and/or maps to demonstrate consistency with the **UDO §2.18.7(F) Criteria (1) through (4)**.
- _____ **Electronic copy (PDF) of all application materials** submitted to 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** of a Final Development Plan that includes a Final Plat approval entitles the applicant to record the plat. **UDO §2.18.7(G)**.



**Planned Development District
Final Development Plan
Application**

Fee: \$610.00

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 – Final 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:

PLANNING DEPARTMENT
TOWN OF SOUTHERN PINES
801 SE Service Road, Southern Pines, NC 28387
plan@southernpines.net (910) 692-4003 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 – Final 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 – Final Development Plan; 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 Planned Development District - Final 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

Property Owner

Agent

§2.18.7(F) Criteria for Final Development Plan Approval

- (1) The application demonstrates that it will achieve the purposes of the PDD and this section;
- (2) The Final Development Plan application is consistent with the previously approved Conceptual Development Plan and Preliminary Development Plan approvals, and conforms to all applicable provisions of this UDO;
- (3) The Final Plat satisfies the criteria established in this chapter;
- (4) The Application and support documents satisfy the criteria for Architectural Compliance Permit approval established in Section 2.26, if applicable.