



## Planned Development District - Preliminary Development Plan Application

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### **REQUIRED APPLICATION MATERIALS:**

- \_\_\_\_\_ **Application fee** in the amount of **\$2,210.00 plus \$30.00 per lot with a preliminary plat.**  
**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 - Preliminary 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.
- \_\_\_\_\_ **Written narrative** describing the application's consistency with the Conceptual Development Plan, the UDO, and any other applicable regulations.
- \_\_\_\_\_ **Neighborhood meeting records** if not provided in conjunction with an application for Conceptual Development Plan approval or if additional meetings have been held.
- \_\_\_\_\_ **Additional documentation:** Additional text and/or maps to demonstrate consistency with **UDO §2.18.5(H) Criteria (1) through (4)**.
- \_\_\_\_\_ **PDD Preliminary Development Plan:** One (1) full-size copy of a preliminary plat or scaled drawings of the entire tract to be subdivided. Please refer to the **UDO Appendices** for plan requirements.
- \_\_\_\_\_ **Drainage concept plan** if applicable.
- \_\_\_\_\_ **Traffic Impact Analysis** 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 hearing:** The applicant is expected to attend a public hearing on the application before the Town Council at its regular monthly meeting. (Please refer to the **Application Processing Timeline** to determine the hearing date.) The Town Council will consider evidence and testimony presented and may approve, conditionally approve or deny the request.
3. **Approval:** Please refer to UDO **§2.18.5(I) Effect of Approval**.



## Planned Development District - Preliminary Development Plan

Fee: \$ \_\_\_\_\_ 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 – Preliminary 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 2.18.5** of the **Town of Southern Pines Unified Development Ordinance**. The proposed use of the property is as follows:

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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 – Preliminary 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 Town Council for the approval of a Planned Development District – Preliminary 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 -Preliminary 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

## **UDO §2.18 Planned Development**

### **§2.18.5(H) Preliminary Development Plan Criteria**

- (1) The application demonstrates that it will achieve the purposes of the PDD and this section;
- (2) The Preliminary Development Plan is consistent with the Conceptual Development Plan and conforms to all applicable provisions of this UDO;
- (3) The proposed Development is located in an area of the Town that is appropriate; and
- (4) The proposed Development will not cause the need for inefficient extensions and expansions of public facilities, utilities and services.