



Major Subdivision Preliminary Plat Application

REQUIRED APPLICATION MATERIALS:

- _____ **Application fee** in the amount of **\$1,840.00 plus \$30.00 per lot**
SCAM ALERT! Please disregard any email correspondence requesting payment of application fees not received from noreply@smartgovcommunity.com generated by the SmartGov online portal!
- _____ **Completed Major Subdivision Preliminary Plat Application** signed by the applicant
- _____ **Appointment of Agent** signed by the property owner(s) and the agent (if applicable)
- _____ **Deed** copy to provide proof of ownership and property boundaries
- _____ **Preliminary Plat:** Please refer to Appendix A of the UDO (pg. A-16) for detail requirements.
- _____ **Written narrative:** demonstrating 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 §2.20.4(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:** See drainage impact analysis checklist (if applicable).
- _____ **Traffic impact analysis:** See traffic impact analysis checklist (if applicable).
- _____ **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. **Preliminary forum:** Held before the Planning Board at its regular monthly meeting. (Please refer to the **Application Processing Timeline** to determine the meeting date.)
3. **Public hearing:** Held before the Town Council at its regular monthly meeting. (Please refer to the **Application Processing Timeline** to determine the hearing date.)
4. **Approval:** The Town Council may approve, conditionally approve or deny the application based on the criteria listed in UDO §2.20.4(G).



Major Subdivision Preliminary Plat

Date Received: _____ Case No.: MAPP-____-____

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 Preliminary Plat** 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 §2.20.4(G) Preliminary Plat 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.