



**NEW HANOVER COUNTY
 PLANNING & INSPECTIONS
 DEPARTMENT
 CONVENTIONAL SUBDIVISION**

230 Government Center Drive
 Suite 110
 Wilmington, NC 28403
 910-798-7165 phone
 910-798-7053 fax
 www.nhcgov.com

Name of Applicant or Owner		Date of Application
Address		City, State, Zip
Email Address		Telephone Number of Owner
Name of Surveyor (if different than Owner)		Telephone Number of Surveyor (if different than Owner)
Address of Surveyor (if different than Owner)		City, State, Zip
Email Address (if different than Owner)		Parcel ID Number
Location of Property	Square Feet/Acres on Plat	Land Classification
Project Name		Type of Project

SUBMISSION REQUIREMENTS

1. Your application must contain a site plan conforming to the requirements of Section 32 of the Subdivision Ordinance. The application will be regarded as incomplete until the following items are received by Planning & Zoning.
2. Your application must include a **\$300.00 fee** and **15 folded maps** of the proposed Conventional Development. This fee should be payable to New Hanover County and **must** accompany this application. Applications for Conventional Development are received and acted upon by the County's Technical Review Committee. Planning & Zoning will send a copy to each appropriate agency. Once written agency comments have been received along with water, sewer and general drainage approvals, the site plan will be placed on the agenda for the next regularly scheduled Technical Review Committee (TRC) meeting. **Written agency comments must be received three (3) weeks prior to the meeting before being placed on the TRC agenda.**
3. **Streets** - Written comments from the North Carolina Department of Transportation approving the design of all public streets or a letter from the County Engineer approving the design of all private streets.
4. **Water and Sewer** – A letter from the appropriate State or local health agency approving the design of such systems and commitment allocation to serve the project.
5. **You are encouraged to arrange an informal conference with Planning & Zoning staff at least two (2) weeks prior to submitting an application. By attending this conference, you will improve your chances of submitting a complete and acceptable application.** You should bring a rough sketch of your proposal to this conference. Planning & Zoning staff will proceed to advise you of environmental problems, point out significant design problems, describe the required improvements, and advise you regarding the required approval letters for water and sewer. A checklist is available to help you through this process.

I certify that all information presented in this application is accurate to the best of my knowledge.

Signature of Property Owner and/or Developer

Print Name

CONVENTIONAL SUBDIVISION CHECKLIST



Site Plan Requirements

- Scale no smaller than one inch to two hundred feet (1"= 200')
- Detailed vicinity map with north arrow
- Title Information: Name of designer, engineer, or surveyor
- Owner's name, address, and phone number on plan
- Developer (if other than owner) and development name
- Adjacent property owners, subdivisions, streets with their locations
- County/municipal boundaries in area (if applicable)
- Existing zoning district
- Boundary line of tract to be developed drawn accurately to scale along with bearings and distance dimensions
- Topographic relief at two-foot intervals with topo source
- Location of right-of-way widths of all streets and easements (and other areas to be dedicated to public use)
- Unduplicated street names and subdivision designations
- Total acres proposed in development
- Location of (COD) conservation areas
- Average lot size, total number of lots
- Location of AEC's within 575' SA waters (if applicable)
- Location of 100-year flood plain (note if not applicable)
- Boundaries of all open space areas and acres
- Hurricane evacuation plan from barrier islands (if applicable)
- Proposed location of planned thoroughfares (if applicable)
- Sidewalks, pedestrian easements, and bike routes (if applicable)
- Tree retention and landscaping in accordance with Section 67 of the Zoning Ordinance
- Approvals of water and sewer by County Engineering and/or Environmental Health
- Location of fire hydrants in accordance with Section 52-8
- Block lengths greater than 400' but less than 1000', cul-de-sacs less than 500' designed to NCDOT
- Blocks to have two tiers/ double frontage lots avoided
- Buffer strips (if applicable)
- Correct building setback lines
- Major street intersection at least 800' apart
- Street jogs greater than 200'
- Lots conform to zoning ordinance, depth 4 x mean width
- Corner lots conform to building lines on both streets
- Side lot lines substantially at right angles or radial to street lines
- Connections to adjacent streets
- Temporary turn-arounds access adjacent property
- Approximate location of 404 Wetlands & Section 10 Wetlands
- Location of marshes, water courses, ditches, drainage channels, subsurface drainage structures, and proposed method of disposing drainage run-off
- Location and size of all drainage easements (ditched or piped) whether located within or outside proposed development
- Location of sanitary sewers (other than septic tanks) utility easements, storm drainage, new water supplies, connections existing systems, & utility easements at least 15' (if applicable)
- Roadway cross-section displaying payment width, amount ABC, asphalt depth and drainage design
- Typical cross-section drainage ways
- Drainage easements not less than 30' wide with ditch off centered 20' to 10'
- Streets intersect not less than 75 degrees
- Traffic Impact Analysis (if applicable)
- Street inter-connectivity (Index 1.4 or greater)
- Barrier, riverine, and estuarine island regulations (if applicable)
- Street lights
- Significant Tree Survey