

Planned Unit Development Checklist (Concept Plan)

NOTE: All items below must be shown on the provided Site Plan

Existing Site Data	Zoning of Subject Property	Project Acreage
	Zoning and Land Use of Adj. Property	Wetland Areas
	Tax Parcel Numbers of Adj. Property	Tax Parcel Number(s) of Subject Property
	Owner Information of Adj. Properties	Proximity of Existing Main Utility Lines

Project Breakdown	Single Family Acreage	Single Family Lots
	Multi-Family Acreage	Multi-Family Units
	Commercial Acreage	Project Density (Dwelling Units Per Acre)
	Required Open Space (<i>UDO Section 4.8.6</i>)	Water and Sewer Provider
	Recreation Space (<i>UDO Section 4.8.6.</i>)	
	Total Open Space (<i>UDO Section 4.8.6.</i>)	General Transportation Layout

Miscellaneous	Owner Contact Information	Vicinity Map
	Engineer Contact Information	Graphic Scale
	Phase Lines	North Arrow

General Notes to be Included on Site Plan:

- “Project to be built to County specifications for water and sewer. A utility plan must be submitted and approved by Engineering and Emergency Management.”
- “County and State Stormwater Permits must be obtained prior to any construction. No natural drainage areas will be cut off or disturbed before obtaining the permits.”
- “There shall be a note on the final plats, master covenants, and deeds showing the location of wetlands and noting that those areas may not be filled, disturbed, or altered in any way unless properly permitted by the NC Department of Environment and Natural Resources and/or the U.S. Army Corp of Engineers.”
- “A home owners association will be formed prior to the sale of lots and membership will be automatic upon purchase within the development. The homeowners association will comply with the standards set forth in Section 8.9.2.H. of the Brunswick County Unified Development Ordinance.”
- “All roads will be built to NCDOT minimum standards for subdivision roads.”

Quasi-Judicial Proceedings

Planned Unit Developments may only be approved by obtaining a Special Exception Permit from the Brunswick County Planning Board. These proceedings to consider whether to issue a Special Exception Permit are “quasi-judicial” in nature.

The information below is intended to assist you with proper representation in quasi-judicial hearings. Please feel free to contact a member of the Brunswick County Planning Staff (1.800.621.0609 or 910.253.2025) should you have any questions.

Applicant	Authorized to Sign Application*	Authorized to Represent at the Quasi-judicial Hearing*
Individual Property Owner(s)	Property owner or NC licensed attorney	Property owner and/or NC licensed attorney
Corporation	Officer or responsible official with authority to sign (notarized statement required, see below)	Officer and/or NC licensed attorney
LLC	Member-Manager or responsible official with authority to sign (notarized statement required, see below)	Property owner and/or NC licensed attorney
Partnership	General partner	Partner and/or NC licensed attorney
Trust/Estate	Qualifying fiduciary or responsible official with authority to sign (notarized statement required, see below)	Fiduciary or NC licensed attorney

Please note that while a non-lawyer such as an architect, engineer, landscape architect, planner or surveyor may not appear in a representative capacity at quasi-judicial proceedings, they may offer testimony.

*In Authorized Practice Advisory Opinion 2006-1, *Appearances at Quasi-Judicial Hearings on Zoning and Land Use* (October 20, 2006), the Authorized Practice Committee of the North Carolina State Bar was asked whether it is the unauthorized practice of law for an individual who is not an active member of the State Bar to appear in a representative capacity for a party in a quasi-judicial hearing before a planning board, board of adjustment, or other body of local government. In the opinion, the Authorized Practice Committee observed that a hearing on an application for a special use permit or for a variance under zoning ordinances is quasi-judicial in nature, noting, among other things, that evidence is formally presented; witnesses are sworn, testify, and cross-examined; the body has the authority to issue subpoenas; a record is created and preserved; the decision must be based upon the evidence presented and include findings of fact; and the decision is reviewable by an appellate court based solely upon the record of the proceeding. The committee also observed that “the law is...clear that an appearance on behalf of another person, firm, or corporation in a representative capacity for the presentation of evidence through others, cross-examination of witnesses, and argument on the law ... is the practice of law.” The opinion concludes, therefore, that appearance in a representative capacity at such quasi-judicial proceedings is limited to active members of the State Bar. See N.C. Gen. Stat. A7A7 84-2.1 and 84-4.