



Planned Unit Development (PUD) - Master Plan

Application and Checklist
 Fee: \$500

For Office Use Only	
File # _____	Receipt # _____
Date Submitted: _____	

This application is a request to obtain a Special Exception Permit to construct a Planned Unit Development consistent with a submitted master site plan that identifies permitted land uses, densities, building setbacks, heights, lot size, width, buffers, off-street parking and street widths. This application should only be used if the proposed development is requesting flexibility in zoning requirements in order to achieve a mixed-use or cluster style development as an alternative to a conventional major subdivision. Please reference Section 4.8.5. of the Brunswick County Unified Development Ordinance (UDO) for requirements regarding Planned Unit Developments (PUD's).

Please fill out form completely, supplying all necessary information and documentation to support your request.

Property Owner	Name _____	Phone _____
	Address _____	Fax _____
	City, St, Zip _____	Email _____

Applicant or Representative	Name _____	Phone _____
	Address _____	Fax _____
	City, St, Zip _____	Email _____

Property Information	Address _____
	Tax Parcel(s) _____
	Acreage _____
	Current Zoning _____
	Public Utilities Available? Water _____ Sewer _____

Project Information	Project Name _____
	Modification or Expansion Of Existing PUD? Yes No
	Single Family Acres Lots
	Multi-Family Acres Units
	Commercial Acres _____

Authorization	Property Owner Signature _____ Date _____
	Applicant/Representative Signature _____ Date _____

Please submit fifteen folded copies and one electronic copy of the site plan with application.

Planned Unit Development Checklist (Master 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	Heritage Tree Survey (<i>UDO Section 7.1.3.</i>)

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>)	Workforce Housing Density Bonus (<i>Optional</i>) (UDO Section 4.8.8.)
	Recreation Space (<i>UDO Section 4.8.6.</i>)	
	Total Open Space (<i>UDO Section 4.8.6.</i>)	Wetland Acreage

Project Site Data	Total Number of Lots	Housing Types Labeled
	Lot Numbers	Impervious Area
	Average Lot Size	Setbacks
	Smallest Lot Size	Periphery Buffer (<i>UDO Section 4.8.5.G.</i>)
	Lot Widths	Street Buffers (<i>UDO Section 4.8.5.G.</i>)

Roads	Indicate Roads to be Public or Private	Street Names
	Right of Way Widths	Traffic Impact Study (<i>UDO Section 3.5</i>)
	Street Detail	Link Node Ratio (<i>UDO Section 8.8.10.B.</i>)
	Cul de Sac Radius	External Access (<i>UDO Section 8.8.10.C.</i>)

Utilities	Utility Plan	Utility Provider Approval Documentation <i>(If other than Brunswick County)</i>
	Water Provider	Topography
	Sewer Provider	Stormwater Plan
	Location of Utility Lines	10' Utility Easement on Interior Roads

Miscellaneous	Owner Contact Information	Vicinity Map
	Engineer Contact Information	Graphic Scale
	Phase Lines	Date
	Neighborhood Meeting	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.