



Major Subdivision

Application and Checklist

Fee: \$450 (Brunswick County Jurisdiction)
 \$825 + \$11 per lot (City of Northwest Jurisdiction)
 Brunswick County Planning Dept. 910-253-2025

For Office Use Only

File # _____ Invoice # _____

Date Received: _____

Northwest Jurisdiction YES NO

This application is a request to obtain approval to construct a Major Subdivision of more than 10 lots 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. Please reference Section 3.4.11. of the Unified Development Ordinance (UDO) for requirements regarding Major Subdivisions.

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
	Project Description
	Modification or Expansion Of Existing Subdivision? Yes No
	Single Family Acres
	Commercial Acres
Number of Lots	

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

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

Major Subdivision Checklist

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 6.1.3.</i>)

Project Breakdown	Single Family Acreage	Single Family Lots
	Commercial Acreage	Commercial Lots
	Required Open Space (<i>UDO Section 6.4.4.</i>)	Project Density (Dwelling Units Per Acre)
	Recreation Space (<i>UDO Section 6.4.4.</i>)	Workforce Housing Density Bonus (<i>Optional</i>) (UDO Section 4.3.2.)
	Total Open Space (<i>UDO Section 6.4.4.</i>)	Wetland Acreage

Project Site Data	Total Number of Lots	Lot Widths
	Lot Numbers	Impervious Area
	Minimum Lot Size	Setbacks
	Average Lot Size	Periphery Buffer (<i>UDO Section 6.3.9.</i>)
	Smallest Lot Size	Street Buffers (<i>UDO Section 6.3.8.</i>)

Roads	Indicate Roads to be Public or Private	Street Names
	Right of Way Widths	Traffic Impact Study (<i>UDO Section 6.16</i>)
	Street Detail	Link Node Ratio (<i>UDO Section 6.11.3.B.</i>)
	Cul de Sac Radius	External Access (<i>UDO Section 6.11.3.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 or City specifications for water and sewer. A utility plan must be submitted and approved by Engineering and Emergency Management.”
- “County and/or 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 6.11.2.I. of the Unified Development Ordinance.”
- “All roads will be built to NCDOT minimum paving standards for subdivision roads.”