

County of Moore Planning and Inspections



Inspections/Permitting: (910) 947-2221
Planning: (910) 947-5010
Fax: (910) 947-1303

Major Subdivision Preliminary Plat SPECIAL USE PERMIT APPLICATION PACKET

Step 1. Pre-Application Meeting with Planning Staff

The applicant must schedule a pre-submittal meeting with Planning Staff to discuss the preliminary assessment of the request, adopted plans, and process. The applicant should provide a sketch plan for the pre-application meeting.

Step 2. Concept Plan Submittal

Plan showing a general design for the entire development project area. A Concept Plan should identify layout of streets, number of lots, phasing, adjacent land uses, open space and buffers, easements, etc.

Step 3. Project Review Team Meeting with County Staff

The applicant needs to schedule a meeting with County Staff to discuss local and state approval processes and the projected infrastructure needs.

Step 4. Infrastructure Meeting

Fire flow test results are required.

Step 5. Application Submittal

The applicant must submit a complete application packet on or before the submittal deadline. This includes:

- Application Fee \$1,000 plus postage for adjacent properties.
- Major Subdivision Preliminary Plat as per Chapter 19.7, 19.8 and 19.16

Step 6. Administrative Review

Planning Staff will review the request and provide the following public notifications prior to the Board of Commissioners meeting / quasi judicial hearing:

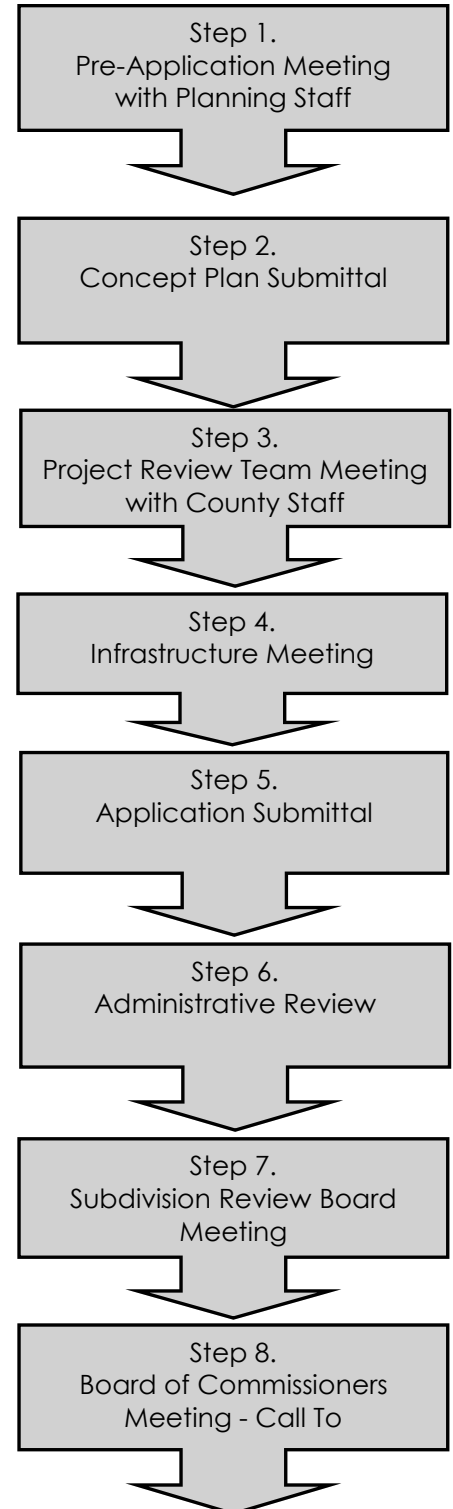
- All adjacent property owners will be notified by certified mail.
- A notice will be placed in the newspaper containing information about the meeting.
- A sign will be posted on the property visible from the nearest public road.

Step 7. Subdivision Review Board Meeting

Planning Staff will present the request to the Subdivision Review Board. It is **highly recommended** that the applicant attend the meeting to answer any questions raised at the meeting. The Subdivision Review Board will make a recommendation to the Board of Commissioners.

Step 8. Board of Commissioners Meeting—Call To

Planning Staff will present the request to the Board of Commissioners to schedule a Quasi Judicial Hearing. Applicant need not be present at this meeting.

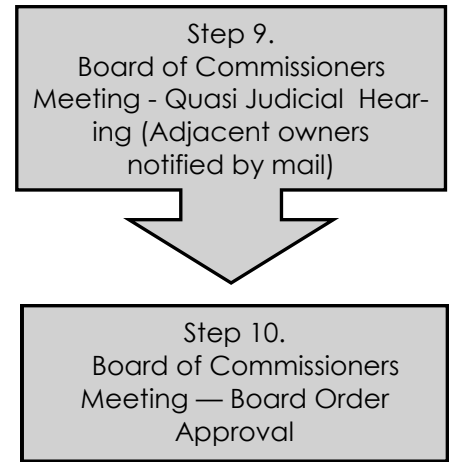


Step 9. Board of Commissioners Meeting—Quasi Judicial Public Hearing

Planning Staff will present the request to the Board of Commissioners. A quasi judicial hearing will be held. It is **highly recommended** that the applicant attend the meeting to answer any questions raised at the meeting. The Board of Commissioners will make a final decision.

Step 10. Board of Commissioners—Board Order Approval

The Board Order will be placed on the consent agenda for approval. Applicant need not be present at this meeting



Application Submittal Deadlines / Meetings

A date and location will be set (subject to change) once a complete application is submitted to the Planning Staff. * Indicates date change due to holiday.

<u>Application Deadline</u>	<u>Subdivision Review Board Meeting</u>
Sept. 18, 2023	Oct. 17, 2023
Oct. 2, 2023	Oct. 31, 2023
Oct. 16, 2023	Nov. 14, 2023
Oct. 30, 2023	Nov. 28, 2023
Nov. 13, 2023	Dec. 12, 2023
Dec. 11, 2023	Jan. 9, 2024
Dec. 22, 2023*	Jan. 23, 2024
Jan. 8, 2024	Feb. 6, 2024
Jan. 22, 2024	Feb. 20, 2024
Feb. 5, 2024	March 5, 2024
Feb. 19, 2024	March 19, 2024
March 4, 2024	April 2, 2024
March 18, 2024	April 16, 2024
April 1, 2024	April 30, 2024
April 15, 2024	May 14, 2024
April 29, 2024	May 28, 2024
May 13, 2024	June 11, 2024
May 27, 2024	June 25, 2024
June 10, 2024	July 9, 2024
June 24, 2024	July 23, 2024
July 8, 2024	Aug. 6, 2024
July 22, 2024	Aug. 20, 2024
Aug. 5, 2024	Sept. 3, 2024
Aug. 19, 2024	Sept. 17, 2024
Sept. 2, 2024	Oct. 1, 2024
Sept. 16, 2024	Oct. 15, 2024

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Major Subdivision Special Use Permit Application

Application Date:			
Location/Address of Property:			
Applicant:		Phone:	
Applicant Address:	City:	St:	Zip:
Owner:		Phone:	
Owner Address:	City:	St:	Zip:
Current Zoning District:	Proposed Use:		
Comments:			
<p>I (We), the undersigned, certify that all statements furnished in this application are true to the best of my (our) knowledge, and do hereby agree to follow all reasonable requests for information as designated by the County of Moore Zoning Administrator.</p>			
_____ Applicant/Owner Signature		_____ Date	
_____ Applicant/Owner Signature		_____ Date	
Office Use Only:			
PAR ID: _____			
_____ Received By		_____ Date	

Major Subdivision Preliminary Plat Review

LRK _____ Date _____ Zoning District _____

Type of Subdivision:

- Major-Neighborhood Conservation Option
- Major-Conventional Option

Total Number of Lots Proposed (including parent tract): _____ Acreage of Existing Parcel: _____

Applicants Name: _____

Address: _____

Phone: _____ Fax: _____

Property Owners Name: _____

Location of Property: _____

Surveyor Name: _____ Phone: _____

- Utilities: Public Water Public Sewer
 Private Well(s) Private Septic Tank(s)

Subdivision will involve the creation of new roads or streets: YES NO

Type of streets proposed: Public Private

For Office Use Only:

Review Officer Checklist

- | | |
|--|--|
| <input type="checkbox"/> LRK | <input type="checkbox"/> Scale Text |
| <input type="checkbox"/> Owners Name | <input type="checkbox"/> Scale Bar Scale of Map: _____ |
| <input type="checkbox"/> Approval Signature by Jurisdiction
Name: _____ | <input type="checkbox"/> Survey Statement |
| <input type="checkbox"/> Township: _____ | <input type="checkbox"/> Meets Size Requirements |
| <input type="checkbox"/> City: _____ | <input type="checkbox"/> Surveyor Signature |
| <input type="checkbox"/> State: _____ | <input type="checkbox"/> Surveyor Seal Reg Number: _____ |
| <input type="checkbox"/> North Arrow Reference: _____ | <input type="checkbox"/> Change to Existing Street |
| | <input type="checkbox"/> New Public Street Dedication |

Approved by: _____ Approval Date: _____

Requires Subdivision Review Board Approval: YES NO Meeting Date: _____

Requires Board of County Commissioners Approval: YES NO Meeting Date: _____