



# TOWN OF AYDEN MAJOR SITE PLAN APPLICATION PLANNING DEPARTMENT

4061 East Ave., Ayden, NC 28513  
Phone: (252) 481-5828 Fax: (252) 558-0747

## PROCESS INFORMATION

**Applicability:** The Major Site Plan Review process shall apply to all multi-family dwelling developments and to all development applications which require a Transportation Impact Analysis according to Article 7 – Subdivisions and Infrastructure of the Unified Development Ordinance (UDO).

**Process:** The applicant must submit a complete application to the Administrator. The submittal will proceed to the Technical Review Committee (TRC). The Administrator will then present the proposal to the Planning Board. The Planning Board will make a recommendation of approval or denial to the Board of Commissioners. The Board will hold a public hearing and approve, deny or approve with conditions. If the major site plan is part of a Conditional Zoning District, see Section 810.100 – Conditional Zoning Districts of the UDO for process procedures. If the major site plan is NOT part of a Conditional Zoning District, Section 810.040 of the UDO requires the compliance of the findings of fact listed on this checklist. The applicant should demonstrate in factual statements how the proposed master plan will comply with each finding.

**Public Notification:** A major site plan review is a quasi-judicial process that requires public notification and a public hearing. A general notice must be published in a newspaper, and a notice must be mailed to adjacent property owners.

## FILING INSTRUCTIONS

- Pre-Application Conference:** The applicant must complete a pre-application conference with the Administrator. The conference includes discussion of the review process and assistance in the preparation of the application.
- Fees:** The applicant must remit fees upon application submittal. See the Town's current fee schedule for information.
- Materials:** Each application shall include the following documents:
  - One complete application form signed by the property owner or his/her authorized agent.
  - One existing conditions map.
  - One list of all adjoining property owners within one hundred (100) feet of the proposed request with mailing addresses
  - Three 18" x 24" copies of the master plan.
  - Twelve 11" x 17" copies of the master plan.

## EXISTING CONDITIONS MAP

An existing conditions map identifies existing manmade and natural features including, but not limited to, the following:

- |  |   |
|--|---|
| <input type="checkbox"/> Rights-of-way and existing structures           | <input type="checkbox"/> Streets with pavement width  |
| <input type="checkbox"/> Cemeteries                                      | <input type="checkbox"/> Existing easements   |
| <input type="checkbox"/> Bridges or culverts                             | <input type="checkbox"/> Natural features such as large stands of trees, water features, and special flood hazard areas |
| <input type="checkbox"/> Utilities                                       | <input type="checkbox"/> Soil types   |
| <input type="checkbox"/> Driveways and curb cuts                         | <input type="checkbox"/> Existing topography  |
| <input type="checkbox"/> Sidewalks and surface parking and loading areas |   |

## MASTER PLAN

A master plan is a detailed, two-dimensional drawing illustrating all required site features including:

- Buildings & parking areas
- Streets locations, street sections, sidewalks and new and existing rights-of-way
- Property lines and setbacks
- Required or proposed buffers
- Conceptual landscaping & open space areas
- All related development calculations (e.g., density, proposed building areas, number of parking spaces, estimated impervious surface) in enough detail to show compliance with the UDO ordinance.
- Detailed engineering drawings such as subsurface utilities (e.g., water and sewer) and on-site stormwater facilities are not required for Master Plans, except that horizontal water and sewer locations shall be indicated as required by the utility provider.





# TOWN OF AYDEN MAJOR SITE PLAN APPLICATION

## QUASI-JUDICIAL REVIEW

*\*This section only applies to major site plans that are NOT part of a Conditional Zoning District request.*

Section 810.040 of the Town of Ayden UDO Article 8 requires compliance of the following findings of fact for the Board of Commissioners to grant approval. The applicant should provide a statement demonstrating that the proposed major site plan will comply with each of these findings.

(1) The plan conforms to the applicable provisions of the UDO.

**STATEMENT BY APPLICANT:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(2) The plan proves adequate infrastructure (transportation, utilities, etc.) to support the as project as proposed.

**STATEMENT BY APPLICANT:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(3) The plan will not be detrimental to the use or development of adjacent properties.

**STATEMENT BY APPLICANT:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed Conditions offered by the applicant:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## COVER SHEET DETAIL

The major site plan cover sheet should include the following detail:

FOR TOWN OF AYDEN USE ONLY

BOARD OF COMMISSIONERS REVIEW DATE: \_\_\_\_\_ ACTION:  APPROVED  DENIED

ADMINISTRATOR'S SIGNATURE \_\_\_\_\_

**FOR TOWN OF AYDEN OFFICIAL USE ONLY**

Fee Paid \$ \_\_\_\_\_ Date \_\_\_\_\_

**TECHNICAL REVIEW COMMITTEE**

Date Presented to the Technical Review Committee \_\_\_\_\_

**PLANNING BOARD**

Date Presented to the Planning Board \_\_\_\_\_

Date and Decision of the Ayden Planning Board \_\_\_\_\_

In reference to the petition filed by \_\_\_\_\_

proposing a major site plan for the property located at \_\_\_\_\_

the Ayden Planning Board makes the following recommendations

Recommended for Approval \_\_\_\_\_ Recommended for Denial \_\_\_\_\_

The decision of the Planning Board was based on the following considerations:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_ Chairperson, Ayden Planning Board \_\_\_\_\_

**BOARD OF COMMISSIONERS**

Date of Board of Commissioners Hearing \_\_\_\_\_

Dates of Publication of Notices of Public Hearing \_\_\_\_\_

Dates Notices to Owners of Adjacent Properties, per County Tax Listing \_\_\_\_\_

Certification of Mailing \_\_\_\_\_

Date Property Posted (> 10 days prior to hearing) \_\_\_\_\_

Decision of the Board of Commissioners, Town of Ayden

Major Site Plan Approved \_\_\_\_\_ Major Site Plan Denied \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_ Mayor, Town of Ayden \_\_\_\_\_