

# ADMINISTRATIVE MANUAL

Planning and Building Inspections Department



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## Introduction

The Administrative Manual is a supplement, not a substitute, for the Town's adopted ordinances or codes. If this Administrative Manual conflicts with the Code of Ordinances, the provisions of the Code of Ordinances shall supersede the contents of this Manual.

Whether you are a developer, a builder, or a citizen, this guide will help you navigate through the Town of Leland's land development and application processes with the most up-to-date information on procedures, forms, and best practices.

## Minor Subdivisions

### Process Summary



### Minimum Application Requirements

Additional materials maybe requested during the review process

- A Final Plat Application and review fee
- A minimum of one mylar copy of subdivision
  - This single mylar will be kept at the Brunswick County Register of Deeds
- A minimum of one paper copy of subdivision
  - This single paper copy will be kept by the Town after recording

### Additional Information

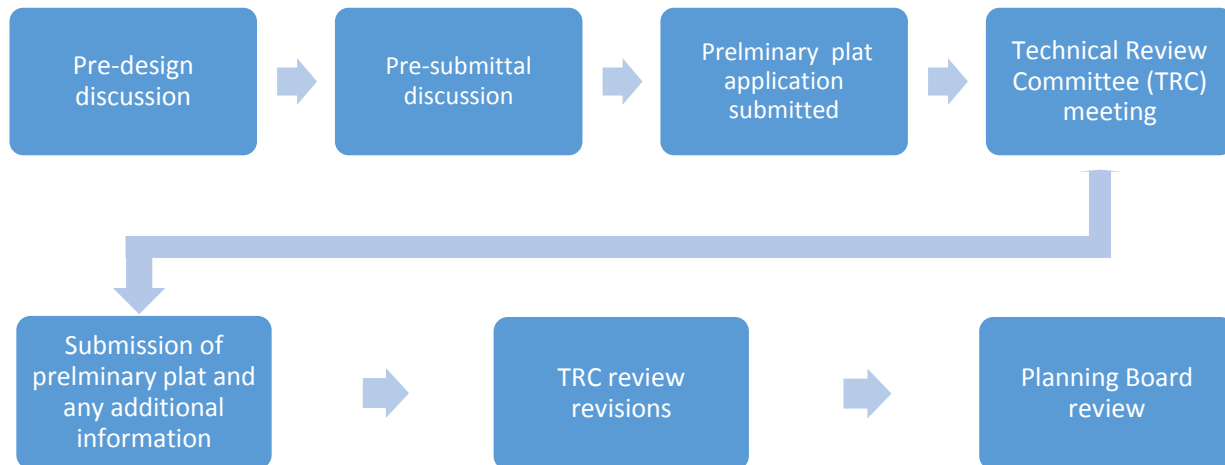
- Administrative Manual
  - Appendix B - Information to be contained in or depicted on preliminary and final plat
  - Appendix C - Certificates to be placed on preliminary and final plats

### References

- Code of Ordinances (others may apply)
  - Sec 50-103 - Procedures for review of major and minor subdivisions
  - Sec 50-104 - Procedure for review of minor subdivisions
  - Sec 50-105 - Final plat for minor subdivisions

## Major Subdivision – Preliminary Plat

### Process Summary



### Minimum Application Requirements

Additional materials maybe requested during the review process

- A Preliminary Plat Application and review fee
- An 'Acting Agent' form, if applicant is representing parcel owner(s)
- Ten paper copies; additional copies may be requested
- Electronic copy (pdf)
- Required documents which may include, but not limited to:
  - Traffic Impact Analysis (TIA)
  - Wetland Delineation
  - NCDOT Driveway Permits

### Additional Information

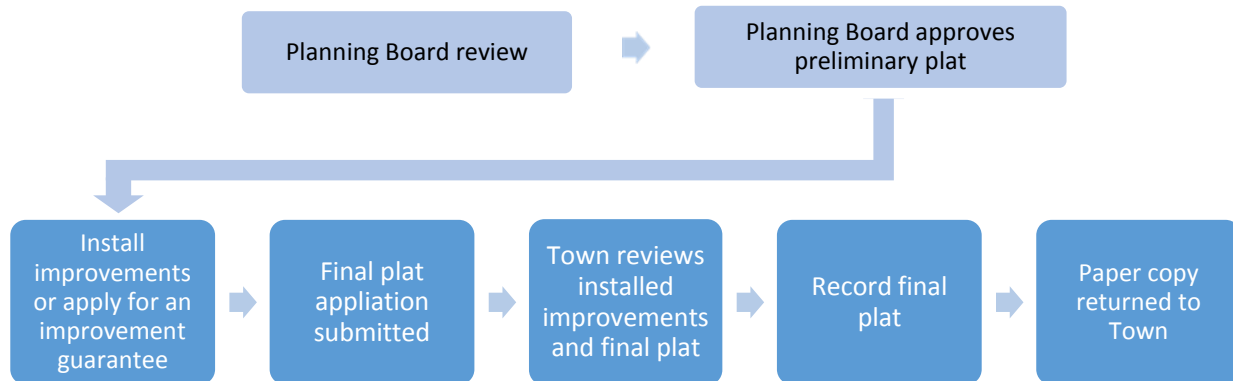
- Administrative Manual
  - Appendix B - Information to be contained in or depicted on preliminary and final plat
  - Appendix C - Certificates to be placed on preliminary and final plats

### References

- Code of Ordinance
  - Sec. 50-103. - Procedures for review of major and minor subdivisions.
  - Sec. 50-106. - Procedure for review of major subdivisions.
  - Sec. 50-107. - Elements of the preliminary plan process.
  - Sec. 50-108. - Preliminary plat submission and review.

## Major Subdivision – Final Plat

### Process Summary



### Minimum Application Requirements

Additional materials maybe requested during the review process

- A Final Plat Application and review fee
- A minimum of one mylar copy of subdivision
  - This single mylar will be kept at the Brunswick County Register of Deeds
- A minimum of one paper copy of subdivision
  - This single paper copy will be kept by the Town of Leland after recording
- Any documents or verifications required from the Planning Board approval
- Any completed as-built Town utility plan
  - Water
  - Sewer
  - Stormwater

### Additional Information

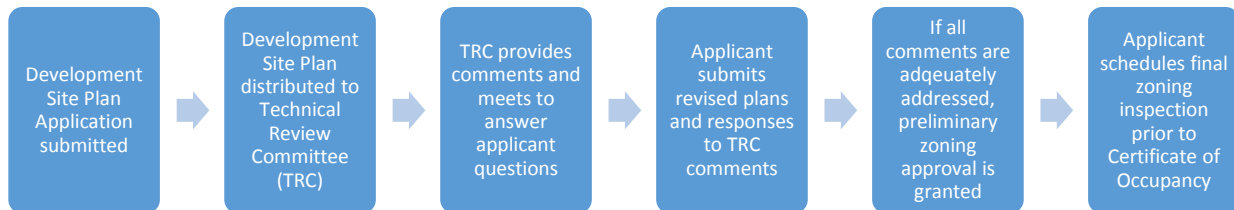
- Administrative Manual
  - Appendix B - Information to be contained in or depicted on preliminary and final plat
  - Appendix C - Certificates to be placed on preliminary and final plats

### References

- Code of Ordinance
  - Section 50-109 - Final plat submission and review

## Development Site Plan

### Process Summary



### Minimum Application Requirements

Additional materials may be requested during the review process

- A Development Site Plan Application and review fee
- Ten paper copies; additional copies may be requested
- Electronic copy (pdf)
- Required documents which may include, but not limited to:
  - Traffic Impact Analysis (TIA)
  - Wetland Delineation

### Additional Information

- Administrative Manual
  - Appendix D - New Development Site Plan Checklist

### References

- Code of Ordinance
  - Section 66-254 – Screening and landscaping
  - Section 66-255 – Development plan and design requirements
  - Article VIII – Parking, Loading, Driveway and Sidewalk Requirements
  - Article V – Zoning Districts
  - Article IX – Supplemental Regulations

## Appendix A – Administrative Manual Version History

| Affective Sections                    | Effective Date | Description of Change(s)  |
|---------------------------------------|----------------|---|
| Adoption of Administrative Manual Use | 9/15/2019      | Establishment of Manual   |
| Development Site Plan                 | 1/16/2020      | Added Development Site Plan Section and combined development site plan checklists for new construction and expansions/modifications |



## Appendix B – Plat Contents

| Information   | Preliminary Plat | Final Plat |
|---|------------------|------------|
| <b>Title block containing</b>   |                  |            |
| Property designation  | X                | X          |
| Name of owner   | X                | X          |
| Location (including city, county and state)   | X                | X          |
| The date or dates the survey was made   | X                | X          |
| A scale of drawing in feet per inch listed in words or figures  | X                | X          |
| A bar graph   | X                | X          |
| Name, address, including the firm name and firm license number, if applicable.  | X                | X          |
| The dates and descriptions of revisions   | X                | X          |
| The name of the subdivider  | X                | X          |
| <b>Information to be contained on a Plat</b>  |                  |            |
| A sketch vicinity map showing the relationship between the proposed subdivision and surrounding area  | X                | X          |
| Corporate limits, township boundaries, county lines if on the subdivision tract   | X                | X          |
| The names, addresses and telephone numbers of all owners, architects, land surveyors, and professional engineers responsible for the sub-division                 | X                |            |
| Date of plat preparation  | X                | X          |
| North arrow and orientation   | X                | X          |
| The exact boundary lines of the tract to be subdivided, fully dimensioned by lengths and bearings, and the location of existing boundary lines of adjoining lands | X                | X          |

|  |   |   |
|--|---|---|
| The names of owners of adjoining properties  | X | X |
| The names of any adjoining subdivisions of record  | X | X |
| Minimum building setback lines   | X |   |
| The zoning classifications of the tract to be subdivided and adjoining properties  | X |   |
| Proposed lot lines, lot numbers and/or block numbers, and dimensions   | X | X |
| Approximate location of existing buildings or other structures, watercourses, railroads, bridges, culverts, storm drains, both on the land to be subdivided and land immediately adjoining | X |   |
| The lots numbered consecutively throughout the subdivision   |   | X |
| Approximate location of wooded areas, marshes, swamps, ponds or lakes, streams or streambeds and any other natural features affecting the site   | X |   |
| The approximate location of the flood hazard, floodway and floodway fringe areas from the community's FHBM or other FEMA maps  | X | X |
| The following data concerning streets:   |   |   |
| Proposed streets   | X |   |
| Existing and platted streets on adjoining properties and in the proposed subdivision   | X |   |
| Rights-of-way, locations and dimensions  | X | X |
| Pavement widths  | X |   |
| Approximate grades   | X |   |
| Design engineering data for all corners and curves   | X |   |
| Typical street cross sections  | X |   |
| Street names   | X | X |

| The location and dimensions of all:   |   |   |
|---|---|---|
| Riding trails   | X |   |
| Utility and other easements   | X | X |
| Natural buffers   | X |   |
| Pedestrian or bicycle paths   | X |   |
| Parks and recreation areas with specific type indicated   | X |   |
| School sites  | X |   |
| Areas to be dedicated to or reserved for public use   | X |   |
| The future ownership (dedication or reservation for public use to governmental body, for owners to duly constituted homeowners' association, or for tenants remaining in subdivider's ownership, or other nonprofits agencies) of recreation and open space lands   | X |   |
| Site calculations, including:   |   |   |
| Acreage in total tract to be subdivided   | X | X |
| Acreage in parks and recreation areas and other nonresidential uses   | X |   |
| Total number of parcels created   | X |   |
| Acreage in the smallest lot in the subdivision  | X |   |
| Linear feet in streets  | X |   |
| The name and location of any property or buildings within the proposed subdivision or within any contiguous property that is located on the U.S. Department of Interior's National Register of Historic Places  | X | X |
| Sufficient surveying data to determine readily and reproduce on the ground every straight or curved line, street line, lot line, right-of-way line, easement line, and setback line, including dimensions, bearings, or deflection angles, radii, central angles, and tangent distance for the centerline of curved property lines that are not the boundary line of curved streets. All dimensions shall be measured to the nearest one-tenth of a foot and all angles to the nearest minute | X | X |

| The accurate locations and descriptions of all monuments, markers and control points   |                  |                    |                    |                    | X                   |
|--|------------------|--------------------|--------------------|--------------------|---------------------|
| Any other information considered by either the subdivision administrator and/or the planning board to be pertinent to the review of the plat |                  |                    |                    | X                  | X                   |
| Certificates<br>Refer to Appendix C for wording  | Preliminary Plat | Site Specific Plan | Final Plat - Minor | Final Plat - Major | Final Plat - Exempt |
| Certificate of Approval for Recording - Exempt   |                  |                    |                    |                    | X                   |
| Certificate of Approval for Recording  |                  |                    | X                  | X                  |                     |
| Certificate of Ownership and Dedication  |                  |                    | X                  | X                  | X                   |
| Certificate of Survey and Accuracy   |                  |                    | X                  | X                  | X                   |
| Certificate of Approval for Preliminary Plat   | X                |                    |                    |                    |                     |
| Certificate of Approval of the Design and Installation of Streets, Utilities, and other Required Improvements.                               |                  |                    |                    | X                  |                     |
| Certificate of Approval for Site Specific Plan   |                  | X                  |                    |                    |                     |

## Appendix C – Plat Certificates

### Certificate of Approval for Recording - Exempt

I hereby certify that this plat has been reviewed and approved for recording in the Office of the Register of Deed of Brunswick County and found to meet one of the criteria of exemptions as listed in Section 50-71 of the Subdivision Regulations of Town of Leland, North Carolina or is otherwise not subject to such Subdivision Regulations. All other requirements of the Town of Leland's ordinances still apply.

\_\_\_\_\_  
Subdivision Administrator  
Town of Leland

\_\_\_\_\_  
Date

### Certificate of Approval for Recording

I hereby certify that the subdivision plat shown hereon has been found to comply with the Subdivision Regulations of Town of Leland, North Carolina and that this plat has been approved for recording in the Office of the Register of Deeds of Brunswick County.

\_\_\_\_\_  
Subdivision Administrator  
Town of Leland

\_\_\_\_\_  
Date

### Certificate of Ownership and Dedication

I (we) hereby certify that I am (we are) the owner(s) of the property shown and described hereon and that I (we) hereby adopt this plan of a subdivision with my (our) own free consent, establish minimum setback line, and dedicate all streets, alleys, walks, parks and other sites to public or private use as noted. Further, I (we) certify the land as shown hereon is within the platting jurisdiction of the Town of Leland, North Carolina.

\_\_\_\_\_  
Owner(s)

\_\_\_\_\_  
Date

Certificate of Survey and Accuracy

"I, \_\_\_\_\_, certify that this plat was drawn under my supervision from an actual survey made under my supervision (deed description recorded in Book \_\_\_\_, page \_\_\_\_, etc.) (other); that the boundaries not surveyed are clearly indicated as drawn from information found in Book \_\_\_\_, page \_\_\_\_; that the ratio of precision as calculated is 1: \_\_\_\_; that this plat was prepared in accordance with G.S. 47-30 as amended. Witness my original signature, registration number and seal this \_\_\_\_ day of \_\_\_\_\_, A.D., \_\_\_\_\_."

Official Seal

\_\_\_\_\_  
Registered Land Surveyor

\_\_\_\_\_  
Registration Number

---

Certificate of Approval for Preliminary Plat

I, by authority of the Planning Board of the Town of Leland, North Carolina, hereby certify that the preliminary plat shown hereon has been found to comply with the Subdivision Regulations of the Town of Leland, North Carolina as presented on the below date, and that this preliminary plat has been approved by the planning board of the Town of Leland as presented on the below date, subject to the conditions listed below. This approval is not acceptable for recording purposes.

Conditions:

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

\_\_\_\_\_  
Subdivision Administrator  
Town of Leland

\_\_\_\_\_  
Date

---

Certificate of Approval for Site Specific Plan

Approved as a PUD site specific plan in accordance with the ordinances of the Town of Leland, North Carolina.

\_\_\_\_\_  
Subdivision Administrator  
Town of Leland

\_\_\_\_\_  
Date

Certificate of Approval of the Design and Installation of Streets, Utilities, and other Required Improvements

The Town Engineer for the Town of Leland and Subdivision Administrator for the Town of Leland attest that all streets, utilities (excluding water and sewer) and other required improvements have been installed in a manner approved by the appropriate state and/or local authority and according to Town of Leland specifications and standards in the \_\_\_\_\_ Subdivision or that a guarantee(s) of the installation of the required improvements in an amount and manner satisfactory to the Town of Leland has been received provided.

Further, \_\_\_\_\_ (the Town of Leland / Brunswick Regional Water and Sewer / Brunswick County Public Utilities) attests that:

- the water utility system has received final approval by State regulatory agencies and meets the entity's requirements for public use or
- a guarantee of the installation of the required water utility system in an amount and manner satisfactory to such entity has been provided.

Further, \_\_\_\_\_ (the Town of Leland / Brunswick Regional Water and Sewer / Brunswick County Public Utilities) attests that:

- the sewer utility system has received final approval by State regulatory agencies and meets the entity's requirements for public use or
- a guarantee of the installation of the required sewer utility system in an amount and manner satisfactory to such entity has been provided.

|      |                           |
|------|---------------------------|
|      |                           |
| Date | Signature and Title       |
|      |                           |
|      | Utility Authority         |
|      |                           |
| Date | Town Engineer             |
|      |                           |
| Date | Subdivision Administrator |

## Appendix D – Development Site Plan Checklist

|   |
|---|
| <b>Basic Information</b>  |
| Date, scale, north arrow and vicinity map   |
| Tax parcel ID number  |
| Acreage of project site   |
| Detailed boundary descriptions of proposed site including location of corner or boundary markers as located on ground with lengths and bearings of property lines |
| Special Flood Hazard Areas per FIRM panel   |
| Project name, owner's name and address, name of engineer, architect, and surveyor   |
| Location and size or width of all public rights of way and/or easements within, bounding or intersecting the site   |
| Zoning of subject tract(s) and abutting tracts  |
| Existing and proposed topographic contours at vertical intervals no greater than five (5) feet of development area  |
| The location, name, pavement width, sidewalk location, curb type, and right of way width of existing streets  |
| Schedule of densities showing the number and type of dwelling units per acre  |
| <b>Site Layout Information</b>  |
| The location of all existing and proposed storm water facilities necessary to serve the site (including easements)  |
| Location and square footage of existing and proposed structures   |
| Use of existing and proposed structures   |
| Front, rear, and side setbacks of existing and proposed structures  |
| The location, name, pavement width, pavement type, sidewalk location, curb type, curb cuts, and right of way width of all proposed streets                        |



|   |
|---|
| The location of all existing and proposed public utilities, including water, sewer, and easements     |
| The location, acreage, and type of proposed open space  |
| Required buffer and screening devices, including typical  |
| Location of outside waste facilities/trash receptacles and screening                                  |
| Exterior lighting, proposed and existing  |
| Landscaping plan  |
| AM and PM peak traffic counts; if over 100 peak hour trips then a Traffic Impact Analysis is required |
| <b>Parking Area</b>   |
| Total parking area in square feet   |
| Total number of parking spaces required and provided (show calculations)                              |
| Marked parking spaces showing width, depth and layout dimensions                                      |
| Wheel stop locations  |
| Parking stalls marked and designated for handicapped persons and location of ramps per ADA Code       |
| Location and size of any proposed loading areas   |
| Location and width of driving lanes   |
| Ingress and egress points   |
| Fire lanes/emergency vehicle access lanes   |
| MUTCD standard markings   |

## Appendix E – Landscape Species List

| Common Name(s)             | Botanical Name   | Category            | Estimated Height (ft.) | Estimated Canopy at Maturity (spread in ft.) |
|----------------------------|--|---------------------|------------------------|--|
| Red Holly                  | Ilex hybrids   | Understory          | 10-15                  | 8-15   |
| Winterberry                | Ilex verticillata                                      | Understory          | 5 -15                  | 5-15   |
| Yaupon Holly               | Ilex vomitoria   | Understory / Shrub  | 8 -25                  | 5-15   |
| Crape Myrtle               | Lagerstroemia hybrids                                  | Understory          | 5 -30                  | 5-25   |
| Red Buckeye                | Aesculus pavia   | Understory          | 10-20                  | 10-15  |
| Possumhaw                  | Ilex decidua   | Understory          | 15-20                  | 10-15  |
| Star Magnolia              | Magnolia stellata                                      | Understory          | 15-20                  | 10-15  |
| Weeping Cherry             | Prunus subhirtella pendula                             | Understory          | 15-20                  | 10-15  |
| Nellie Stevens Holly       | Ilex x 'Nellie R. Stevens'                             | Understory          | 15-25                  | 10-15  |
| Trident Maple              | Acer buergerianum                                      | Understory          | 20-25                  | 10-15  |
| Serviceberry               | Amelanchier arborea                                    | Understory          | 20-25                  | 10-15  |
| Topel Holly                | Ilex x attenuata                                       | Understory          | 20-30                  | 10-15  |
| Devilwood/ Wild Olive      | Cartrema americana / Osmanthus americanus              | Understory / Shrub  | 10-20                  | 10-20  |
| Japanese Maple             | Acer palmatum  | Understory          | 10-25                  | 10-20  |
| Atlantic White Cedar       | Chamaecyparis thyoides                                 | Understory          | 40-60                  | 10-20  |
| Japanese Cedar             | Cryptomeria japonica                                   | Understory          | 10-60                  | 10-30  |
| Eastern Red Cedar          | Juniperus virginiana var. virginiana and its cultivars | Canopy / Understory | 20-60                  | 10-30  |
| Coastal Red Cedar          | Juniperus virginiana var. silicicola and its cultivars | Canopy / Understory | 25-40                  | 10-30  |
| Eastern Redbud             | Cercis canadensis                                      | Understory          | 15-30                  | 10-35  |
| Fringe Tree                | Chionanthus virginicus                                 | Understory          | 10-20                  | 15-20  |
| Chinese Fringe Tree        | Chionanthus retusus                                    | Understory          | 10-20                  | 15-20  |
| Loquat                     | Eriobotrya japonica                                    | Understory          | 15-20                  | 15-20  |
| Japanese Flowering Apricot | Prunus mume  | Understory          | 15-25                  | 15-20  |
| Southern Sugar Maple       | Acer barbatum  | Understory          | 20-25                  | 15-20  |
| Lusterleaf Holly           | Ilex latifolia   | Understory          | 20-25                  | 15-20  |
| Pond Cypress               | Taxodium ascendens                                     | Canopy              | 60-80                  | 15-20  |
| Yoshino Cherry             | Prunus x yedoensis                                     | Understory          | 15-25                  | 15-25  |

|                                  |   |                        |        |       |
|----------------------------------|---|------------------------|--------|-------|
| Halesia tetraptera               | Carolina Silverbell                     | Understory             | 20-30  | 15-25 |
| Bougainvillea<br>Goldenrain tree | Koelreuteria bipinnata                  | Understory             | 20-30  | 15-25 |
| Saucer Magnolia                  | Magnolia x soulangiana                  | Understory             | 20-30  | 15-25 |
| Higan Cherry                     | Prunus subhirtella                      | Understory             | 20-30  | 15-25 |
| Persimmon                        | Diospyros virginiana                    | Canopy /<br>Understory | 30-60  | 15-25 |
| Western Red Cedar                | Thuja plicata                           | Canopy                 | 50-70  | 15-25 |
| Carolina Laurel Cherry           | Prunus caroliniana                      | Understory             | 20-45  | 15-30 |
| American Holly                   | Ilex opaca and its cultivars            | Understory             | 30-50  | 15-30 |
| Washington Hawthorne             | Crataegus phaenopyrum                   | Understory             | 25-30  | 20-25 |
| Dawn Redwood                     | Metasequoia<br>glyptostroboides         | Canopy                 | 60-100 | 20-25 |
| Kousa Dogwood                    | Cornus kousa                            | Understory             | 20-30  | 20-30 |
| Japanese Flowering<br>Cherry     | Prunus serrulata                        | Understory             | 20-30  | 20-30 |
| Black Gum                        | Nyssa sylvatica                         | Canopy                 | 30-50  | 20-30 |
| Bald Cypress                     | Taxodium distichum                      | Canopy                 | 50-70  | 20-30 |
| Wax Myrtle                       | Morella cerifera / Myrica<br>cerifera   | Understory /<br>Shrub  | 4 -20  | 20-40 |
| Flowering Dogwood                | Cornus florida                          | Understory             | 15-40  | 20-40 |
| Sweet Bay Magnolia               | Magnolia virginiana                     | Understory             | 25-60  | 20-40 |
| Red Maple                        | Acer rubrum                             | Canopy                 | 30-70  | 20-40 |
| Southern Magnolia                | Magnolia grandiflora & its<br>cultivars | Canopy /<br>Understory | 30-100 | 20-50 |
| Water Oak                        | Quercus nigra                           | Canopy                 | 50-80  | 20-50 |
| Japanese Crape Myrtle            | Lagerstroemia fauriei                   | Canopy                 | 30-40  | 25-35 |
| Koelreuteria paniculata          | Goldenrain tree                         | Understory             | 30-40  | 25-35 |
| Coastal Hornbeam /<br>Ironwood   | Carpinus caroliniana                    | Understory             | 25-40  | 25-40 |
| Lacebark Elm                     | Ulmus parvifolia                        | Canopy                 | 40-50  | 30-40 |
| Maidenhair Tree                  | Ginkgo biloba                           | Canopy                 | 50-70  | 30-40 |
| Overcup Oak                      | Quercus lyrata                          | Canopy                 | 40-60  | 30-50 |
| Nuttall Oak                      | Quercus nutallii                        | Canopy                 | 40-60  | 30-50 |
| Longleaf Pine                    | Pinus palustris                         | Canopy                 | 60-120 | 30-50 |
| Black Cherry                     | Prunus serotina                         | Canopy /<br>Understory | 40-60  | 30-60 |
| Loblolly Pine                    | Pinus taeda                             | Canopy                 | 60-100 | 30-60 |
| Laurel Oak                       | Quercus laurifolia                      | Canopy                 | 30-100 | 30-80 |
| Willow Oak                       | Quercus phellos                         | Canopy                 | 80-100 | 40-50 |
| River Birch                      | Betula nigra                            | Canopy                 | 40-70  | 40-60 |
| Green Ash                        | Fraxinus pennsylvanica                  | Canopy                 | 60-80  | 50-70 |

|            |                           |        |       |        |
|------------|---------------------------|--------|-------|--------|
| Sugarberry | <i>Celtis laevigata</i>   | Canopy | 60-80 | 50-70  |
| Live Oak   | <i>Quercus virginiana</i> | Canopy | 40-80 | 60-130 |

