

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

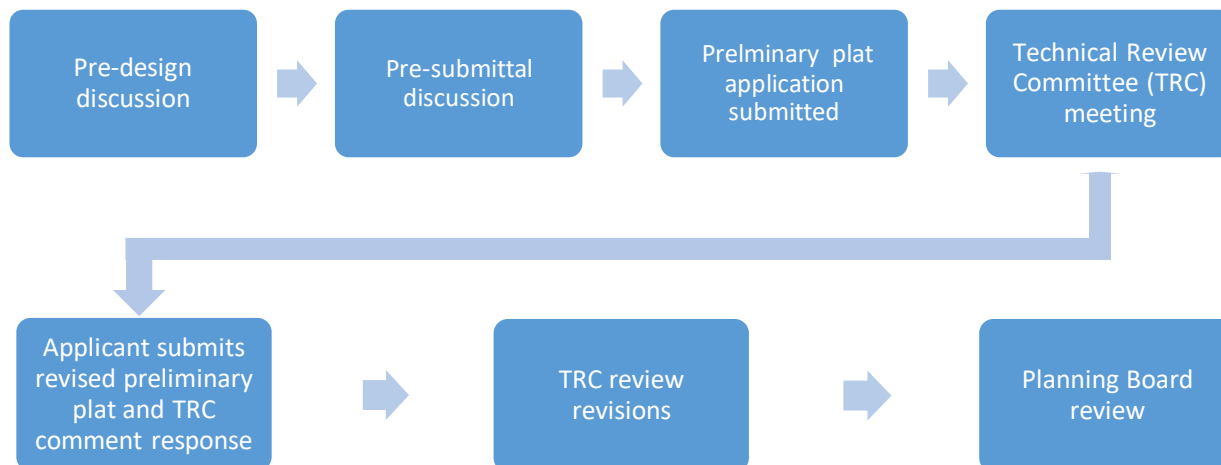
- Administrative Manual
 - Appendix B - Information to be contained in or depicted on preliminary and final plat
 - Appendix C - Certificates to be placed on preliminary and final plats

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)
- Two paper copies; additional copies may be requested
- Electronic copy (pdf)
- Traffic Impact Analysis Worksheet

TRC Response Requirements¹

- Two paper copies of revised plans (additional copies may be requested by the Subdivision Administrator or their designee)
 - Include table of revisions on cover page
- Electronic Copy (pdf)
- Written response to TRC comment memo
 - Respond to each comment with either a reference to plan revisions that includes the page number and location of the revision made or if no revision is required a description of how the comment is being addressed
- Any other required documentation as required by the Subdivision Director or their designee

¹ TRC response must be received by Planning Board agenda deadline and sent out to TRC for review. Receiving the response does not guarantee that all comments have been adequately addressed.

Additional Information

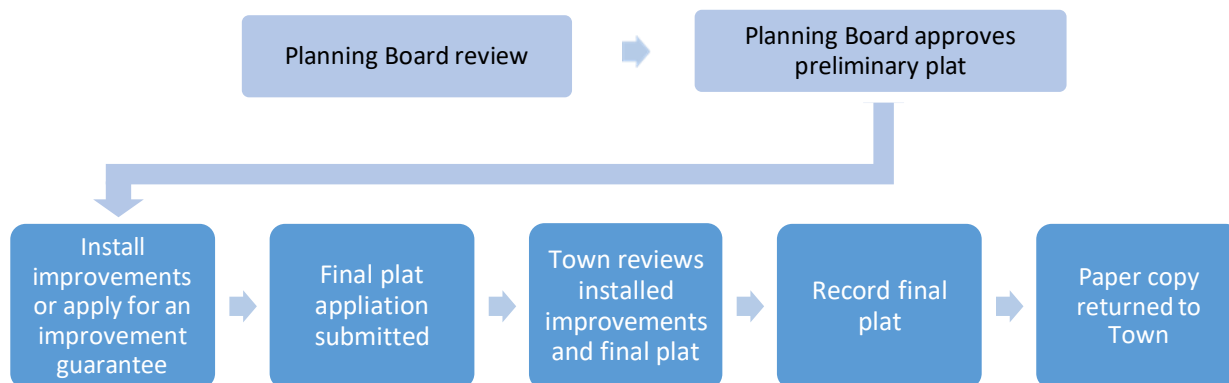
- Administrative Manual
 - Appendix B - Information to be contained in or depicted on preliminary and final plat
 - Appendix C - Certificates to be placed on preliminary and final plats

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 required as-built Town plans
 - Water
 - Sewer
 - Stormwater
 - Streets and Roads

Additional Information

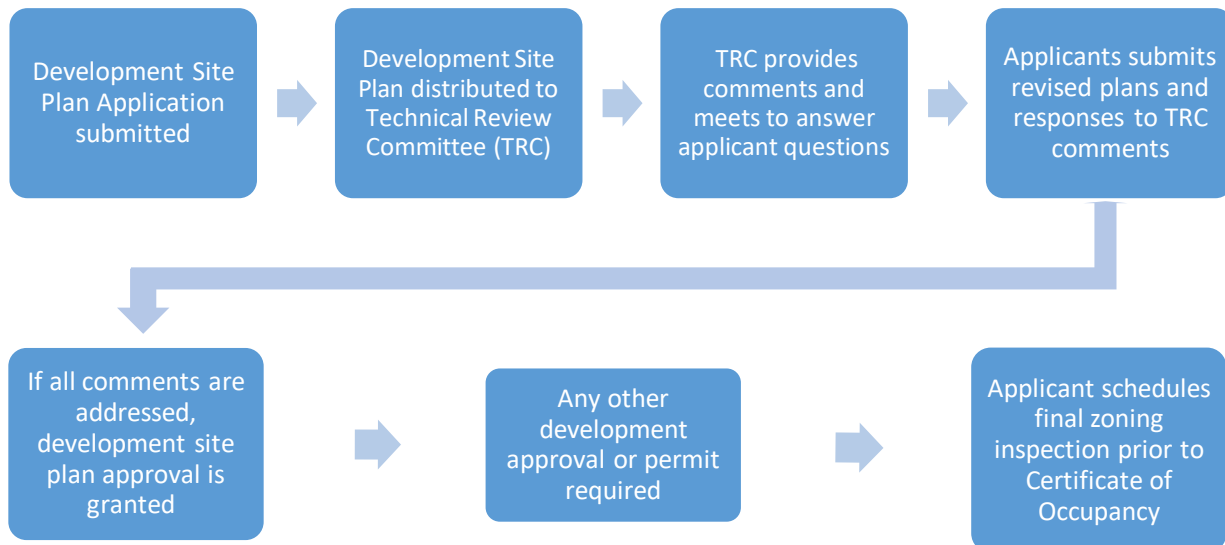
- Administrative Manual
 - Appendix B - Information to be contained in or depicted on preliminary and final plat
 - Appendix C - Certificates to be placed on preliminary and final plats

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. Development Site Plan shall include the following on separate sheets as a minimum:
 - Cover sheet
 - Existing Conditions
 - Site Plan
 - Utility Plan
 - Stormwater plan that illustrates pipe network
 - Drainage Plan
 - Landscaping Plan
- Two paper copies; additional copies may be requested
- Electronic copy (pdf)
- Traffic Impact Analysis Worksheet

TRC Response Requirements

- Two paper copies of revised plans
 - Include table of revisions on cover page
- Electronic Copy (pdf)
- Written response to TRC comment memo

- Respond to each comment with either a reference to plan revisions that includes the page number and location of the revision made or if no revision is required a description of how the comment is being addressed
- Any other required documentation as required by the Planning Director or their designee

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
Major Subdivision – Preliminary Plat, Development Site Plan, Appendix D, and Appendix F	03/22/2021	Added TRC response requirements, Updated Development Site Plan Checklist, Added Sketch Plan Requirements
Major Subdivision – Preliminary Plat, Development site plan, Appendix G	05/27/2021	Revised number of hard copies included, added TIA worksheet

Appendix B – Plat Contents

Information	Preliminary Plat	Final Plat
Title block containing		
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
Information to be contained on a Plat		
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, drainage, 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 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
_____ Date	_____ Utility Authority
_____ Date	_____ Town Engineer
_____ Date	_____ Subdivision Administrator

Appendix D – Development Site Plan Checklist

Basic Information
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 effective FIRM panel
Project name, owner's name and address, name of engineer, architect, and surveyor
Contact information including address, phone number, and email address for site designer and applicant
Location and size or width of all public rights of way and/or easements within, bounding or intersecting the site. Label easement types.
Zoning districts and the uses of subject parcel(s) and abutting parcels
Existing and proposed topographic contours at vertical intervals no greater than one (1) foot of development area on drainage plan
The location, name, pavement width, sidewalk location, curb type, and right of way width of existing adjacent streets
Schedule of densities showing the number and type of dwelling units per acre
Wetlands locations
Site Layout Information
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 add height

Height of structures
Distance between structures
Front, rear, and side setbacks of existing and proposed structures
The location, name, pavement width, pavement type, pavement and base depths, 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 any proposed screening
Exterior lighting, proposed and existing
Traffic Impact Analysis (TIA) worksheet (projects with 100 or more AM or PM peak hour trips will require a TIA)
Site distance triangles
Detail of grease traps (if applicable)
Parking Area
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 if required
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
Any required parking lot landscaping
Ingress and egress points
Fire lanes/emergency vehicle access lanes
MUTCD standard markings including stop signs and bars
Pedestrian travel ways and accesses
Handicap spaces including van accessible spaces
Any required parking lot connections
Hydrant location
Curb ramp details (truncated dome mat color should be burgundy or tinted red)

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 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 / 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 glyptostroboides	Canopy	60-100	20-25
Kousa Dogwood	Cornus kousa	Understory	20-30	20-30
Japanese Flowering 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 cerifera	Understory / 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 cultivars	Canopy / 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 / 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 / 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

Appendix F – Sketch Plan Minimum Checklist

Date, scale, north arrow, and vicinity map
Tax parcel ID number and address
Acreage of project site
Property line lengths
Zoning of site and adjacent properties
Proposed building locations
Building setbacks
Proposed vehicle accesses
Proposed pedestrian facilities
Parking locations and number of spaces

Appendix G – Traffic Impact Analysis Worksheet

Prior to the submission of any residential or non-residential development site plan, this worksheet must be prepared. A Traffic Impact Analysis will be required for all projects generating 100 peak hour trips or more. The scope of the TIA shall be determined by concurrence of the Planning and Inspections Director, the MPO Coordinator and NCDOT Traffic Engineer. Any mitigation measures required must be included in the final site plan submitted for review.

Project Name:

Project Address:

Developer/Owner: _____ Existing Zoning: _____

Gross Floor Area: _____ Ft² Nearest Intersection: _____

Before proposed project:

Average Daily Traffic _____ Date: _____ Level of Service (LOS): _____

ITE Manual traffic generation estimate:

Use and Variables:

(Examples: Pickleball Club, 8 courts, Saturday Peaks)

A.M. Peak Hour Trips _____ P.M. Peak Hour Trips _____

Person Providing Estimate Printed Name

Person Providing Estimate Signature Date



Town of

Leland

Growing our future. Nourishing our roots.