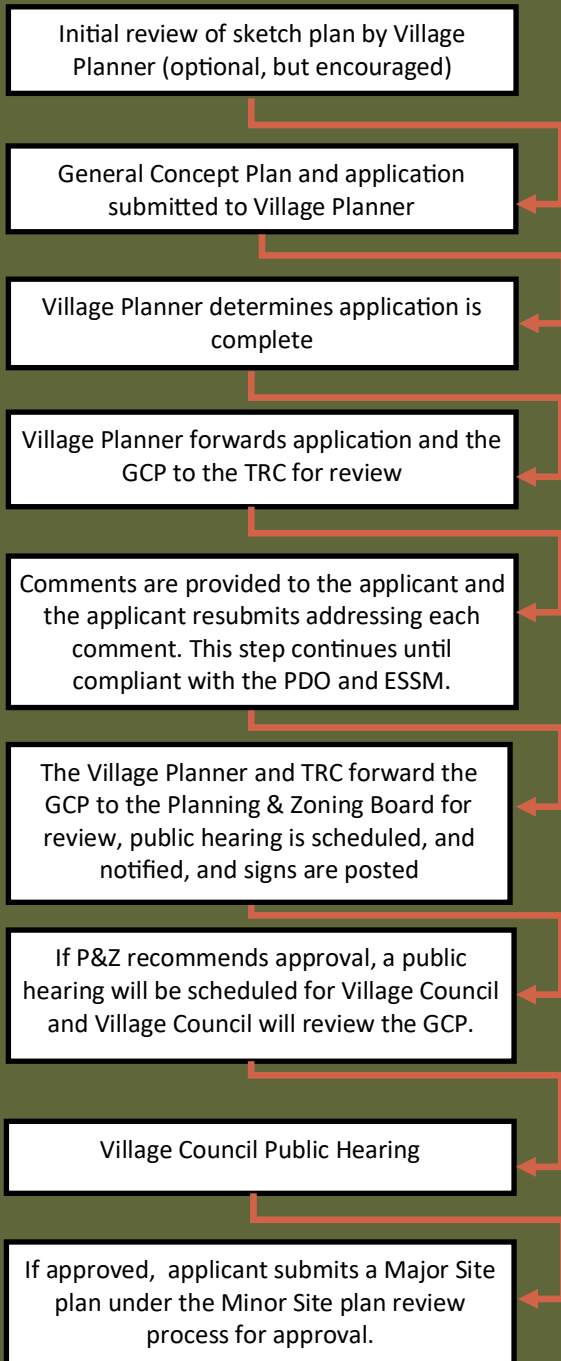


Major Site Plan Flow Chart



What is the Planning and Zoning Board?

The Planning and Zoning Board (P&Z) reviews all amendments to the Pinehurst Development Ordinance (PDO), all proposed rezoning of property under the PDO, all proposed master land use plans for planned developments, all proposed major preliminary plats of subdivision, and all proposed major site plans, and make recommendations to the Village Council for final action.

When Does the Planning Board Meet?

Planning Board Meetings are scheduled on the first Thursday of each month at 4:00pm in Village Hall.

When Does Village Council Meet?

Village Council Meets on the 2nd and 4th Tuesday of each month at 4:30pm in Village Hall.

What is the Online Permit Center?

The online permit center is a one-stop service that allows customers to submit permit applications online at their convenience (www.vopnc.org/permitcenter). If you need assistance submitting an online application, call the Planning Department at 910-295-1900 and someone will assist you.

What is the Pinehurst Development Ordinance (PDO)?

The PDO is a document in which all development regulations are consolidated. It serves as a policy instrument to help our local government regulate the development occurring within the Village of Pinehurst.

What is the Engineering Standards and Specifications Manual (ESSM)?

The ESSM contains the minimum design standards for site and development infrastructure not contained within the PDO.



A GUIDE FOR MAJOR SITE PLANS



Village of Pinehurst
Planning & Inspections Department
395 Magnolia Road
Pinehurst, NC 28374
910-295-1900
www.vopnc.org/planning
planning@vopnc.org

Introduction

Any development proposal within the Village of Pinehurst requires a site plan illustrating the proposed development. Site plans must have the approval of either Village Council (VC) or Village Planner (VP), in accordance with the procedures and requirements of Section 9.16 and Appendix D of the Pinehurst Development Ordinance (PDO).

What are Site Plans?

There are three types of site plans reviewed by the Village of Pinehurst:

- **Single Family Site Plan**—site plans for single family residential development for purposes including accessory uses to the single family dwelling. Approval is the responsibility of the VP.
- **Minor Site Plan**—Site plans for any non-residential development or multi-family development with a land disturbing activity less than two acres. Approval is the responsibility of the VP and recommendations are the Technical Review Committee (TRC)'s responsibility.
- **Major Site Plan**—Site plans with land disturbing activity greater than 2 acres are deemed major site plans. Approval is the responsibility of the Village Council. Major Site Plans that are in accordance with an approved General Concept Plan shall be reviewed as Minor Site Plans.

Who can apply for a Minor Site Plan/General Concept Plan?

A property owner or an agent with the permission of the property owner may submit an application for Minor Site Plan approval. The application materials submitted with the application must be prepared by a design professional.

Application Process

1. Prior to the submission of a Minor Site Plan application, applicants should arrange for a pre-application meeting with the VP.
2. Following the pre-application meeting, applicants may submit a complete application through the Village of Pinehurst Online Permit Center (www.vopnc.org/permitcenter).
3. Incomplete or deficient applications are not considered official submissions. Until a complete application is submitted, the review process does not begin.

Application Requirements

- A complete application is submitted through the online permit center
- Fees: a fee schedule can be found at www.vopnc.org/planning, however, fees are calculated automatically when applying online
- Required Documents (For a complete list of requirements please see Appendix C of the PDO.
 - Site Plan
 - Landscape Plan
 - Building elevations
 - Parking and circulation plan
 - Traffic calculations based on ITE standards
 - ISO computations
 - Pedestrian improvements
 - Stormwater facilities existing and proposed

Major Site Plan Review and Approval Process

1. The application and GCP are reviewed by the Village Planner and the TRC for compliance with the requirements of the ordinance. Comments will be provided after the 21 day first review.
2. The applicant resubmits a revised GCP with a written response to each comment for further review by the Village Planner and TRC. The

Village Planner and TRC review the resubmittal and provide any additional comments to the applicant.

3. The process continues until the site plan is determined to be compliant with Village development regulations and ready to be presented to the P&Z board for review.
4. A public hearing is scheduled and the P&Z Board reviews the GCP.
5. The P&Z Board conducts a public hearing and reviews the recommendations of the Village Planner and TRC and the requirements of the ordinance, and formulates a recommendation to the VC for appropriate action on the site plan.
6. The application, the GCP, and the recommendation of the P&Z Board, along with the staff report and other pertinent materials, will be forwarded to the VC for action after a public hearing is held by the VC. The VC shall review this information and either approve, approve with conditions, or reject the site plan:
 - The VC may approve a GCP only if it meets the requirements set forth in the PDO and provides for the dedications and improvements, or payments and guarantees in lieu thereof, required.
 - If the VC rejects a GCP, then the reasons will be stated in the record of action on the GCP.
 - Upon approval of the GCP by the VC, the applicant prepares and submits site plans in accordance with Appendix D of the PDO. These will be reviewed using the minor site plan review process. Upon Village Planner approval of the site plan, the major site plan shall be deemed approved.