

Minor Site Plan Flow Chart



Initial review of sketch plan by Village Planner (optional, but encouraged)

Minor Site Plan and application submitted to the Village Planner

Village Planner determines application is complete

Village Planner forwards application and the General Concept Plan to the TRC for review

Comments are provided to the applicant and the applicant resubmits addressing comments. This step continues until compliant with the PDO and ESSM.

The Village Planner approves, conditionally approves, or denies the Minor Site Plan

If approved, the applicant may apply for a building permit (applicants also have the option for concurrent reviews)

If denied, the applicant may appeal the decision to the Village Council. First with a review by the Planning and Zoning Board. Followed by a public hearing before Village Council. Village Council, may affirm, reverse, or modify the Village Planner's disapproval.

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. If you need assistance submitting an online application, call the Planning Department at 910-295-1900 and someone will assist you.

Go to www.vopnc.org/permitcenter.

What is the Technical Review Committee?

A staff committee coordinated by the Village Planner for the purpose of providing the Village Planner with technical advice on development plan matters. Members include the VP, the Village Engineer, Fire Department, Building Official, Moore County Public Services, chair of the Planning and Zoning Board (P&Z Board), and an Assistant Village Manager.

What is the Pinehurst Development Ordinance (PDO)?

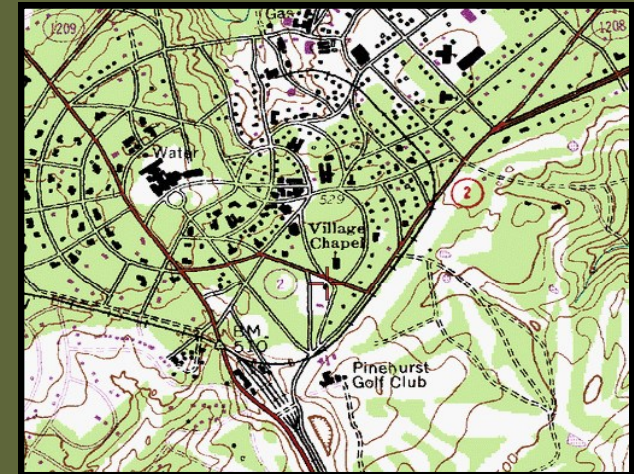
The PDO is a document in which all development regulations are consolidated. It serves as a policy instrument to help our local government respond to and regulate development occurring within the Village of Pinehurst.

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 MINOR SITE PLANS



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Introduction

Any development proposal within the Village of Pinehurst requires a site plan showing the proposed development. Site plans must have the approval of either Village Council (VC) or the 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?

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 licensed 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 Application Documents
 - Site Plan
 - Building Elevations
 - ISO Calculations
 - Landscaping Plan
 - Trip Generation Calculations
 - Lighting Plan (If exterior lighting)
 - Additional information as applicable: USFW, NCDOT driveway permit, Right-of-Way encroachment, floodplain development permit, and others

Minor Site Plan Review and Approval Process

1. The application and site plan will be reviewed by the VP and TRC for compliance with the PDO and ESSM. The comments of the VP and TRC will be provided to the applicant by the VP.
2. The applicant may resubmit the site plan along

with written responses to each comment for further review by the VP and TRC. The VP and other Village Staff will review the resubmitted site plan, and provide additional comments to the applicant.

3. The process continues until the site plan is determined to be approved or denied. If the VP denies approval of the site plan, the reasons will be stated in writing.
4. Failure of the VP to act or provide comments on a minor site plan within forty-five days of receiving the site plan and recommendations from the TRC will be deemed as an approval of the site plan. This time limit will not apply where the delay in site plan approval is caused by the applicant's failure to obtain any special use approval required for the proposed development. Resubmission of a minor site plan restarts the forty-five (45) day period for the VP to act.
5. In the event the VP denies a minor site plan, an appeal may be filed with the Village Council within ten days of disapproval.
6. If an appeal is filed, the P&Z Board will render an opinion on the merits of the appeal at its next scheduled meeting. The P&Z Board's opinion will be forwarded to the VC, which will be reviewed under the procedures for major site plans.
7. The VC will affirm, reverse, or modify the Village Planner's disapproval at the Council's next scheduled meeting.

