



PLANNED DEVELOPMENT APPLICATION FORM

Town of Laurel Park • 441 White Pine Drive • Laurel Park, NC 28739 • P. 828-693-4840 • F. 828-696-4948

APPLICATION PAGE 1 OF 9

APPLICATION LAST UPDATED: 11.13.2021

1. THINGS TO KNOW ABOUT THE PLANNED DEVELOPMENT PROCEDURE

1. The planned development application review procedure is described in Section 6.3.13 of the Laurel Park Unified Development Ordinance.
2. A planned development application consists of a zoning map amendment supplemented by a master plan and a set of terms and conditions.
3. A planned development application shall include language describing how the proposed development quality will exceed what would have otherwise occurred through the strict application of the UDO standards.
4. A planned development application may not include an application for a variance, an administrative adjustment, an alternative parking plan, or an alternative landscape plan.
5. No land currently zoned R-30 or R-20 may be the subject of a planned development application.
6. Applicants for a planned development must conduct a pre-application conference before filing a planned development application.
7. A planned development application shall include a planned development master plan, which may be a conceptual plan, may be a preliminary plat, and/or may be a site plan. Applications that include the level of detail associated with a site plan or preliminary plat shall not be required to undergo those processes if the plan is approved as part of the planned development.
8. A planned development application shall include a list of potential uses to be included. Uses not included in this list shall not be authorized.
9. A planned development shall include at least five acres of buildable area.
10. Significant modifications to a planned development after approval may require re-review of the planned development depending on the scope of the modification.

2. GENERAL PROJECT INFORMATION

A. Parcel Information

1. Street Address:
2. Parcel Identification Number:
3. Lot Area/Acreage:
4. Base Zoning District Classification:
5. Overlay Zoning District(s) (if applicable):

B. Primary Point of Contact Information

1. Primary Point of Contact Name:
2. Mailing Address:
3. Phone:
4. Email:

C. Owner Contact Information (please list all land owners – attach additional sheets as necessary)

1. Owner Name:
2. Mailing Address:
3. Phone:
4. Email:



PLANNED DEVELOPMENT APPLICATION FORM

Town of Laurel Park • 441 White Pine Drive • Laurel Park, NC 28739 • P. 828-693-4840 • F. 828-696-4948

APPLICATION PAGE 2 OF 9

APPLICATION LAST UPDATED: 11.13.2021

3. DESCRIPTION OF REQUEST

(Please complete the following)

1. Name of planned development:

2. Date of pre-application conference:

3. Date of neighborhood meeting:

4. Brief description of any existing uses or structures on the site (including approximate building square footage):

5. Please describe the planning objectives for the planned development:

Attach additional sheets if necessary.

6. Please describe the methods and techniques used by the planned development to maintain compatibility with adjacent land uses:

Attach additional sheets if necessary.

7. Which of the following best identifies the level of detail provided by the planned development master plan?

(Please check all that apply) Conceptual plan Preliminary plat Site plan

8. Does the proposed development include the extension or construction of new streets or public utilities (water, sewer, etc.)? Yes No

9. Is any land proposed for dedication to the Town? Yes No

If so, for what purpose:



PLANNED DEVELOPMENT APPLICATION FORM

Town of Laurel Park • 441 White Pine Drive • Laurel Park, NC 28739 • P. 828-693-4840 • F. 828-696-4948

APPLICATION PAGE 3 OF 9

APPLICATION LAST UPDATED: 11.13.2021

10. Does this development include any public infrastructure? Yes No

If so, please list all forms of public infrastructure provided:

11. Does this development include any private infrastructure? Yes No

If do, please list all forms of private infrastructure provided:

12. Does this application include a request for a fee-in-lieu? Yes No

If so, for what features?

13. Is open space set-aside provided? Yes No

If yes, please indicate the type (active, passive, urban) and the amount provided for each (in acres):

14. Number and type of proposed dwelling units:

Attach additional sheets if necessary.

15. Amount of nonresidential floor area:

16. Total amount of impervious surface (including new and existing to be retained):

17. Size of outdoor use area (if no buildings are proposed):

18. Will the development have an Owners' Association? Yes No

(If so, provide details on establishment, maintenance agreements, restrictive covenants, architectural controls, or other restrictions.)

Attach additional sheets if necessary.

19. Is the development proposed to be phased? Yes No

(If so, provide proposed schedule (in table form) showing how dwelling units or nonresidential floor area will be constructed, by phase and location.)

Attach additional sheets if necessary.



PLANNED DEVELOPMENT APPLICATION FORM

Town of Laurel Park • 441 White Pine Drive • Laurel Park, NC 28739 • P. 828-693-4840 • F. 828-696-4948

APPLICATION PAGE 4 OF 9

APPLICATION LAST UPDATED: 11.13.2021

4. SUBMITTAL CHECKLIST

(Please ensure your application includes 3 paper copies and 1 digital (pdf) copy of all of the following)

1. Planned development application form	<input type="checkbox"/>
2. Application fee	<input type="checkbox"/>
3. Neighborhood information meeting summary	<input type="checkbox"/>
4. Transportation impact analysis (if required)	<input type="checkbox"/>
5. Copy of recorded deed showing ownership	<input type="checkbox"/>
6. Signature of all land owners	<input type="checkbox"/>
7. List of all allowable principal and accessory uses	<input type="checkbox"/>
8. Conversion schedule for allowable uses of floor area, if proposed	<input type="checkbox"/>
9. Statement of terms and conditions, including discussion of how the proposed development quality will exceed that resulting from strict application of the basic UDO standards	<input type="checkbox"/>
10. List of proposed conditions of approval	<input type="checkbox"/>
11. Master plan for the development	<input type="checkbox"/>
12. Building elevations for principal uses	<input type="checkbox"/>
13. A description of how the development will comply with the applicable design principles	<input type="checkbox"/>
14. Most-recent aerial photo (or comparable document) depicting existing tree canopy cover at the time of application	<input type="checkbox"/>
15. Documents establishing an owner's association, along with deed restrictions, covenants, and conditions, if private infrastructure or common lands are proposed	<input type="checkbox"/>
16. Copy of the signed statement of voluntary compliance with the Town's residential design guidelines, if applicable	<input type="checkbox"/>
17. Any additional information determined to be necessary by the Town, County, State, or federal governmental entity	<input type="checkbox"/>

5. PLAN REQUIREMENTS

(Please ensure individual sheets are no larger than 24" x 36")

A. Title Block (to be included on each plan sheet)

1. Date of plan preparation and any revisions	<input type="checkbox"/>
2. Scale of drawing (i.e., 1" = 100') (scale shall not exceed 1" = 50')	<input type="checkbox"/>
3. Tax parcel identification number(s) / tax map; block; lot #(s) of subject site	<input type="checkbox"/>
4. Street address of subject site (if available)	<input type="checkbox"/>
5. Project name	<input type="checkbox"/>



PLANNED DEVELOPMENT APPLICATION FORM

Town of Laurel Park • 441 White Pine Drive • Laurel Park, NC 28739 • P. 828-693-4840 • F. 828-696-4948

APPLICATION PAGE 5 OF 9

APPLICATION LAST UPDATED: 11.13.2021

6. Landowner's name, address, daytime telephone number, email address	<input type="checkbox"/>
7. Developer's name, address, daytime telephone number, email address (if different from landowner)	<input type="checkbox"/>
8. Plan preparer's name, address, daytime telephone number, email address	<input type="checkbox"/>
9. North arrow (north arrow shall not be oriented towards bottom of plan)	<input type="checkbox"/>
10. Sheet number and title	<input type="checkbox"/>
11. A legend for all symbols on the sheet	<input type="checkbox"/>
12. A note indicating that "all construction shall be in accordance with City of Burlington standards and specifications"	<input type="checkbox"/>
B. Existing Site Conditions Sheet	
1. A vicinity map (showing all major streets and corporate boundaries within ½ mile of the site)	<input type="checkbox"/>
2. Town limit and other jurisdiction lines on the tract, lot, or site (if applicable)	<input type="checkbox"/>
3. Boundaries of the land to be developed	<input type="checkbox"/>
4. Zoning district designations on the subject site and each adjacent property (including overlay districts)	<input type="checkbox"/>
5. Existing land uses on subject site and each adjacent property	<input type="checkbox"/>
6. Names of adjacent property owners	<input type="checkbox"/>
7. Outlines of all existing buildings on the subject site and adjacent properties	<input type="checkbox"/>
8. Railroad lines and rights-of-way	<input type="checkbox"/>
9. Existing easements (including location, dimension, and type)	<input type="checkbox"/>
10. Boundaries of any proposed demolition	<input type="checkbox"/>
C. Environmental Conditions Sheet	
1. Site contours and elevations in relation to mean sea level on the subject site and adjacent properties (in 5' intervals with labels included)	<input type="checkbox"/>
2. Location and extent of any FEMA regulated floodway or floodplain	<input type="checkbox"/>
3. 100-year base flood elevation	<input type="checkbox"/>
4. Location of all streams (intermittent and perennial)	<input type="checkbox"/>
5. Location of all riparian buffers (including applicable zone distinctions)	<input type="checkbox"/>
6. Location of jurisdictional waters and wetlands of the United States	<input type="checkbox"/>
7. Mean high and low water lines of all waterbodies (ponds, lakes, and canals)	<input type="checkbox"/>
8. Drainage basin(s) where site is located	<input type="checkbox"/>
9. Approximate location of any geologic hazards	<input type="checkbox"/>



PLANNED DEVELOPMENT APPLICATION FORM

Town of Laurel Park • 441 White Pine Drive • Laurel Park, NC 28739 • P. 828-693-4840 • F. 828-696-4948

APPLICATION PAGE 6 OF 9

APPLICATION LAST UPDATED: 11.13.2021

10. Lots with steep or very steep slopes	<input type="checkbox"/>
D. Plan Sheet – applications seeking to provide more detailed master plans should use the plan requirements for site plans or subdivision plats, as appropriate	
1. General location of individual development areas, identified by land uses or density/intensity	<input type="checkbox"/>
2. General configuration and location of principal building areas	<input type="checkbox"/>
3. The type and mix of land uses, the number of residential units, and the amount of nonresidential floor area	<input type="checkbox"/>
4. General location, amount, and type of open space set-aside and whether it is designated as active, passive, or urban open space	<input type="checkbox"/>
5. General depiction of on-site transportation system, including general location of all streets, transit corridors, pedestrian and vehicular circulation routes, and connections to off-site transportation networks	<input type="checkbox"/>
6. General location of on-site potable water and sanitary sewer systems, including how they will connect to public networks	<input type="checkbox"/>
7. General location and configuration of stormwater control measures	<input type="checkbox"/>
8. General description of how solid waste will be managed	<input type="checkbox"/>
9. General discretion of how functional fire protection will be provided	<input type="checkbox"/>
10. A schedule of dimensional standards, including ranges of lot area, lot width, minimum/maximum setbacks, and lot coverage	<input type="checkbox"/>
11. A schedule of building sizes, including minimum and maximum building height	<input type="checkbox"/>
12. Proposed street address/address range for each habitable building	<input type="checkbox"/>
13. Distance between all proposed buildings and the closest lot line	<input type="checkbox"/>
14. Distance between all buildings (at the closest point) on a site	<input type="checkbox"/>
15. Proposed setbacks (street, side, rear, average)	<input type="checkbox"/>
16. Approximate location of mail delivery devices not internal to a building	<input type="checkbox"/>
17. Approximate location, height, and materials of all fences, walls, and retaining walls	<input type="checkbox"/>
18. Depiction of approximate pre-construction tree canopy cover	<input type="checkbox"/>
19. Exact locations, counts, sizes, and common names of existing vegetation to be retained during and after construction	<input type="checkbox"/>
20. Location of tree-protection fencing and devices	<input type="checkbox"/>
21. Location and configuration of reforestation area (if applicable)	<input type="checkbox"/>
22. Description of anticipated signage	
23. Depiction of transition areas along the perimeter of the development and how compatibility will be maintained	
E. Building Elevations Sheet – applications seeking to provide more detailed master plans should use the plan requirements for site plans	
1. Elevation drawing for each building side facing a street, public open space, or residential structure	<input type="checkbox"/>



PLANNED DEVELOPMENT APPLICATION FORM

Town of Laurel Park • 441 White Pine Drive • Laurel Park, NC 28739 • P. 828-693-4840 • F. 828-696-4948

APPLICATION PAGE 7 OF 9

APPLICATION LAST UPDATED: 11.13.2021

- | | |
|---|--------------------------|
| 2. Portion of lot frontage occupied by building wall (as appropriate) | <input type="checkbox"/> |
| 3. Materials board or summary table depicting primary and accent colors (pantone or hex codes are suitable) | <input type="checkbox"/> |
| 4. Type of foundation (crawl, slab, other) | <input type="checkbox"/> |
| 5. Configuration of roof form and pitch (as appropriate) | <input type="checkbox"/> |

6. PLAN AMENDMENTS

(Use this section for amendments to an already-approved planned development master plan)

1. Date and case number of prior approval:

2. Please describe the proposed amendments:

Attach additional sheets if necessary.

3. Please describe the reasons for amending the approved plan:

Attach additional sheets if necessary.

4. Does the amendment include any of the following changes?

- Changes in proposed use types
- Increases in the number of proposed residential uses
- Increases in the amount of non-residential floor area
- Decreases in the amount of open space set-aside
- Changes to proposed streets or means of site ingress/egress
- Changes in locations of public easements



PLANNED DEVELOPMENT APPLICATION FORM

Town of Laurel Park • 441 White Pine Drive • Laurel Park, NC 28739 • P. 828-693-4840 • F. 828-696-4948

APPLICATION PAGE 8 OF 9

APPLICATION LAST UPDATED: 11.13.2021

7. APPLICANT SIGNATURE

I certify that the information provided on this application form and in the associated site plan is complete and accurate to the best of my knowledge. I hereby authorize Town officials to enter the subject property for the purposes of determining compliance.

If there are multiple land owners or applicants, a signature is required for each.

Land Owner or Authorized Signature: _____

Date: _____

Land Owner or Authorized Signature: _____

Date: _____

Land Owner or Authorized Signature: _____

Date: _____

OFFICE USE ONLY

Project #:

Associated Project #:

Received By:

Filing Date:

Accepted as Complete By:

Complete Date:

Decision:

Decision By:

Decision Date:

Pre-application Conference Date (if conducted):



PLANNED DEVELOPMENT APPLICATION FORM

Town of Laurel Park • 441 White Pine Drive • Laurel Park, NC 28739 • P. 828-693-4840 • F. 828-696-4948

APPLICATION PAGE 9 OF 9

APPLICATION LAST UPDATED: 11.13.2021

Notes/Comments: