

City of Jacksonville

Unified Development Ordinance Administrative Manual

**Adopted April 22, 2014
Last updated: 9/22/2020**

PURPOSE AND INTENT

This purpose of this manual is to assist in the administration of the Unified Development Ordinance (UDO). The manual's primary goal is to explain the submittal requirements and standards for various Development Plans required by the City of Jacksonville, interpretations of the UDO, and other items that the Development Services Director believes will assist citizens, public officials, engineers, and developers.

Please be advised this document changes frequently. It is recommended to check the web often and/or call to make sure you are working with the latest version.

Should you have any questions about this manual please contact the City of Jacksonville Planning and Permitting Division.

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ARTICLE 1: INTRODUCTION

1.1 MANUAL OVERVIEW

The City of Jacksonville Development Plan requirements and standards development review process are established by Development Services Director.

This administrative manual serves as an aid for citizens, public officials, engineers, and developers. The basic intent of this manual is to:

- consolidate submittal standards in an easy to use and understandable document;
- provide quick reference for UDO interpretations
- access to easy to use tables associated with development plan submittals

While the administrative manual is not an ordinance, it is incorporated by reference within the Unified Development Ordinance. This allows the procedures outlined in the manual to be applied flexibly and remain reflective of changing economic and environmental conditions. If the Development Services Director determines the manual needs to be amended, notice of any such change will be provided via the county website and electronic mailing lists maintained by the Planning and Permitting Division. Please be advised this document changes frequently. It is recommended to check the web often and/or call to make sure you are working with the latest version.

ARTICLE 2: SUBMITTAL REQUIREMENTS AND STANDARDS

2.1 PLOT PLANS

Plot plans shall be submitted for review along with the typical building permit application, when required. When a building permit is not required, a copy of the plan should be submitted with a zoning permit for review and approval.

Plot plans shall be prepared in a manner so that staff can ensure all applicable City standards are met. In most instances plans will have to be prepared by a land surveyor, engineer, landscape architect, or architect registered to practice in the State of North Carolina. This requirement will be determined by the Development Services Director. If a recent (within 3 years) survey, plot plan or site plan is available for the site and the applicant can certify that the information is true and correct, this plan may be used with the changes highlighted.

The following shall be shown/labeled on the plot plan:

- A. Scaled drawing using an engineer scale (1"=10', 1"=20', 1"=30', 1"=40', 1"=50', or 1"=60'), on minimum 8.5" by 14" paper size;
- B. Project address;
- C. Sidewalks, walkways – label as either existing or proposed. If proposed, note that it shall be constructed in accordance with the Manual of Specifications, Standards and Design (MSSD), where applicable;
- D. Driveway(s) – label existing or proposed. If proposed, note that it shall be constructed in accordance with the Manual of Specifications, Standards and Design (MSSD), where applicable;
- E. Street name and if it is public or private;
- F. Property lines;
- G. Structures (including accessory) – label as either existing or proposed. Show their location, number of stories, dimensions and building height;

- H. Easements – Identify their location, widths, their purpose and if they are public or private;
- I. Include a site data block with the following information:
 - a. Zoning:
 - b. Maximum lot coverage allowed per zoning district: ____%
 - c. Lot coverage existing: _____ sq. ft.
 - d. Lot coverage proposed: _____ sq. ft.
 - e. Lot coverage existing & proposed: _____ sq. ft.
 - f. Percentage of lot coverage existing and proposed: ____%
- J. Label the front, side and rear minimum building (MBL) lines. If restrictive covenants require larger setbacks and you want to identify that line also, note them “per restrictive covenants”;
- K. If utilities are being proposed, identify the connections to existing water and sewer systems. If the site is served by a septic system, show any/all existing or proposed tanks, pipes and drain fields and repair areas. Although not required, it is recommended that the location of any/all existing utilities be identified even when no adjustments or new lines are proposed;
- L. If a pool is being proposed, identify the required fencing and add a statement that the pool and associated requirements for draining, covering and/or fence latching requirements will be completed in accordance with any/all local, state or federal laws; and
- M. Any other information needed to ensure compliance/adequately review the proposal (example: information to determine landscaping, parking, signage, bufferyard or any other requirements (when applicable)).
- N. If a plot plan approval is denied, the reasons for this action shall be communicated to the applicant in writing. A revised plan may then be submitted in the manner of a new application or the applicant may follow the appeals process found in Section 124. Board of Adjustment.

2.2 SITE PLANS (GENERAL)

Site Plans and applications shall be submitted for review along with a reasonable fee as set in the fee schedule adopted by City Council. The number of plans, applications and submittal deadlines shall be determined by Planning and Development Services Department. Written copies of easements, covenants, agreements, deed restrictions, and any other documents which affect the property, either recorded or proposed for recordation may also be required.

Plans shall be submitted on bond, blueprint paper, vellum, or mylar having an outside boundary of 8 1/2" x 14", 11" x 17", 18" x 24", or 24" x 36," shall include a north arrow, shall be at a scale not smaller than 1"=100', and shall include the following, unless otherwise noted:

- A. Vicinity Map indicating the location of the site and showing: the site and its relationship to at least two public streets nearest to the property, a north arrow, and the vicinity map scale;
- B. Title block that contains the following information: development plan name; name, mailing address, and telephone number of site developer, property owner, and map preparer; a signed seal of the map preparer; date survey was made; any/all revision dates; and a graphic scale bar;
- C. Legend identifying all symbols used on the map;
- D. Site Data Block of Features (all applicable information is to be included in one block):
 - existing use(s);
 - proposed use(s);
 - square footage of existing building(s);
 - square footage of proposed building(s);
 - total square footage (existing);
 - total square footage (proposed);
 - site zoning;
 - total acreage;
 - acreage of land to be disturbed/exposed;
 - acreage in active recreation space;
 - acreage in open space (noting whether dedicated land will be public or private, when required);
 - number of lots existing;
 - number of lots proposed;
 - minimum lot size;
 - average lot size;
 - number of units (dwelling, commercial);
 - ownership status (rental, condominiums, etc.);
 - density;
 - number of parking spaces required;
 - number of parking spaces existing;
 - number of compact car parking spaces allowed;
 - number of compact car parking spaces proposed;
 - total number of parking spaces provided;

- calculation of existing vehicular accommodation area;
- calculation of proposed vehicular accommodation area;
- calculation of existing and proposed vehicular accommodation area;
- calculation of all impervious surfaces:
- impervious surface ratio;
- calculation of required landscaping area;
- calculation of required internal landscaped area;
- calculation of provided internal landscaped area;
- calculation of provided external landscaped area;
- calculation of required trees;
- calculation of provided trees;
- calculation of required shrubs;
- calculation of provided shrubs;
- map book and page numbers;
- deed book and page number in which the lot is recorded in the Onslow County Register of Deeds;
- the tax map and parcel number (to include the parcel identifier number, when available) from the Onslow County Tax Office; and
- Any additional information as required.

E. **Existing Features Map*** (scaled drawing using an engineer scale (1"=10', 1"=20', 1"=30', 1"=40', 1"=50', 1"=60' or 1" = 100') Plan View:

The following must be shown on all existing features maps, unless the information is deemed not necessary for the development proposal:

1. North arrow;
2. Property boundaries, with metes and bounds labeled, control corner noted, survey tied to NCGS or USGS marker, intersection of adjoining property lines;
3. topography (minimum 2' contour intervals) and spot grades, where appropriate; wooded areas; water impoundments; water courses; other natural features; and floodway, floodplain, and AEC (Area of Environmental Concern), boundaries or a statement that the lot is not affected by a floodway, floodplain, or AEC;
4. all buildings, buffers, easements, drainage facilities (topography, stormwater, manholes), utilities above and below ground, 2 nearest manholes to site with invert elevations and pipe sizes, valve boxes with depth to operating nut, and all other man-made features within 50 feet from the site;

5. all dimensions of streets, roads, rights-of-way, pavement widths, driveways, curb cuts, and sidewalks on both sides of the street, within 125 feet from the site boundaries, and the distance to the closest street intersection from the site;
6. data block with the following information: existing use of the property, number of units, percentage of site devoted to open space (vegetated areas); and the zoning of the property;
7. structures and buildings on the site showing all setbacks from the site property lines, the square footage, dimensions, and building height; and
8. ownership and use of adjacent properties, indicating any traffic patterns and shared driveways.

*not required for single family dwellings and duplexes.

2.3 TYPE I SITE PLANS

Type 1 Staff Approved (Administrative) plans shall be prepared by a land surveyor, engineer, landscape architect, or architect registered to practice in the State of North Carolina. If a recent (within 3 years) survey and site plan is available for the site and the applicant can certify that the information is true and correct, this plan may be used with the changes highlighted.

Proposed Features (scaled drawing using an engineer scale (1"=10', 1"=20', 1"=30', 1"=40', 1"=50', 1"=60' or 1" = 100') Plan View:

The following must be shown on all Type 1 site plans, unless the information is deemed not necessary for the development proposal:

1. Project address;
2. North arrow;
3. streets, rights-of-way (location, widths, radii, public/private, street names);
4. Property lines;

5. Include a site data block with the following information:
 - a. Zoning:
 - b. Maximum lot coverage allowed per zoning district: ____%
 - c. Lot coverage existing: _____ sq. ft.
 - d. Lot coverage proposed: _____ sq. ft.
 - e. Lot coverage existing & proposed: _____ sq. ft.
 - f. Percentage of lot coverage existing and proposed: ____%
6. Label the front, side and rear minimum building (MBL) lines. If restrictive covenants require larger setbacks and you want to identify that line also, note them "per restrictive covenants";
7. Sidewalks, walkways (location, widths), label as either existing or proposed. If proposed, note that it shall be constructed in accordance with the manual of specifications, standards and design (MSSD), where applicable;
8. Driveway(s) (location), label existing or proposed. If proposed, note that it shall be constructed in accordance with the manual of specifications, standards and design (MSSD), where applicable;
9. Structures (including accessory) showing location, label as either existing or proposed, number of stories dimensions and setbacks;
10. Easements (location, width, purpose, public/private);
11. Utility layouts (connections to existing water and sewer systems). If the site is served by a septic system, show any/all existing or proposed tanks, pipes and drain fields and repair areas); and
12. Swimming pool (if a pool is proposed, include the information required under Plot Plans)

The following must be shown on all Type 1 site plans except for a proposed single family dwelling or duplex:

13. Driveways (widths, type surfacing, radii);
14. Structures (including accessory) access points, square footage, finish floor elevations, and construction materials;
15. All other sidewalks, walkways (location, widths);
16. Utility layouts (pipe profiles and service laterals, if critical);

17. Storm drainage facilities (including swales, culverts, curb inlets, pipes curb & gutter, retention/detention facilities and the sizes and locations of each facility), stormwater calculations (method);
18. Traffic flow patterns and stop conditions;
19. Parking layout (location, dimensions of typical space and aisles, delineation of all spaces, type surfacing, curbing, setbacks);
20. Refuse collection areas (location, type surfacing, screening, setbacks, and the pad detail);
21. Handicapped parking (location/delineation, dimensions), ramp(s) (location, dimensions, slope), building access;
22. Truck loading/unloading area (location, dimensions, type surfacing);
23. Fire lanes (location, dimensions, type surfacing);
24. Distances between buildings;
25. Locations of exterior lighting, fencing, privacy walls, freestanding signs, and exterior walls (including proposed materials for each);
26. Proposed topography (minimum 2' contour intervals or spot grades, where appropriate);
27. Natural features to be left undisturbed (including trees, ponds, wetlands with their location and size);
28. Proposed buffering (location, size at installation, quantity and species of all trees, shrubs, ground cover, and other related materials), when required;
29. Open space and/or recreation areas (locations, acreage, approximate dimensions, facilities, public/private status), when required;
30. Corner markers, and other reference points (concrete monuments, stakes, etc.);
31. Proposed landscaped areas (location, dimensions, quantity and

species of all trees, shrubs, ground cover, and other related materials), when required;

32. Any other information needed to adequately review proposal

2.4 TYPE II AND TYPE III SITE PLANS (special use permit)

Type 2 City Manager Approved (Management) and Type 3 City Council Approved plans shall be prepared by a land surveyor, engineer, landscape architect, or architect registered to practice in the State of North Carolina, as required by State law. If a recent (within 3 years) survey and site plan is available for the site and the applicant can certify that the information is true and correct, this plan may be used with the changes highlighted.

Proposed Features (scale no smaller than 1"=100;) Plan View:

The following must be shown on all Type II and III site plans, unless the information is deemed not necessary for the development proposal:

1. North Arrow;
2. streets, rights-of-way (location, widths, radii, public/private, street names);
3. sidewalks, walkways (location, widths);
4. driveways (location, widths, type surfacing, radii);
5. structures (including accessory) showing location, access points, number of stories, square footage, finish floor elevations, construction materials, and setbacks;
6. easements (location, width, purpose, public/private);
7. utility layouts (1. connections to existing water and sewer systems; and 2. pipe profiles and service laterals, if critical);
8. storm drainage facilities (including swales, culverts, curb inlets, pipes, curb & gutter, retention/detention facilities and the sizes and locations of each facility), stormwater calculations (method);
9. traffic flow patterns and stop conditions;

10. parking layout (location, dimensions of typical space and aisles, delineation of all spaces, type surfacing, curbing, setbacks);
11. refuse collection areas (location, type surfacing, screening, setbacks, and the pad detail);
12. handicapped parking (location/delineation, dimensions), ramp(s) (location, dimensions, slope), building access;
13. truck loading/unloading area (location, dimensions, type surfacing);
14. fire lanes (location, dimensions, type surfacing);
15. distances between buildings;
16. locations of exterior lighting, fencing, privacy walls, freestanding signs, and exterior walls (including proposed materials for each);
17. proposed topography (minimum 2' contour intervals or spot grades, where appropriate);
18. natural features to be left undisturbed (including trees, ponds, wetlands with their location and size);
19. proposed buffering (location, size at installation, quantity and species of all trees, shrubs, ground cover, and other related materials), when required;
20. open space and/or recreation areas (locations, acreage, approximate dimensions, facilities, public/private status), when required;
21. corner markers, and other reference points (concrete monuments, stakes, etc.);
22. proposed landscaped areas (location, dimensions, quantity and species of all trees, shrubs, ground cover, and other related materials), when required; and
23. any other information needed to adequately review proposal.

2.5 DESIGN STANDARDS FOR SITE PLANS

The following design standards must be adhered to before site plan approval can be granted:

1. the proposed use/structure complies with all zoning district requirements (i.e. driveway locations, parking requirements, signage, area regulations, etc.);
2. that all drainage and utility easements, rights-of-way, and facilities be dedicated and recorded at the Onslow County Register of Deeds as required by the City Public Services Department;
3. the water and sewer system to be utilized by the site and all improvements relating to the connection to the system meet all requirements of the Public Services Department and the Manual of Specifications, Standards and Design (MSSD);
4. the fire flow demand not exceed available water supply and that fire hydrant locations conform with ISO standards;
5. the proposed site has been legally subdivided or its creation predate its inclusion in the City of Jacksonville planning jurisdiction;
6. public sidewalks will be constructed, as per City standards per the Manual of Specifications, Standards and Design (MSSD) and in accordance with the City's adopted Bicycle and Pedestrian Plan;
7. the drainage system to be utilized by the site and all improvements relating to the connection to the system meet all requirements of the Public Services Department and the Manual of Specifications, Standards and Design (MSSD);
8. the proposed improvements conform to "The Flood Damage Prevention Ordinance" and "The Soil and Sedimentation Control Ordinance" as adopted and administered by the City of Jacksonville and/or State of North Carolina;
9. that all elements of the development plan meet the applicable standard for design and construction as specified in the Manual of Specifications, Standards and Design (MSSD), latest revisions;
10. that traffic patterns be designed such that accessibility for solid waste removal, emergency vehicle access, and traffic generated by the site can be accommodated in a safe and orderly manner and that separated

access is provided when more than 80 dwelling units or more than 20,000 square feet of office/commercial space are being served unless otherwise approved by City Council; and

11. the storage of any hazardous materials conforms to applicable local, state, and federal standards and that a listing of hazardous materials be submitted to the fire marshal.

2.6 FOUNDATION SURVEY

A foundation survey is required for any project that requires a Type I, II, or III Site Plan, and shall be completed prior to any vertical construction. It must be prepared by a registered land surveyor in the State of North Carolina. Requirements for the foundation survey are as follow:

1. Scaled drawing using an engineer scale (1"=10', 1"=20', 1"=30', 1"=40', 1"=50', or 1"=60'), on minimum 8.5" by 14" paper size;
2. Distance of foundation from all applicable property lines;
3. Date Block with the following:
 - a. Zoning District
 - b. Setbacks

2.7 SUBDIVISION PLATS

- A. **SKETCH PLAT:** The sketch plan shall be drawn at a scale no smaller than 1"=200' on standard size paper no larger than 24"x 36".

The sketch plat will show:

1. Subdivision name, date, north point, and graphic scale.
2. Name(s) and mailing address(es) of the property owner, developer, surveyor, engineer, and land planner.
3. Sketch vicinity map showing relationship between subdivision and surrounding area.
4. Names of adjoining property owners or subdivisions indicating recorded deed and/or map reference.

5. Zoning classifications, if any, both on the land to be subdivided and on adjoining land.
 6. Site data:
 - a. acreage in tract
 - b. acreage in parks or other land usage
 - c. average lot size
 - d. minimum lot size
 - e. approximate number of lots
 - f. approximate linear feet of new streets
 7. The location of existing property lines, streets, buildings, water courses, railroad rights-of-way, transmission lines, sewers, bridges, culverts and drainpipes, water mains, city and county lines, if adjoining, and any other easements. This applies within the tract and for a distance of 150 feet in all directions.
 8. Location of wooded areas, marshes, and Areas of Environmental Concern (AEC) pursuant to the Coastal Area Management Act of 1974.
 9. Location of special flood hazards pursuant to the National Flood Insurance Act of 1968 or a statement that the site is not affected by any special flood hazards based upon the official FEMA maps.
 10. Proposed lot lines and approximate dimensions, lot and block numbers and minimum building setback lines.
 11. Proposed streets, street names, public or private designation, rights-of-way, and roadway widths.
 12. Location, widths, and purposes of any other proposed rights-of-way or easements.
 13. Sites, if any, for parks, schools, churches, and similar buildings.
- B. **PRELIMINARY PLAT:** The preliminary plat shall be at a scale of 100 feet to one inch or larger and will be drawn on one of the following sheet sizes: 14" x 21", 21" x 36", or 24" x 36".

The preliminary plat shall show the following:

1. The location of existing and platted property lines, streets, buildings, water courses, railroad, transmission lines, sewers, bridges, culverts and drainpipes,

water mains, city and county lines, if adjoining, and any public utility easements. This applies within the tract and for a distance of 150 feet in all directions.

- a. Boundaries of tract shown with bearings and distances. All surveys shall be made by persons properly licensed according to State law.
 - b. Wooded areas, marshes, and any other conditions affecting the site.
 - c. Names of adjoining property owners or subdivisions.
 - d. Zoning classifications, if any, both on the land to be subdivided and on adjoining land.
2. Proposed streets, street names, rights-of-way, roadway widths, and approximate grades along with locations of all regulatory signs including but not limited to stop and speed limit signs. The current type and placement of all signs shall be in accordance with the latest edition of the MUTCD (Manual for Uniform Traffic Control Devices) standards.
 3. The plans for proposed utility layouts (sewer, water, gas, electricity) showing connections to existing systems or plans for individual water supply, sewage disposal, storm drainage, and similar items.
 4. Other proposed rights-of-way or easements; location, widths, and purposes.
 5. Proposed lot lines, lot and block numbers and approximate dimensions.
 6. Proposed minimum building setback lines.
 7. Contour map with intervals of two feet.
 8. Proposed parks, school sites, or other public open spaces, if any.
 9. Title, date, north point, and graphic scale.
 10. Name of owner, surveyor, and land planner.
 11. Site data.
 - a. Acreage in total tract.
 - b. Acreage in park or other land usage.
 - c. Average lot size.
 - d. Total number of lots.
 - e. Lineal feet in streets.
 12. Sketch vicinity map showing relationship between subdivision and surrounding area.

13. Show boundaries of applicable Areas of Environmental Concern (AEC) in accordance with the State Guidelines of AECs (15 NCAC 7H) pursuant to the Coastal Area Management
 14. Location of special flood hazards pursuant to the National Flood Insurance Act of 1968 or a statement that the site is not affected by any special flood hazards based upon the official FEMA maps.
 15. Utility plans and profiles:
 - a. Water
 - b. Gas
 - c. Sanitary sewer
 - d. Storm drainage
 - e.
 16. Street improvements, including typical cross-section.
 17. Fire hydrants, including type, thread size, and number and size of outlets.
- C. **FINAL PLAT:** In accordance with Section 47-30 of the North Carolina General Statutes, the final plat shall have an outside marginal size of not more than 21 inches by 30 inches nor less than eight and one-half inches by eleven inches, including one and one-half inches for binding on the left margin and one-half inch border on each of the sides.

The final plat shall constitute only that portion of the approved preliminary plat which the subdivider proposes to record and develop at the time, provided, however, that such portion conforms to all requirements of this ordinance. The final plat shall show:

1. The lines of all streets and roads.
2. Lot lines and lot numbers.
3. Minimum building setback lines.
4. Reservations, easements, alleys and any areas to be dedicated to public use or sites for other than residential use with notes stating their purposes and any limitations.
5. Sufficient data to determine readily and reproduce on the ground, the location, bearing and lengths of every street line, lot line, boundary line, block line and building line, whether curved or straight, and including true north point. This should include the radius, central angle, and tangent distance for the centerline

of curved streets and curved property lines that are not the boundary of curved streets.

6. Accuracy standards shall be according to the "Manual of Practice for Land Surveying", published by the North Carolina State Board of Registration for Professional Engineers and Land Surveyors.
 7. Accurate location and description of all monuments and markers.
 8. The names and locations of adjoining subdivisions and streets, and the location and ownership of adjoining unsubdivided property.
 9. Title, date, name and location of subdivisions, graphic scale and true north point.
 10. Name of owner, surveyor (registration number), and land planner.
 11. Show boundaries of applicable Areas of Environmental Concern (AEC) in accordance with the State Guidelines for AECs (15 NCAC 7 H) pursuant to the Coastal Area Management Act of 1974.
 12. Location of special flood hazards pursuant to the National Flood Insurance Act of 1968 or a statement that the site is not affected by any special flood hazards based upon the official FEMA maps.
 13. The following statements:
 - a. Building setback lines are established within the guidelines of the City of Jacksonville Unified Development Ordinance, adopted July 1, 2014.
 - b. All streets are public unless designated otherwise.
 - c. City of Jacksonville water and sewer tap fees, if applicable, (facilities charges) may not have been paid on these lots but must be paid, if applicable, prior to the issuance of a building permit.
 - d. The following certificates shall be rubber stamped or otherwise permanently affixed on the final plat.
- E. **EXEMPT AND RECOMBINATION PLAT:** The exempt plats shall be drawn at a scale no smaller than 1"=200' on standard size paper no larger than 24"x 36".

The exempt plat shall show:

1. Show all structures

2. Data block:
 - a. Existing Number of Lots
 - b. Proposed Number of Lots
 - c. Zoning Classification
 - d. Zoning Setbacks
 - e. Total acreage
 - f. Smallest lot proposed
 - g. Minimum lot size
3. All applicable rights of way and easements
4. Street frontage
5. Parcel ID# or Map Book #
6. If applicable, the recombination of lots will not result in more than one dwelling per lot
7. Correct exemption statement

F. SUBDIVISION CERTIFICATIONS

Owner Certification

I (we) _____ certify that I am (we are) the owner(s) of subdivision and that:

- 1) this plan of subdivision is adopted with my (our) free consent;
- 2) all required improvements will be completed;
- 3) these improvements will be in compliance with the minimum standards specified by the City of Jacksonville for their construction;
- 4) these improvements will be free and clear of any encumbrance or lien;
- 5) the rights-of-way, easements, completed improvements (water and sewer facilities, pavement and sidewalks) and public park or open space are hereby dedicated to the City of Jacksonville (or State of North Carolina, County of Onslow), whichever is appropriate; and
- 6) the improvements are guaranteed against damage resulting from ongoing construction activities and are guaranteed for (insert the warranty period as specified in the Manual of Specifications, Standards, and Design, latest revision) after acceptance from any defects in construction, (if applicable).

_____ 20 _____
Date Owner

Certified to and signed in my presence, this _____ day of _____ 20 _____

Notary Public

My commission expires: _____

NOTE: Statements 5 and 6 may vary depending on the specific circumstances of the subdivision.

City Clerk Certification

I, _____, the City Clerk of Jacksonville, North Carolina, do hereby certify that the Planning and Permitting Division, approved this plat for recording at the Office of the Register of Deeds of Onslow County, North Carolina. (The City accepted the dedication of the streets, sidewalks, water and sewer facilities, other public facilities, easements, rights-of-way, and public parks; however, the City assumes no responsibility to open or maintain the same, until, in the opinion of the governing body of the City of Jacksonville, it is in the public interest to do so.), if applicable.

_____ 20 _____

City Clerk

CITY SEAL

Exempt Plat Certifications

This property is exempt from the City of Jacksonville UDO per Article 2.3, C., 1., which states "The combination or recombination of portions of previously platted lots where the total number of lots is not increased and the resultant lots are equal to or exceed the standards of the City as shown by the regulations prescribed by this ordinance."

City of Jacksonville Planning and Permitting Division

Date

This property is exempt from the City of Jacksonville UDO per Article 2.3, C., 2., which states "The division of land into parcels greater than ten acres where no street right-of-way dedication is involved."

City of Jacksonville Planning and Permitting Division

Date

This property is exempt from the City of Jacksonville UDO per Article 2.3, C., 3., which states "The public acquisition by purchase of strips of land for the widening or opening of streets."

City of Jacksonville Planning and Permitting Division

Date

This property is exempt from the City of Jacksonville UDO per Article 2.3, C., 4., which states "The division of a tract in single ownership whose entire area is not greater than two acres into not more than three lots, where no street right-of-way dedication is involved and where the resultant lots are equal to or exceed the standards of the City, as shown by the subdivision regulations contained in this ordinance."

City of Jacksonville Planning and Permitting Division

Date

NOTE: Only the most appropriate certificate is required.

2.8 TEXT AND MAP (REZONINGS) AMENDMENTS

Text and map amendments and applications shall be submitted for review along with a reasonable fee as set in the fee schedule adopted by City Council. The number of plans, applications and submittal deadlines shall be determined by Planning and Development Services Department. Written copies of easements, covenants, agreements, deed restrictions, and any other documents which affect the property, either recorded or proposed for recordation may also be required.

Map amendments (rezonings) shall include:

1. a site map of the property requested to be rezoned, including:
 - a. North arrow;
 - b. property boundaries, with metes and bounds labeled, control corner noted, survey tied to NCGS or USGS marker, intersection of adjoining property lines;
 - c. ownership and use of adjacent properties within 100 feet;
 - d. data block with the following information:
 - i. existing use of the property
 - ii. existing zoning
 - iii. proposed zoning
 - iv. future land use designation
 - v. number of parcels to be rezoned
 - vi. acreage of each parcel
 - vii. map and deed book numbers
2. a legal description of the parcel of land requested to be rezoned (hard copy and in digital word format).
3. a copy of the warranty deed(s) of the most current owner(s) of the land requested to be rezoned.
4. A list of names and addresses of all property owners within 100'.
5. A statement of support that:
 - a. Describes whether the decision is consistent with all City-adopted plans that are applicable; and
 - b. Explains why the decision is reasonable and in the public interest. Which may include:
 - a) Whether and the extent to which the proposed amendment is consistent with all City-adopted plans that are applicable;
 - b) Whether and the extent to which there are changed conditions that require an amendment;
 - c) Whether and the extent to which the proposed amendment addresses a demonstrated community need;
 - d) Whether and the extent to which the proposed amendment is compatible with existing and proposed uses surrounding the subject land, and is the appropriate zoning district for the land;
 - e) Whether and the extent to which the proposed amendment would

result in a logical and orderly development pattern, or deviate from logical and orderly development patterns;

- f) Whether and the extent to which the proposed amendment would encourage premature development;
- g) Whether and the extent to which the proposed amendment would result in strip or ribbon commercial development;
- h) Whether and the extent to which the proposed amendment would result in the creation of an isolated zoning district unrelated to adjacent and surrounding zoning districts;
- i) Whether and the extent to which the proposed amendment would result in significant adverse impacts on the property values of surrounding lands; and
- j) Whether and the extent to which the proposed amendment would result in significantly adverse impacts on the natural environment, including but not limited to water, air, noise, stormwater management, wildlife, vegetation, wetlands, and the natural functioning of the environment.

6. Third party rezonings must also provide either:

- a. signature of the property owner on the application, or
- b. submit an authorization letter acknowledging that the property owner is aware of the rezoning request.

7. Conditional rezonings shall be accompanied by applicant-sponsored conditions or limitations

8. Planned Development rezonings will also require a master plan and terms and conditions (See Article 3, Section 3.8 *Planned Development Districts*).

Note: If a TIA is required or not deferred, it shall be completed before the rezoning can be processed.

Text amendments shall include:

- 1. The proposed text amendment with changes clearly highlighted.
- 2. A statement of support that:
 - a. Describes whether the decision is consistent with all City-adopted plans that are applicable; and
 - b. Explains why the decision is reasonable and in the public interest. Which may include:

- a) Whether and the extent to which the proposed amendment is consistent with all City-adopted plans that are applicable;
- b) Whether the proposed amendment is in conflict with any provision of this ordinance, and related City regulations;
- c) Whether and the extent to which there are changed conditions that require an amendment;
- d) Whether and the extent to which the proposed amendment addresses a demonstrated community need;
- e) Whether and the extent to which the proposed amendment is consistent with the purpose and intent of the zoning districts in this ordinance, or would improve compatibility among uses and ensure efficient development within the City;
- f) Whether and the extent to which the proposed amendment would result in a logical and orderly development pattern; and
- g) Whether and the extent to which the proposed amendment would result in significantly adverse impacts on the natural environment, including but not limited to water, air, noise, storm water management, wildlife, vegetation, wetlands, and the natural functioning of the environment.

2.9 CAMA AMENDMENTS

CAMA text and map amendments and applications shall be submitted for review along with a reasonable fee as set in the fee schedule adopted by City Council. The number of plans, applications and submittal deadlines shall be determined by Planning and Development Services Department. Written copies of easements, covenants, agreements, deed restrictions, and any other documents which affect the property, either recorded or proposed for recordation may also be required.

Future Land Use (FLU) Map amendments shall include:

- 1. a site map of the property requested to be amended, including:
 - a. North arrow;
 - b. property boundaries, with metes and bounds labeled, control corner noted, survey tied to NCGS or USGS marker, intersection of adjoining property lines;
 - c. ownership and use of adjacent properties within 100 feet;
 - d. data block with the following information:
 - i. existing use of the property
 - ii. existing zoning
 - iii. existing land use designation

- iv. proposed land use designation
 - v. number of parcels to be rezoned
 - vi. acreage of each parcel
 - vii. map and deed book numbers
2. a legal description of the parcel of land requested to be amended (hard copy and in digital word format)
 3. a copy of the warranty deed(s) of the most current owner(s) of the land requested to be amended.
 4. A list of names and addresses of all property owners within 100'.
 5. A statement of support that:
 - a. Describes whether the decision is consistent with all City-adopted plans that are applicable; and
 - b. Explains why the decision is reasonable and in the public interest. Which may include:
 - a) Whether the proposed amendment is in conflict with the state rules promulgated under the North Carolina Coastal Area Management Act pertaining to land use plans;
 - b) Whether the proposed amendment is in conflict with any other provision of the CAMA Land Use Plan or with other City-adopted plans;
 - c) Whether and the extent to which there are changed conditions that require an amendment;
 - d) Whether and the extent to which the proposed amendment addresses a demonstrated community need;
 - e) Whether and the extent to which the proposed amendment is consistent with the goals and objectives of the CAMA Land Use Plan, or would improve compatibility among developments and ensure efficient development within the City;
 - f) Whether and the extent to which the proposed amendment would result in a logical and orderly development pattern;
 - g) Whether and the extent to which the proposed amendment would encourage premature development;
 - h) Whether and the extent to which the proposed amendment would result in strip or ribbon commercial development;
 - i) Whether and the extent to which the proposed amendment would result in the creation of an isolated CAMA Land Use Plan

classification unrelated to adjacent and surrounding plan classifications;

- j) Whether and the extent to which the proposed amendment would result in significant adverse impacts on the property values of surrounding lands; and
- k) Whether and the extent to which the proposed amendment would result in significantly adverse impacts on the natural environment, including but not limited to water, air, noise, stormwater management, wildlife, vegetation, wetlands, and the natural functioning of the environment.

CAMA text amendments shall include:

1. The proposed text amendment with changes clearly highlighted.
2. A statement of support that:
 - a. Describes whether the decision is consistent with all City-adopted plans that are applicable; and
 - b. Explains why the decision is reasonable and in the public interest. Which may include:
 - a) Whether the proposed amendment is in conflict with the state rules promulgated under the North Carolina Coastal Area Management Act pertaining to land use plans;
 - b) Whether the proposed amendment is in conflict with any other provision of the CAMA Land Use Plan or with other City-adopted plans;
 - c) Whether and the extent to which there are changed conditions that require an amendment;
 - d) Whether and the extent to which the proposed amendment addresses a demonstrated community need;
 - e) Whether and the extent to which the proposed amendment is consistent with the goals and objectives of the CAMA Land Use Plan, or would improve compatibility among developments and ensure efficient development within the City;
 - f) Whether and the extent to which the proposed amendment would result in a logical and orderly development pattern;
 - g) Whether and the extent to which the proposed amendment would encourage premature development;
 - h) Whether and the extent to which the proposed amendment would result in strip or ribbon commercial development;

- i) Whether and the extent to which the proposed amendment would result in the creation of an isolated CAMA Land Use Plan classification unrelated to adjacent and surrounding plan classifications;
- j) Whether and the extent to which the proposed amendment would result in significant adverse impacts on the property values of surrounding lands; and
- k) Whether and the extent to which the proposed amendment would result in significantly adverse impacts on the natural environment, including but not limited to water, air, noise, stormwater management, wildlife, vegetation, wetlands, and the natural functioning of the environment.

2.10 SPECIAL USE PERMITS

Special Use Permit applications shall be submitted for review along with a reasonable fee as set in the fee schedule adopted by City Council. The number of plans, applications and submittal deadlines shall be determined by Planning and Development Services Department. Information (narrative) supporting the existence of the required findings of facts A-G:

- A. The proposed use is designated as an allowable special use in the zoning district where located;
- B. The development complies with all applicable standards in City of Jacksonville Unified Development Ordinance
- C. The location and character of the development conforms with all City-adopted plans addressing the City's growth and development;
- D. The development's streets, driveways, parking areas, traffic control, and any other traffic circulation features are designed or provided in accordance with current traffic engineering standards and relevant City regulations, and will be adequate for the proposed use;
- E. The development will not substantially injure the value of adjoining properties;
- F. The development is compatible and in harmony with adjoining land uses and the development pattern of the immediate area; and
- G. The proposed development will not materially endanger the public health or safety.

Public Notice will be published and mailed in accordance with North Carolina State General Statutes and the Unified Development Ordinance.

2.11 REQUEST FOR REASONABLE ACCOMMODATIONS UNDER THE FEDERAL FAIR HOUSING ACT

Application Filing and Contents - An application for a reasonable accommodation shall be filed with the Development Services Director and contain:

- A. the applicant's contact information (name, mailing address, phone number, fax number, and email address);
- B. the contact information for the owner(s) of the property (if different from the applicant);
- C. the address of the property at which the reasonable accommodation is requested;
- D. a description of the reasonable accommodation requested;
- E. a statement explaining how and why the request meets the "Approval Criteria" for a reasonable accommodation (see Section IV below); and
- F. the notarized signature of the applicant and property owner(s) (if different from the applicant). No filing fee shall be required for the application.

3. TIA Required Contents

A licensed engineer registered to practice in the State of North Carolina shall prepare the TIA. The engineer shall have traffic assessment and transportation management experience.

The engineer shall submit five copies of the TIA report to the City, which shall include, at a minimum, the following information:

General Information

- (1) Study purpose and objectives;
- (2) Description of the site and study area boundaries including appropriate mapping and the rationale for selection of the study area boundaries;
- (3) A summary of existing conditions including but not limited to: surrounding street and key intersection traffic volumes (Daily and Peak Hour), turning movements, and capacities, safety

deficiencies and funded transportation improvements;

- (4) Anticipated or approved development in the area;

Trip Generation and Distribution

- (1) Trip generation estimates shall be based on trip generation rates contained in the latest edition of *Trip Generation* published by the Institute of Transportation Engineers (ITE). The applicant shall also provide the ITE code and methodology used to calculate proposed trip generation estimates. Estimates completed without the guidance of ITE trip generation manual must be justified and agreed upon by all parties involved in the TIA process;
- (2) Pass-by trip factors and assumptions;
- (3) Internal trip assumptions for mixed use developments;
- (4) Trip distribution assumptions complete with diagrams;

Future Projections

Projection of future traffic volumes and assessment of future roadway and intersection operating conditions for the year of the ultimate completion of the project. All projections should specifically document projected background traffic as well as the traffic generated by the proposed development. If the project is to be phased; projections for each phase of the development are required. If the un-phased build out period of the project is greater than nine years, then a minimum of one intermediate and one full build out impact projection is required. All projections and assessments should include the following three scenarios:

- (1) No-build;
- (2) Maximum possible development under existing use or zoning. Applicant shall conduct assessment of project phasing. The impact of the development of a particular phase is not to be compared with the total possible build out of the entire project location; and
- (3) Proposed development.

Generalized Peak Hour and/or Daily Link Level of Service (LOS) Analysis

Using the peak hour directional volumes and daily traffic volumes forecast and service thresholds, a general evaluation shall be made of the street system for the short term and long-term horizon years. If the project is to be phased; then an assessment of conditions after the completion of each phase of the development is required. Incremental differences attributable to the land use action shall be identified. A map showing generalized levels of service shall be presented for each design year.

Access Analysis

The design, number, and location of access points to collector and arterial roadways must be fully analyzed. The number of access points shall be kept to a minimum and designed to be consistent with the type of roadway facility. Access analysis shall include a strip crash, intersection crash analysis and bicycle/pedestrian analysis.

Intersection Analysis (Signal Warrant Analysis, Phasing Analysis, Intersection Crash Analysis and Progression Analysis)

The appropriateness of the development's access locations and type must be established. For full-access locations, a signal warrant analysis based on the *Manual on Uniform Traffic Control Devices* must be conducted for each design year. Traffic signals specifically warranted by the land use action shall be identified.

Peak Hour Intersection Level of Service

An A.M. and P.M. peak hour intersection LOS analysis shall be conducted for each intersection, based on procedures specified in the most recent release of the *Highway Capacity Manual*. Levels of service for signalized intersections shall be

based on the signal timings developed for the signal progression analysis.

Turn Lane Storage Requirements

Turn lane storage needs shall be identified for the “warranted” situation, based on projected turning volumes and NCDOT analytic techniques. Appropriate documentation of the calculations must be provided.

Sight Distance

The adequacy of sight distance at all entrances and internal intersections shall be evaluated.

Appropriateness of Acceleration or Deceleration Lanes

All proposed access points on arterials shall be evaluated to determine the need for acceleration lanes or deceleration lanes, with justification and basis provided for recommendations.

Pedestrian and Bicycle Analysis

Continuity and adequacy of pedestrian and bike facilities shall be provided to the nearest attraction (existing or planned) within a 1/4 mile of the development site. Destinations of significance include bus stops, elementary schools, parks, activity centers and major bicycle facilities. Adherence to the *Americans with Disabilities Act* (ADA) and American Association of State Highway and Transportation Officials AASHTO standards shall be required.

Public Transportation Analysis

Existing and proposed (if any) public transportation facilities analysis shall be provided.

Special Analysis/Issues

The City may require specific focused traffic analyses relative to the proposed development.

Recommendations for Improvements

Recommendations for site access and transportation improvements or mitigation measures needed to maintain traffic flow to, from, within and adjacent to the proposed development at an acceptable and safe level of service (generally assumed at LOS D or better). Any recommendations for roadway improvements should identify funding sources for these improvements.

Collected Data

Data collected for the study shall be made available to the City for evaluation of the study conclusions. The format for data submission as well as format for data to be provided to the City will be determined at a pre-consultation meeting between the applicant and City.