



# Minor Site Plan

City of Southport, North Carolina

1029 N. Howe St, Southport NC 28461  
[www.southportnc.org](http://www.southportnc.org)

*Planning & Inspections*  
Phone 910-457-7961 Fax 910-457-7957

**\*For Staff Use Only\***

**PERMIT No.** \_\_\_\_\_ **FEE: \$** \_\_\_\_\_ **Date Received:** \_\_\_\_\_

**Applicant's Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **City:** \_\_\_\_\_

**State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Location of the property:** \_\_\_\_\_

**Parcel No.:** \_\_\_\_\_ **Overall Acreage:** \_\_\_\_\_ **Number of lots:** \_\_\_\_\_

**Name of Owner:** \_\_\_\_\_

**Address of Owner:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Surveyor:** \_\_\_\_\_ **License #:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **City:** \_\_\_\_\_

**State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Minor Site Plan Definition**

Per Section 2.7.A of the UDO, the purpose of a Minor site plan review is intended to ensure that the layout and general design of low-intensity development is compatible with all applicable standards in this ordinance and all other applicable city regulations.

The following development types must submit a minor site plan as specified in this ordinance:

- a) Proposals for single-family residential uses, duplexes, and attached residential units consisting of three (3) or fewer dwelling units or for renovation/rehabilitation projects that will modify an existing structure's footprint. A minor site plan is not required for changes of use whereby no increase in impervious square footage or an enlargement in an existing structure's footprint is proposed.
- b) Nonresidential development projects whereby less than 10,000 square feet of impervious surfaces are proposed.
- c) Accessory structures, construction/installation of fences/walls, piers, docks, decks, stairs, signs, and driveways.

Application Materials needed for submittal:

- One (1) digital copy and three (3) hard copies of the minor site plan
- Building permit application, when required.
- When a building permit is not required, a copy of the plan should be submitted directly to the UDO Administrator for review and approval.

Minor site plans shall be prepared and sealed by a licensed land surveyor, landscape architect, or engineer registered to practice in the State of North Carolina.

\*Accessory structures less than 150 square feet and construction/installation of fences/walls, piers, docks, decks, stairs, signs, and driveways do not require a minor site plan to be prepared by a licensed professional.

Minor site plans shall include all required information as provided in Appendix A: Submission Requirements of the UDO.

\_\_\_\_\_  
Signature (Owner or Authorized Applicant)

\_\_\_\_\_  
Date

**APPROVED BY:**

\_\_\_\_\_  
UDO Administrator

\_\_\_\_\_  
Date

## Appendix A: Submission Requirements

### A.1 SUBMISSION REQUIREMENTS

Applications submitted to the City of Southport for the following approval types shall include the required information as provided in Table A.1 where marked by an “x”.

Table A.1: Submission Requirements						
Information Required	Minor Site Plan	Major Site Plan or Special Use Permit	Minor Final Plat	Major Subdivision Preliminary	Major Subdivision Final Plat	Master Development Plan
Proposed or approved name of development, project, subdivision, and/or phase.	X	X	X	X	X	X
Developer/applicant name(s), including mailing address(es) and telephone number(s). (If Applicable).	X	X	X	X	X	X
Property owner name(s), including mailing address(es) and telephone number(s).	X	X	X	X	X	X
Name, registration number, and seal of a professional Land Surveyor, Engineer, Landscape Architect, and/or Architect. (If Applicable).	X	X	X	X	X	X
Date of plat/plan preparation and of surveys; North arrow and orientation; Map scale, denoted graphically and numerically.	X	X	X	X	X	X
Sketch vicinity map showing the relationship between the proposed property or properties and the surrounding area.		X	X	X		X
Tax parcel numbers, owners, zoning classifications, and book and page numbers of the site tract and adjacent tracts.	X	X	X	X	X	X
Exact existing and proposed or pending property boundary lines by bearings and distances and the location of intersecting boundary lines of adjacent lands.			X		X	
Lots numbered consecutively throughout the subdivision.			X	X	X	
Boundaries of any proposed or pending zoning districts on site. Boundaries must be described by bearing and distance where they do not follow described boundaries.		X				X
Sufficient engineering data to determine readily, and to be reproducible on the ground, every straight or curved boundary 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 distances for the center line of curved streets and curved property lines that are not the boundary of curved streets. All dimensions shall be measured to the nearest one-tenth of a foot and all angles to the nearest minute.	x[1]	X	X	X	X	

Table A.1: Submission Requirements						
Information Required	Minor Site Plan	Major Site Plan or Special Use Permit	Minor Final Plat	Major Subdivision Preliminary	Major Subdivision Final Plat	Master Development Plan
Accurate locations and descriptions of all monuments, markers, and control points.			X	X	X	
Location, dimensions, density, and description of proposed land use(s) on each tract or parcel, including single-family residential, multi-family residential, commercial, office, institutional, industrial, and recreational. Recreational uses shall specify type and future ownership.	X	X				x[2]
Location and dimensions of existing and proposed buildings or structures on the site and all adjacent tracts, including existing buildings or structures to be removed. Total number of stories of all multi-story buildings and height of all building must be indicated.	X	X				x[3]
Location, direction, dimensions, name, and surface type of existing or proposed rights-of-way and easements, including those being vacated and those on adjacent properties.	X	X	X	X	X	x[2]
Location of roads appearing on officially adopted plans.	X	X	X	X	X	X
Location of roads, streets, and circulation patterns; including any proposed or required bicycle or pedestrian facilities.	X	X		X		x[2]
Total square footage of existing and proposed impervious surfaces.	X	X		X		x[2]
Names, cross sections, approximate grades, and pavement widths of proposed road rights-of-way, including design engineering data for all corners and curves.		X		X		
Type of street dedication, either public or private.			X	X	X	
Location and dimensions of parking and loading spaces and drive aisles, including handicapped parking.	X	X				x[3]
Location and dimensions of existing and proposed sidewalks and accessible accessways.	X	X		X		x[3]
Location and dimensions of all trash containers and required screening.	X	X		X		x[3]
FEMA-designated flood hazard areas, including flood zone designations and map panels.	X	X	X	X	X	X
Location and description of CAMA Areas of Environmental Concern, including 404 wetland areas as determined by the Army Corps of Engineers and coastal wetlands as determined by NCDEQ.	X	X	X	X	X	X

Table A.1: Submission Requirements						
Information Required	Minor Site Plan	Major Site Plan or Special Use Permit	Minor Final Plat	Major Subdivision Preliminary	Major Subdivision Final Plat	Master Development Plan
Location and description of environmental features such as wooded areas, marshes, swamps, rock outcrops, ponds or lakes, streams or streambeds, and any other natural features affecting the site.	X	X	X	X	X	X
Existing and proposed topography.	X	X		X		
Location, dimensions, and description of all areas to be dedicated to the public or to a property owners association.			X	X	X	
Location, size, and flow direction of existing and proposed drainage courses within or immediately adjacent to the site, including culverts and storm drains.	X	X		X		x[3]
Location and size of stormwater basins or other comparable stormwater management mechanisms.	X	X		X		x[3]
Location and labeling of minimum building setback lines.	X	X	X	X	X	x[3]
Detailed utility plans, including water, sewer, and stormwater, and showing connections to existing systems or plans for individual water supply systems and sewage disposal systems. Plans must show line sizes, the location of fire hydrants, blow-offs, manholes, pumps, force mains, gate valves, utility and maintenance easements, and daily estimated sewer flow figures. Type of construction materials and brand of appurtenances may require approval from the City of Southport, Brunswick County Utilities, and/or NCDOT. Plans shall include profiles based on mean sea level datum for gravity sanitary and storm sewers.  NOTE: Detailed plans may be submitted after site plan or preliminary plat are approved and must be approved by the City's Public Services Department prior to construction of improvements or the issuance of building permits or approval of a final plat.		X		X		
Total number and type of dwelling units, by development phase.	X	X				x[2]
For residential uses, the number of units, heights and a generalized location. For non-residential uses, the height, approximate footprint and location of all structures.						x[3]
Signage.	X	X		X		x[3]
Outdoor Lighting Plan.	X	X		X		x[3]
Locations, dimensions, and size of required buffers, street yards, foundation planting, parking facility planting areas.	X	X		X		x[3]

Table A.1: Submission Requirements						
Information Required	Minor Site Plan	Major Site Plan or Special Use Permit	Minor Final Plat	Major Subdivision Preliminary	Major Subdivision Final Plat	Master Development Plan
Location, species, and size of all regulated and specimen trees as defined by this ordinance.	X	X		X		x[3]
Location and size of all groves of trees to be protected, including the approximate number and species of protected trees.	X	X		X		x[3]
Location, species, dimensions, and spacing of all required landscaping materials clearly labeled and numbered and a legend.	X	X		X		x[3]
Note on plan stating that prior to any clearing, grading, or construction activity tree protection fencing will be installed around protected plants, trees or groves of trees. No construction workers, tools, materials, or vehicles are permitted within the tree protection fencing.	X	X		X		X
Any other information considered pertinent by the applicant, UDO Administrator, Planning Board, or Board of Aldermen.	X	X	X	X	X	X

[1] Only required where prepared by a licensed professional.

[2] Approximation acceptable.

[3] Conditional rezoning only, not applicable to Planned Unit Development proposal.

## A.2 CERTIFICATES REQUIRED

Plats submitted to the City of Southport shall include the required certificates in accordance with Table A.2 where marked by an “x”.

Table A.2 Required Certificates				
Certificate	Exempt Division Plat	Minor Final Plat	Major Preliminary Plat	Major Final Plat
Certificate of Ownership (A)	X	X		
Certificate of Ownership and Dedication (B)				X
Certificate of Survey and Accuracy (C)	X	X	X	X
Certification of Board of Aldermen Approval (D)			X	X
Certificate of Approval of the Design and Installation of Streets, Utilities, and Other Required Improvements (E)				X

Table A.2 Required Certificates				
Certificate	Exempt Division Plat	Minor Final Plat	Major Preliminary Plat	Major Final Plat
Certification of Septic and Water Supplies (F)	x	x		x
Certificate of Disclosure; 404 Wetlands (G)	x	x		x
Certificate of Disclosure; City of Southport Floodplain Management Regulations (H)	x	x		x
Acknowledgment of Compliance (Private Developments) (I)		x		x
Certificate of Purpose of Plat (J)	x	x	x	x
Certificate of Approval for Recording (K)	x	x		x

A. Certificate of Ownership

I hereby certify that I am the owner of the property shown and described hereon, which is located in the subdivision jurisdiction of the City of Southport and that I hereby adopt this plan of subdivision with my free consent and establish minimum building setback lines as noted.

\_\_\_\_\_  
 Owner

\_\_\_\_\_  
 Date

B. Certificate of Ownership and Dedication

I hereby certify that I am the owner of the property shown and described hereon, which is located in the subdivision jurisdiction of the City of Southport and that I hereby adopt this plat of subdivision with my free consent, establish minimum building setback lines, and dedicate all streets, alleys, walks, parks, open space, utilities, and other sites and easements to public or private use as noted.

\_\_\_\_\_  
 Owner

\_\_\_\_\_  
 Date

C. Certificate of Survey and Accuracy.

In accordance with NCGS 47-30: There shall appear on each plat a certificate by the person under whose supervision such survey or such plat was made, stating the origin of the information shown on the plat, including recorded deed and plat references shown thereon. The ratio of precision as calculated by latitudes and departures before any adjustments must be shown. Any lines on the plat that were not actually surveyed must be clearly indicated

and a statement included revealing the source of information. The execution of such certificate shall be acknowledged before any officer authorized to take acknowledgments by the registered land surveyor preparing the plat. All plats to be recorded shall be probated as required by law for the registration of deeds. Where a plat consists of more than one sheet, only the first sheet must contain the certification and all subsequent sheets must be signed and sealed.

The certificate shall include the source of information for the survey and data indicating the accuracy of closure of the plat before adjustments, and shall be in substantially the following form:

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 NCGS 47-30 as amended. Witness my original signature, registration number and seal this \_\_\_\_ day of \_\_, A.D. 20\_\_.

\_\_\_\_\_  
Surveyor

Seal or Stamp

\_\_\_\_\_  
Registration Number

D. Certification of Approval of the Preliminary/Final Plat by the Southport Board of Aldermen

The Southport Board of Aldermen hereby approves or approves conditionally the (preliminary or final plat) of \_\_\_\_\_ Subdivision. If approved conditionally, the specific conditions shall be listed.

\_\_\_\_\_  
Mayor, City of Southport

\_\_\_\_\_  
Date

E. Certificate of Approval of the Design and Installation of Streets, Utilities, and Other Required Improvements, if applicable, to be signed by owner and City:

The undersigned hereby certifies that the required improvements (list all improvements that have been installed and approved by appropriate agency)

( \_\_\_\_\_ ) have been installed in an acceptable manner and in accordance with the regulations of the City of Southport Unified Development Ordinance.

\_\_\_\_\_  
Developer or Authorized Agent Signature(s)

\_\_\_\_\_  
Date



_____ Professional Engineer(s) [seal included]	_____ Date
_____ UDO Administrator	_____ Date

- F. Certification of Suitability for Septic Tank Systems and Water Supplies, if applicable, to be signed by appropriate authority/representative:

I hereby certify that this subdivision, entitled \_\_\_\_\_, is generally suitable for individual septic tank systems and individual water supplies. However, this certification does not constitute “blanket issued subject to the approval of each individual lot by the Brunswick County Health Department and the issuance of an improvements permit for each lot as required by the General Statutes of North Carolina.” Any artificial drainage measures installed or proposed for installation in this subdivision to control water table must be properly maintained. Lots must be properly landscaped to control surface water in order to decrease the changes in septic tank system malfunctions.

_____ Brunswick County Heath Director or Licensed Soil Scientist	_____ Date
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- G. Certificate of Disclosure, 404 Wetlands, if applicable, to be signed by owner:

This tract is not subject to 404 wetlands.

_____ Owner’s Signature	_____ Date
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- Or -

Wetlands Caution: Prospective buyers are cautioned that portions of the lots shown on this plat are restricted in use by wetlands and waters jurisdiction pursuant to the US Army Corps of Engineers Section 404 regulations. Individual lot reviews to ensure compliance with their Federal laws and regulations are encouraged. Verification of location and restrictions should be made prior to individual lot development.

_____ Owner’s Signature	_____ Date
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- H. Certificate of Disclosure, City of Southport Floodplain Management Regulations, if applicable, to be signed by owner:

I (we) hereby certify that prior to entering any agreement or any conveyance with a prospective buyer, I (we) shall prepare and sign, and the buyer of the subject real estate shall receive and sign a statement which fully and accurately discloses that the subject real estate, or a portion of the subject real estate, is located within a flood hazard area and that the buyer must satisfy the requirements of City of Southport floodplain management regulations prior to the issuance of building permits.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

- I. Acknowledgment of Compliance (Private Developments), if applicable, to be signed by owner:

I, \_\_\_\_\_, (name of developer and/or seller) hereby certify that the streets, parks, open space, or other areas delineated hereon and dedicated to private use, and all maintenance and upkeep of private facilities, including traffic marking and control devices, shall not be the responsibility of the public or the municipality, acting on behalf of the public, to maintain. Furthermore, prior to entering any agreement or any conveyance with any prospective buyer, I shall prepare and sign, and the buyer of the subject real estate shall receive and sign, an acknowledgment of receipt of a disclosure statement. The disclosure statement shall fully and completely disclose the private areas and include an examination of the consequences and responsibility as to the maintenance of the private areas, and shall fully and accurately disclose the party or parties upon whom the responsibility for construction and maintenance of such private areas shall rest.

\_\_\_\_\_  
Signature of Developer and/or Seller

\_\_\_\_\_  
Date

- J. Certificate of Purpose of Plat. Notwithstanding any other provision contained in this section, it is the duty of the surveyor, by a certificate on the face of the plat, to certify to one of the following:

- 1) This survey creates a subdivision of land within the area of a county or municipality that has an ordinance that regulates parcels of land;
- 2) This survey is of an existing parcel or parcels of land and does not create a new road or change an existing road;
- 3) This survey is of any existing building, or other structure, or natural feature, such as a water course;
- 4) This survey is a control survey;
- 5) That the survey is of another category, such as the recombination of existing parcels, a court-ordered survey, or other exception to the definition of a subdivision; or
- 6) That the information available to the surveyor is such that the surveyor is unable to make a determination to the best of his or her professional ability as to provisions contained in items (1) through (6) above.

*Note: Certain activities may be eligible for an exemption/waiver from the subdivision standards. If the activity being submitted meets one of the activities eligible for an exemption/waiver, item 5 above should be the selected certification.*

- K. Certificate of Approval for Recording.

I hereby certify that the subdivision plat shown hereon has been found to comply with the

City of Southport  
Unified Development Ordinance (UDO)

Subdivision Regulations of the City of Southport, North Carolina, and that this plat has been approved by an authorized representative of the Southport for recording in the Office of the Register of Deeds of Brunswick County.

\_\_\_\_\_  
UDO Administrator

\_\_\_\_\_  
Date

Seal or Stamp