

# County of Moore Planning and Inspections



Inspections/Permitting: (910) 947-2221  
Planning: (910) 947-5010

## Major Subdivision Preliminary Plat SPECIAL USE PERMIT APPLICATION PACKET

### Step 1. Pre-Application Meeting with Planning Staff

The applicant must schedule a pre-submittal meeting with Planning Staff to discuss the preliminary assessment of the request, adopted plans, and process. The applicant should provide a sketch plan for the pre-application meeting.

### Step 2. Concept Plan Submittal

Plan showing a general design for the entire development project area. A Concept Plan should identify layout of streets, number of lots, phasing, adjacent land uses, open space and buffers, easements, etc.

### Step 3. Project Review Team Meeting with County Staff

The applicant needs to schedule a meeting with County Staff to discuss local and state approval processes and the projected infrastructure needs.

### Step 4. Infrastructure Meeting

Fire flow test results are required.

### Step 5. Application Submittal

The applicant must submit a complete application packet on or before the submittal deadline. This includes:

- Application Fee \$1,000 plus postage for adjacent properties.
- Major Subdivision Preliminary Plat as per Chapter 19.7, 19.8 and 19.16

### Step 6. Administrative Review

Planning Staff will review the request and provide the following public notifications prior to the Board of Commissioners meeting / quasi judicial hearing:

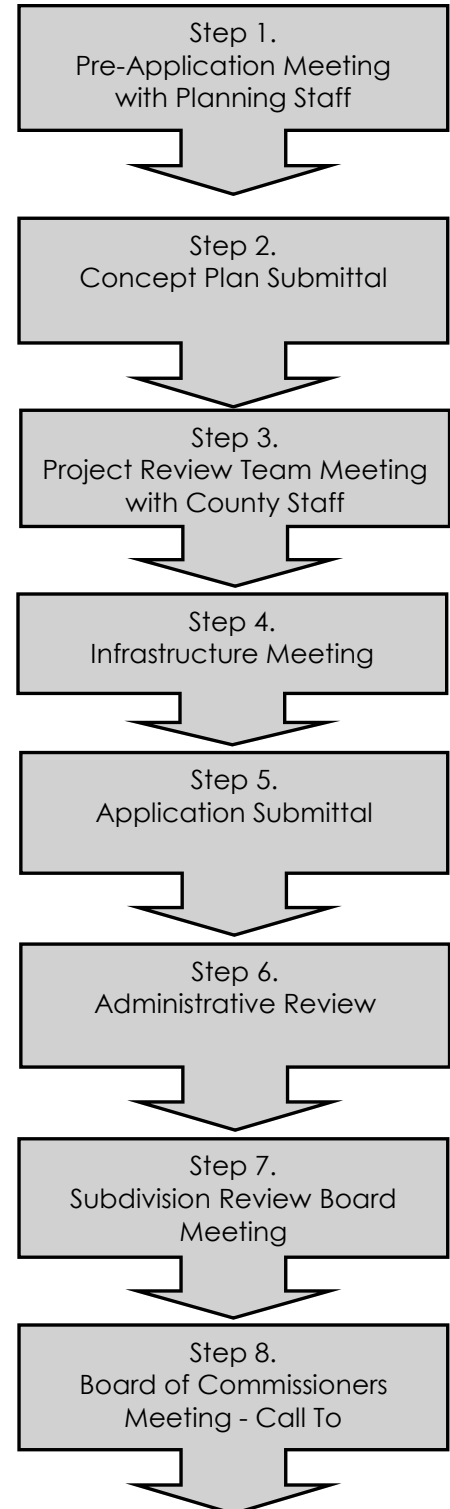
- All adjacent property owners will be notified by certified mail.
- A notice will be placed in the newspaper containing information about the meeting.
- A sign will be posted on the property visible from the nearest public road.

### Step 7. Subdivision Review Board Meeting

Planning Staff will present the request to the Subdivision Review Board. It is **highly recommended** that the applicant attend the meeting to answer any questions raised at the meeting. The Subdivision Review Board will make a recommendation to the Board of Commissioners.

### Step 8. Board of Commissioners Meeting—Call To

Planning Staff will present the request to the Board of Commissioners to schedule a Quasi Judicial Hearing. Applicant need not be present at this meeting.

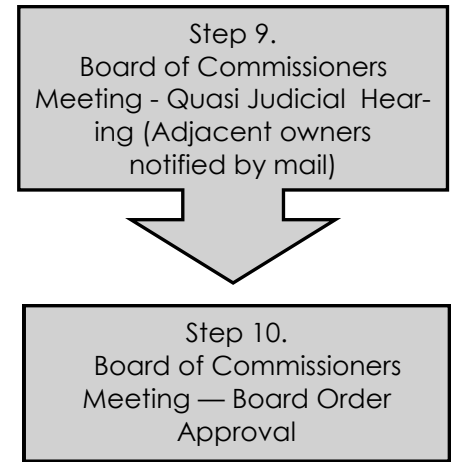


**Step 9. Board of Commissioners Meeting—Quasi Judicial Public Hearing**

Planning Staff will present the request to the Board of Commissioners. A quasi judicial hearing will be held. It is **highly recommended** that the applicant attend the meeting to answer any questions raised at the meeting. The Board of Commissioners will make a final decision.

**Step 10. Board of Commissioners—Board Order Approval**

The Board Order will be placed on the consent agenda for approval. Applicant need not be present at this meeting

**Application Submittal Deadlines / Meetings**

A date and location will be set (subject to change) once a complete application is submitted to the Planning Staff. \* Indicates date change due to holiday.

<u>Application Deadline</u>	<u>Subdivision Review Board Meeting</u>
November 10, 2025	December 9, 2025
November 24, 2025	December 23, 2025
December 8, 2025	January 6, 2026
December 22, 2025	January 20, 2026
January 5, 2026	February 3, 2026
January 19, 2026	February 17, 2026
February 2, 2026	March 3, 2026
February 16, 2026	March 17, 2026
March 2, 2026	March 31, 2026
March 16, 2026	April 14, 2026
March 30, 2026	April 28, 2026
April 13, 2026	May 12, 2026
April 27, 2026	May 26, 2026
May 11, 2026	June 9, 2026
May 25, 2026	June 23, 2026
June 8, 2026	July 7, 2026
June 22, 2026	July 21, 2026
July 6, 2026	August 4, 2026
July 20, 2026	August 18, 2026
August 3, 2026	September 1, 2026
August 17, 2026	September 15, 2026
August 31, 2026	September 29, 2026
September 14, 2026	October 13, 2026
September 28, 2026	October 27, 2026
October 12, 2026	November 10, 2026
October 26, 2026	November 24, 2026
November 9, 2026	December 8, 2026
November 23, 2026	December 22, 2026

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**Planning and Inspections**



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Fax: (910) 947-1303

**Major Subdivision**  
**Special Use Permit Application**

Application Date:			
Location/Address of Property:			
Applicant:			Phone:
Applicant Address:	City:	St:	Zip:
Owner:			Phone:
Owner Address:	City:	St:	Zip:
Current Zoning District:	Proposed Use:		
Comments:       			
<p>I (We), the undersigned, certify that all statements furnished in this application are true to the best of my (our) knowledge, and do hereby agree to follow all reasonable requests for information as designated by the County of Moore Zoning Administrator. If Applicant is not owner of property or has joint ownership must provide notarized statement of acknowledgement of submittal.</p>			
Applicant/Owner Signature		Date	
Applicant/Owner Signature		Date	
Office Use Only:  PAR ID: _____			
Received By		Date	

# Major Subdivision Preliminary Plat Review

LRK \_\_\_\_\_ Date \_\_\_\_\_ Zoning District \_\_\_\_\_

Type of Subdivision:

☐ Major-Neighborhood Conservation Option

☐ Major-Conventional Option

Total Number of Lots Proposed (including parent tract): \_\_\_\_\_ Acreage of Existing Parcel: \_\_\_\_\_

Applicants Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Property Owners Name: \_\_\_\_\_

Location of Property: \_\_\_\_\_

Surveyor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Utilities: ☐ Public Water ☐ Public Sewer

☐ Private Well(s) ☐ Private Septic Tank(s)

Subdivision will involve the creation of new roads or streets: ☐ YES ☐ NO

Type of streets proposed: ☐ Public ☐ Private

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For Office Use Only:

Review Officer Checklist

☐ LRK

☐ Owners Name

☐ Approval Signature by Jurisdiction

Name: \_\_\_\_\_

☐ Township: \_\_\_\_\_

☐ City: \_\_\_\_\_

☐ State: \_\_\_\_\_

☐ North Arrow Reference: \_\_\_\_\_

☐ Scale Text

☐ Scale Bar Scale of Map: \_\_\_\_\_

☐ Survey Statement

☐ Meets Size Requirements

☐ Surveyor Signature

☐ Surveyor Seal Reg Number: \_\_\_\_\_

☐ Change to Existing Street

☐ New Public Street Dedication

Approved by: \_\_\_\_\_

Approval Date: \_\_\_\_\_

Requires Subdivision Review Board Approval:

☐ YES ☐ NO Meeting Date: \_\_\_\_\_

Requires Board of County Commissioners Approval:

☐ YES ☐ NO Meeting Date: \_\_\_\_\_



## Moore County Fire Marshal's Office Site Plan/Subdivision Review Checklist

### **Property Information**

Building/Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

### **Building Information**

Occupancy Type: \_\_\_\_\_ Square Footage: \_\_\_\_\_

Number of Stories: \_\_\_\_\_ Construction Type: \_\_\_\_\_

New Construction or Existing Construction: \_\_\_\_\_

Occupant Load (based on net gross): \_\_\_\_\_

YES	NO	N/A	
			Fire Sprinkler or Standpipe System
			Fire Alarm System
			Commercial Kitchen Hood System
			Underground or Aboveground Fuel Storage Tank
			Other:

*The items listed below are the minimum requirements and must be addressed during site design.*

### **Site Access**

YES	NO	N/A	
			Fire Access roads shall be designed to support the imposed load of a fire apparatus weighing 75,000lbs. gross vehicle weight.
			Access roads shall have a minimum of 13 feet 6 Inches of vertical clearance and 20 feet unobstructed width. Additional road width of (26 feet) may be required for buildings that require aerial apparatus access. Required access roads should not travel through parking stalls, stacking lanes, loading areas or other designated use areas.



## Moore County Fire Marshal's Office Site Plan/Subdivision Review Checklist

YES	NO	N/A	
			Fire access roads shall be constructed of an all-weather driving surface such as asphalt, concrete, chip-seal (oil matting) or similar surface along an approved route around the exterior of all buildings. Grass pavers may be permitted for secondary access roads.
			All portions of the building's exterior walls shall be within 150 feet of the fire access road. Access roads may be extended to 200 feet for buildings equipped with an approved automatic sprinkler system installed. When fire apparatus access roads cannot be installed because of location on property, topography, waterways, nonnegotiable grades or other similar conditions, an approved alternative means of fire protection may be approved.
			Turnarounds shall be provided for any dead-end road in excess of 150 feet in length. Dead-end roads in excess of 150 feet resulting from a phased project are required to be provided with temporary approved turnarounds.
			Additional access road(s) may be required for residential subdivisions with more than 100 single family lots or multifamily residential buildings with more than 100 units. Commercial buildings may require additional access depending on design.
			Fire apparatus access road(s) maximum grade shall not exceed 10 percent unless otherwise approved. As an alternate for grade exceeding 10 percent: Access grade shall not exceed 10 percent, but if it does, the first portion of the grade shall be limited to 10 percent for a length of 200 feet and then 15 percent to 20 percent for a maximum of 200 feet, repeat the cycle as necessary or as approved by a fire code official.
			The turning radius for the emergency apparatus road(s) shall be provided on a "Fire Truck Exhibit" plan. This plan shall include the truck route, hydrant locations, proposed FDC and sprinkler riser room locations and "Fire Lane" markings. Overlays of the template shall be shown on the plans with turning in both directions. Final approval for all turning radius shall be field verified by the fire department prior to Certificate of Occupancy.
			The angles of approach and departure for fire apparatus access shall not exceed 8 degrees.
			A plan for fire access during construction shall be provided.
			Details for <b>No Parking Fire Lane</b> signage including road striping (cross-hatching) area shall be indicated on the plans.



## Moore County Fire Marshal's Office Site Plan/Subdivision Review Checklist

YES	NO	N/A	
			Security gate(s) across fire access roads shall be electronically operated by siren and are provided with fire department Knox Box key switch override and optical sensors and comply with ASTM F2200. Gate openers shall be listed in accordance with UL 325.
			Where a bridge or elevated surface is designed in a Fire Apparatus Access Road, then the bridge shall be constructed and maintained to AASHTO HB-17 and designed for a live load sufficient to carry a 75,000 lbs. fire apparatus. Vehicle load limits shall be posted at each entrance to the bridge.
			Traffic calming devices (speed bumps) shall be prohibited except when approved by the Fire Code Official

### Site Water and Fire Protection

YES	NO	N/A	
			Fire flow calculations have been determined using the current (ISO Guide for Determination of Needed Fire Flow) and report submitted with the plan. <b>Note:</b> <i>The minimum required flow shall not be less than 1500 GPM. for commercial and 1000 GPM. for residential developments.</i>
			The most remote exterior portion of a non-sprinklered building shall be within 400 feet of a fire hydrant. Existing fire hydrants along approved routes may be considered if the locations meet the public safety objectives of the fire department. Spacing between fire hydrants shall not exceed 500 feet.
			All existing and proposed water mains and fire hydrant locations and size(s) are indicated on plans.
			Fire system backflow prevention devices are located inside the building and indicated on plans.
			Fire Department Connections (FDC) for fire sprinklers or standpipes are located remotely from the building exterior outside of the collapse zone and within 50 feet of a fire hydrant with details for construction of FDC including underground piping and valves shall be provided.
			Landscaping plans have been checked to verify that clear space is maintained around fire hydrants, FDC and other fire protection equipment.

**Note:** *When approved as an alternative material and method, the building may be protected throughout by an approved automatic sprinkler system, if the minimum required fire flow is not available or other requirements of the code cannot be met.*



## Moore County Fire Marshal's Office Site Plan/Subdivision Review Checklist

### Additional Requirements

YES	NO	N/A	
			New and existing buildings shall have approved address numbers, building numbers or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be a minimum of 6 inches high with a minimum stroke width of 0.75 inch.
			Where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary for life-saving or fire-fighting purposes, the <i>fire code official</i> is authorized to require a key box to be installed in an <i>approved</i> location. The key box shall be of an <i>approved</i> type listed in accordance with UL 1037, and shall contain keys to gain necessary access as required by the <i>fire code official</i> .
			Portable fire extinguishers shall be selected, installed and maintained in accordance with this section 906 and NFPA 10. Extinguisher location to be shown on plans.
			Fire hose threads used in connection with standpipe/FDC systems shall be a stortz style connection.
			Newly installed fire hydrants shall be a stortz steamer connection.
			Fire alarm system shall have at least one notification device installed on the exterior street side of the building.
			Emergency lighting and exit lighting shall be shown on plans.

### **Staff Contact Information:**

Moore County Fire Marshal's Office  
302 S. McNeill St.  
Carthage, NC 28327

Public Safety Director/Fire  
Marshal  
Bryan Phillips  
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