

ADMINISTRATIVE MANUAL

Planning and Building Inspections Department



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Introduction

The Administrative Manual is a supplement, not a substitute, for the Town’s adopted ordinances or codes. If this Administrative Manual conflicts with the Code of Ordinances, the provisions of the Code of Ordinances shall supersede the contents of this Manual.

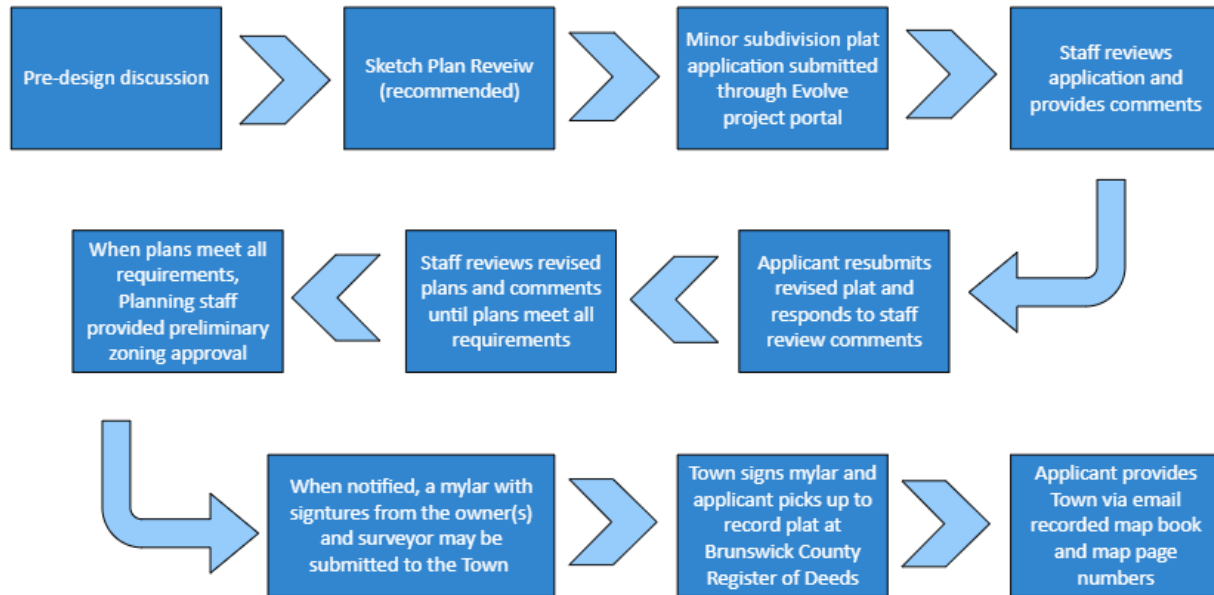
Whether you are a developer, a builder, or a citizen, this guide will help you navigate through the Town of Leland’s land development and application processes with the most up-to-date information on procedures, forms, and best practices.

All applications are to be submitted through the Town’s website using the Evolve project and permitting system

The screenshot shows a web page for 'Planning & Zoning'. At the top left, there is a contact card for Ximena Rheume, Senior Administrative Assistant, with phone number (910) 371-3390. The breadcrumb trail is 'Home / Departments / Planning & Inspections'. The main heading is 'Planning & Zoning'. Below the heading, there is a paragraph: 'Planning staff provide professional and technical guidance in all matters related to existing and future land use, including zoning, flood damage prevention, land use code compliance, and long-range planning.' Below this is the text 'Contact Planning & Inspections staff.' There are four buttons in a row: 'ZONING MAP', 'SUBMIT PLANNING/ZONING APPLICATIONS' (circled in red), 'CODE OF ORDINANCES', and 'LELAND 2045 PLAN'. On the left side, there is a sidebar with a 'Planning & Zoning' section containing links for 'Community Development', 'Floodplain Management', 'Forms and Supplemental Information', 'Guiding Plans and Documents', and 'Leland 2045'. Below that is a 'Related Links' section with links to 'Ready.gov', 'NC Department of Public Safety', 'Leland Elevation Certificates Map', and 'Leland LOMA Map'.

Minor Subdivisions

Process Summary



Minimum Application Requirements

Additional materials may be requested during the review process

- A Final Plat Application and review fee
- A minimum of one mylar copy of subdivision
 - This single mylar will be kept at the Brunswick County Register of Deeds

Additional Information

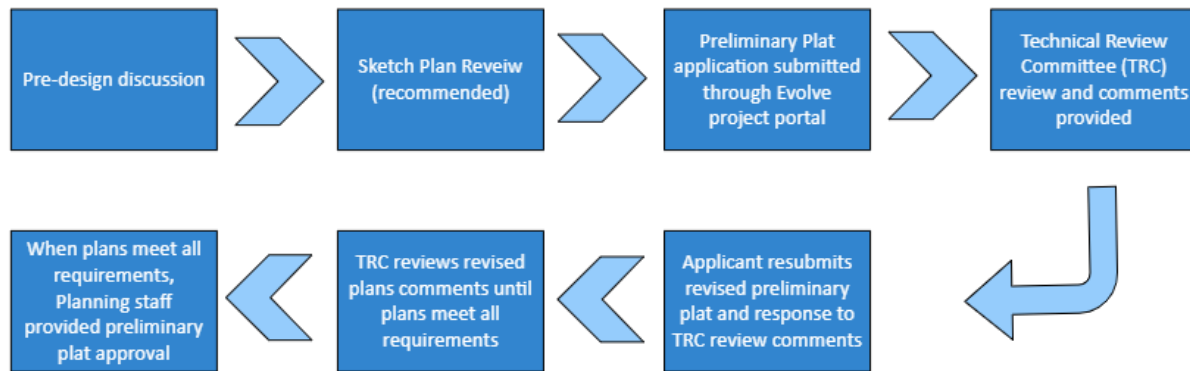
- Administrative Manual
 - Appendix B - Information to be contained in or depicted on preliminary and final plat
 - Appendix C - Certificates to be placed on preliminary and final plats

References

- Code of Ordinances (others may apply)
 - Sec 50-11 - Procedure for review of minor subdivisions

Major Subdivision – Preliminary Plat

Process Summary



Minimum Application Requirements

Additional materials may be requested during the review process

- A Preliminary Plat application submitted through the Evolve project portal and review fee
- Two paper copies; additional copies may be requested
- Electronic copy (pdf)
- Traffic Impact Analysis Worksheet – Appendix G

TRC Response Requirements

- Two paper copies of revised plans (additional copies may be requested)
 - Include table of revisions on cover page
- Electronic Copy (pdf)
- Written response to TRC comment memo
 - Respond to each comment with either a reference to plan revisions that includes the page number and location of the revision made or if no revision is required a description of how the comment is being addressed
- Any other documentation as required by the Subdivision Administrator or their designee

Additional Information

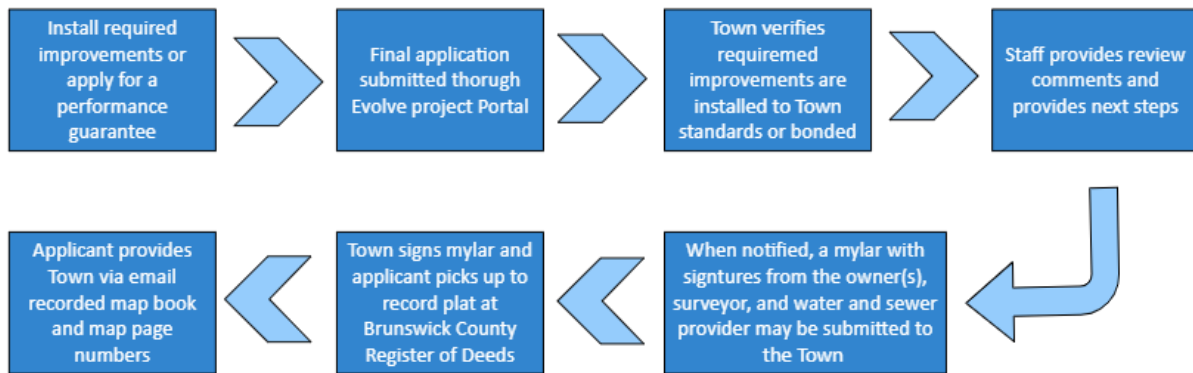
- Administrative Manual
 - Appendix B - Information to be contained in or depicted on preliminary and final plat
 - Appendix C - Certificates to be placed on preliminary and final plats

References

- Code of Ordinance
 - Sec. 50-10. - Procedures for review of major subdivisions.

Major Subdivision – Final Plat

Process Summary



Minimum Application Requirements

Additional materials may be requested during the review process

- A final plat application submitted through the Evolve project portal and review fee
- When notified, one mylar copy of subdivision
- Any required as-built Town plans
 - Water
 - Sewer
 - Stormwater
 - Streets and Roads

Additional Information

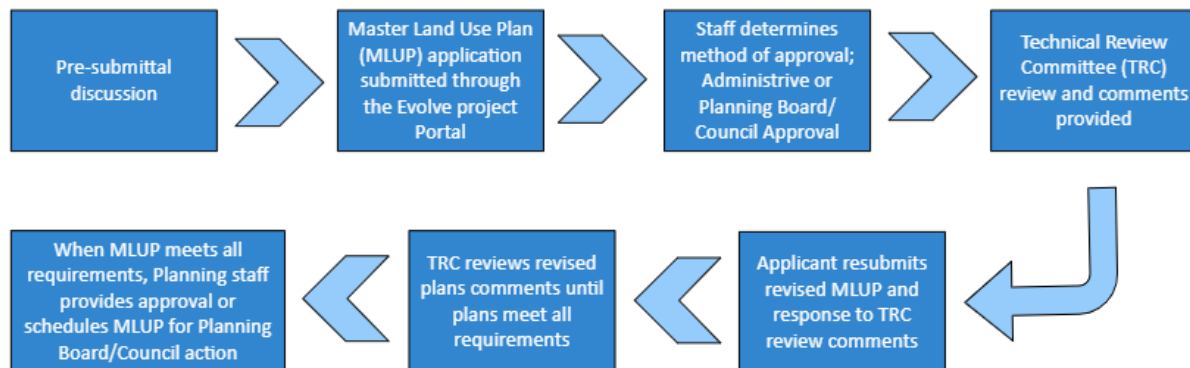
- Administrative Manual
 - Appendix B - Information to be contained in or depicted on preliminary and final plat
 - Appendix C - Certificates to be placed on preliminary and final plats

References

- Code of Ordinance
 - Section 50-10 – Major Subdivisions

Master Land Use Plan Amendment

Process Summary



Minimum Application Requirements

Additional materials may be requested during the review process

- A Master Land Use Plan Amendment application submitted through the Evolve project portal and review fee
 - Explanation on how the modified Master Land Use Plan addresses the review criteria (66-313(d)(1)(b))
 - Detailed list of all changes
- Two paper copies; additional copies may be requested
- Electronic copy of Master Land Use Plan (pdf)

TRC Response Requirements

- Two paper copies of revised plans (additional copies may be requested)
 - Include table of revisions on cover page
- Electronic Copy (pdf)
- Written response to TRC comment memo
 - Respond to each comment with either a reference to plan revisions that includes the page number and location of the revision made or if no revision is required a description of how the comment is being addressed
- Any other documentation as required by the Subdivision Administrator or their designee

Additional Information

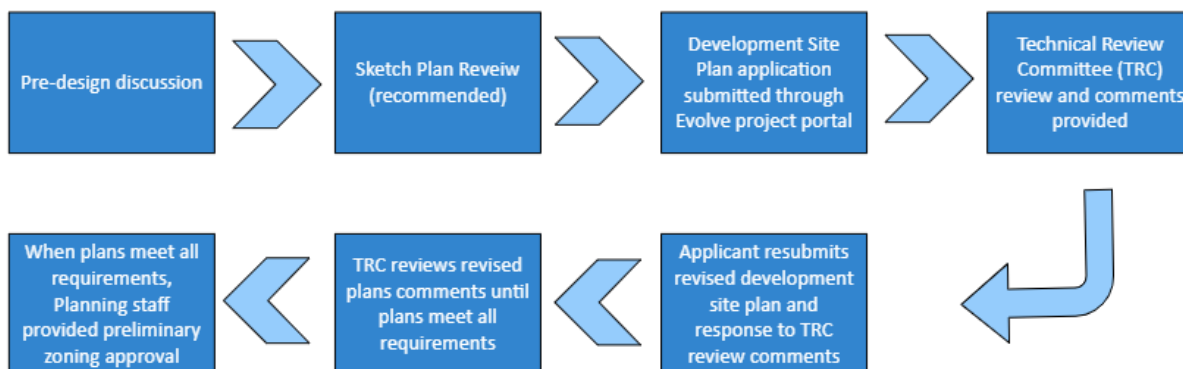
- Administrative Manual
 - Appendix B - Information to be contained in or depicted on the Master Land Use Plan

References

- Code of Ordinance
 - Sec. 66-313. – Planned unit developments

Development Site Plan

Process Summary



Minimum Application Requirements

Additional materials may be requested during the review process

- A Development Site Plan application submitted through the Evolve project portal and review fee
- Development Site Plan shall include the following on separate sheets as a minimum:
 - Cover sheet
 - Existing Conditions
 - Site Plan
 - Utility Plan
 - Stormwater plan that illustrates pipe network
 - Drainage Plan
 - Landscaping Plan
- Two paper copies; additional copies may be requested
- Electronic copy (pdf)
- Traffic Impact Analysis Worksheet Traffic Impact Analysis Worksheet – Appendix G

TRC Response Requirements

- Two paper copies of revised plans (additional copies may be requested)
 - Include table of revisions on cover page
- Electronic Copy (pdf)
- Written response to TRC comment memo
 - Respond to each comment with either a reference to plan revisions that includes the page number and location of the revision made or if no revision is required a description of how the comment is being addressed
- Any other documentation as required by the Subdivision Administrator or their designee

Additional Information

- Administrative Manual
 - Appendix D - New Development Site Plan Checklist

References

- While Chapter 66 encompasses all relevant language, particular emphasis should be placed on the following sections and articles for reference:
 - Section 66-254 – Screening and landscaping
 - Section 66-255 – Development plan and design requirements
 - Article VIII – Parking, Loading, Driveway and Sidewalk Requirements
 - Article V – Zoning Districts
 - Article IX – Supplemental Regulations

Appendix A – Administrative Manual Version History

Affective Sections	Effective Date	Description of Change(s)
Adoption of Administrative Manual Use	9/15/2019	Establishment of Manual
Development Site Plan	1/16/2020	Added Development Site Plan Section and combined development site plan checklists for new construction and expansions/modifications
Major Subdivision – Preliminary Plat, Development Site Plan, Appendix D, and Appendix F	03/22/2021	Added TRC response requirements, Updated Development Site Plan Checklist, Added Sketch Plan Requirements
Major Subdivision – Preliminary Plat, Development site plan, Appendix G	05/27/2021	Revised number of hard copies included, added TIA worksheet
Master Land Use Plan Amendment, Appendix B	4/21/2022	Added Master Land Use Plan Section and Master Land Use Plan column to Appendix B
Street Naming Policy and Administrative Updates	5/09/2024	Added Street Naming Policy, Update process to reflect Evolve application submittal, organized landscaping list
Recommended Parking Lot Plantings and Street Naming Policy	6/26/2024	Added Recommended Parking Lot Planting section and modified documentation needed for street renaming

Appendix B – Plat/Master Land Use Plan Contents

Information	Preliminary Plat	Final Plat	Master Land Use Plan
Title block containing			
Property designation	X	X	X
Name of owner	X	X	X
Location (including city, county, and state)	X	X	X
The date or dates the survey was made	X	X	
A scale of drawing in feet per inch listed in words or figures	X	X	X
A bar graph	X	X	X
Name, address, including the firm name and firm license number, if applicable.	X	X	X
The dates and descriptions of revisions	X	X	X
The name of the subdivider	X	X	
Information to be contained on a Plat/Master Land Use Plan			
A sketch vicinity map showing the relationship between the proposed subdivision and surrounding area	X	X	X
Corporate limits, township boundaries, county lines if on the subdivision tract	X	X	X
The names, addresses and telephone numbers of all owners, architects, land surveyors, and professional engineers responsible for the sub-division	X		X
Date of plat/master land use plan preparation	X	X	X
North arrow and orientation	X	X	X

The exact boundary lines of the tract to be subdivided, fully dimensioned by lengths and bearings, and the location of existing boundary lines of adjoining lands	X	X	X
The names of owners of adjoining properties	X	X	X
The names of any adjoining subdivisions of record	X	X	X
Neighboring land uses and zoning districts	X		X
Minimum building setback lines	X		
The zoning classifications of the tract to be subdivided	X		X
Proposed lot lines, lot numbers and/or block numbers, and dimensions	X	X	
Approximate location of existing buildings or other structures, watercourses, railroads, bridges, culverts, storm drains, both on the land to be subdivided and land immediately adjoining	X		
The lots numbered consecutively throughout the subdivision		X	
Approximate location of wooded areas, marshes, swamps, ponds or lakes, streams or streambeds and any other natural features affecting the site	X		X
The approximate location of the flood hazard, floodway, and floodway fringe areas from the community's FHBM or other FEMA maps	X	X	X
Buffer zones and traditional use areas	X		X
The following data concerning streets:			
Proposed streets	X		X
Existing and platted streets on adjoining properties and in the proposed subdivision	X		X
Rights-of-way, locations, and dimensions	X	X	X
Pavement widths	X		

Approximate grades	X		
Design engineering data for all corners and curves	X		
Typical street cross sections	X		
Street names	X	X	
The location and dimensions of all:			
Riding trails	X		
Utility, drainage, and other easements	X	X	X
Natural buffers	X		
Pedestrian sidewalks and bicycle paths	X		X
Parks and recreation areas with specific type indicated	X		
School sites	X		
Areas to be dedicated to or reserved for public use	X	X	
The future ownership (dedication or reservation for public use to governmental body, for owners to duly constituted homeowners' association, or for tenants remaining in subdivider's ownership, or other nonprofits agencies) of recreation and open space lands	X		
Parking Lots			X
Nonresidential and commercial areas			x
Site calculations, including:			
Acreage in total tract to be subdivided	X	X	x
Acreage in parks and recreation areas, active and passive open space areas, and other nonresidential uses	X	X	X
Total number of parcels created	X		x
Acreage in the smallest lot in the subdivision	X		

Linear feet in streets	X		
The name and location of any property or buildings within the proposed subdivision or within any contiguous property that is located on the U.S. Department of Interior's National Register of Historic Places	X	X	X
Sufficient surveying data to determine readily and reproduce on the ground every straight or curved 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 distance for the centerline of curved property lines that are not the boundary line of curved streets. All dimensions shall be measured to the nearest one-tenth of a foot and all angles to the nearest minute	X	X	
The accurate locations and descriptions of all monuments, markers, and control points		X	
Any other information considered by either the subdivision administrator and/or the planning board to be pertinent to the review of the plat	X	X	X

Certificates (Refer to Appendix C for wording)	Final Plat - Minor	Final Plat - Major	Final Plat - Exempt	Annexation Plat
Certificate of Approval for Recording - Exempt			X	
Certificate of Approval for Recording	X	X		
Certificate of Ownership and Dedication	X	X	X	
Certificate of Survey and Accuracy	X	X	X	
Certificate of Approval of the Design and Installation of Streets, Utilities, and other Required Improvements.		X		
Certificate of Annexation				X

Appendix C – Plat Certificates

Certificate of Approval for Recording - Exempt

I hereby certify that this plat has been reviewed and approved for recording in the Office of the Register of Deed of Brunswick County and found to meet one of the criteria of exemptions as listed in Section 50-09 of the Subdivision Regulations of Town of Leland, North Carolina or is otherwise not subject to such Subdivision Regulations. All other requirements of the Town of Leland's ordinances still apply.

Subdivision Administrator
Town of Leland

Date

Certificate of Approval for Recording

I hereby certify that the subdivision plat shown hereon has been found to comply with the Subdivision Regulations of Town of Leland, North Carolina and that this plat has been approved for recording in the Office of the Register of Deeds of Brunswick County.

Subdivision Administrator
Town of Leland

Date

Certificate of Ownership and Dedication

I (we) hereby certify that I am (we are) the owner(s) of the property shown and described hereon and that I (we) hereby adopt this plan of a subdivision with my (our) own free consent, establish minimum setback line, and dedicate all streets, alleys, walks, parks and other sites to public or private use as noted. Further, I (we) certify the land as shown hereon is within the platting jurisdiction of the Town of Leland, North Carolina.

Owner(s)

Date

Certificate of Survey and Accuracy

"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 G.S. 47-30 as amended. Witness my original signature, registration number and seal this ___ day of _____, A.D., _____."

(Official Seal)

Registered Land Surveyor

Registration Number

Certificate of Annexation

The property shown on this map was annexed to and made part of the Town of Leland, NC by Ordinance _____ adopted on _____ in accordance with the provisions of N.C.G.S 160-31 or 160A-58.52.

Brenda Bozeman, Town of Leland Mayor

Date

Sabrena Reinhardt, Town Clerk

Date

Certificate of Approval of the Design and Installation of Streets, Utilities, and other Required Improvements

The Town Engineer for the Town of Leland and Subdivision Administrator for the Town of Leland attest that all streets, utilities (excluding water and sewer) and other required improvements have been installed in a manner approved by the appropriate state and/or local authority and according to Town of Leland specifications and standards in the _____ Subdivision or that a guarantee(s) of the installation of the required improvements in an amount and manner satisfactory to the Town of Leland has been received provided.

Further, _____ (Brunswick Regional Water and Sewer / Brunswick County Public Utilities) attests that:

- the water utility system has received final approval by State regulatory agencies and meets the entity's requirements for public use or
- a guarantee of the installation of the required water utility system in an amount and manner satisfactory to such entity has been provided.

Further, _____ (Brunswick Regional Water and Sewer / Brunswick County Public Utilities) attests that:

- the sewer utility system has received final approval by State regulatory agencies and meets the entity's requirements for public use or
- a guarantee of the installation of the required sewer utility system in an amount and manner satisfactory to such entity has been provided.

Signature and Title

Date

Utility Authority

Town Engineer

Date

Subdivision Administrator

Date

Appendix D – Development Site Plan Checklist

Basic Information
Date, scale, north arrow, and vicinity map
Tax parcel ID number
Acreage of project site
Detailed boundary descriptions of proposed site including location of corner or boundary markers as located on ground with lengths and bearings of property lines
Special Flood Hazard Areas per effective FIRM panel
Project name, owner's name and address, name of engineer, architect, and surveyor
Contact information including address, phone number, and email address for site designer and applicant
Location and size or width of all public rights of way and/or easements within, bounding or intersecting the site. Label easement types.
Zoning districts and the uses of subject parcel(s) and abutting parcels
Existing and proposed topographic contours at vertical intervals no greater than one (1) foot of development area on drainage plan
The location, name, pavement width, sidewalk location, curb type, and right of way width of existing adjacent streets
Schedule of densities showing the number and type of dwelling units per acre
Wetlands locations
Site Layout Information
The location of all existing and proposed storm water facilities necessary to serve the site (including easements)
Location and square footage of existing and proposed structures
Use of existing and proposed structures add height

Height of structures
Distance between structures
Front, rear, and side setbacks of existing and proposed structures
The location, name, pavement width, pavement type, pavement and base depths, sidewalk location, curb type, curb cuts, and right of way width of all proposed streets
The location of all existing and proposed public utilities, including water, sewer, and easements
The location, acreage, and type of proposed open space
Required buffer and screening devices, including typical
Location of outside waste facilities/trash receptacles and any proposed screening
Exterior lighting, proposed and existing
Traffic Impact Analysis (TIA) worksheet (projects with 100 or more AM or PM peak hour trips will require a TIA)
Site distance triangles
Detail of grease traps (if applicable)
Parking Area
Total parking area in square feet
Total number of parking spaces required and provided (show calculations)
Marked parking spaces showing width, depth, and layout dimensions
Wheel stop locations if required
Parking stalls marked and designated for persons with disabilities and location of ramps per ADA Code
Location and size of any proposed loading areas

Location and width of driving lanes
Any required parking lot landscaping
Ingress and egress points
Fire lanes/emergency vehicle access lanes
MUTCD standard markings including stop signs and bars
Pedestrian travel ways and accesses
Handicap spaces including van accessible spaces
Any required parking lot connections
Hydrant location
Curb ramp details (truncated dome mat color should be burgundy or tinted red)

Appendix E – Landscape Species List

Canopy Trees

Common Name(s)	Botanical Name	Estimated Height (ft.)	Estimated Canopy at Maturity (spread in ft.)
Bald Cypress	<i>Taxodium distichum</i>	50-70	20-30
Black Gum	<i>Nyssa sylvatica</i>	30-50	20-30
Cherrybark Oak	<i>Quercus pagoda</i>	90-130	50-70
Chinese Pistache	<i>Pistacia chinensis</i>	20-30	25-35
Dawn Redwood	<i>Metasequoia glyptostroboides</i>	60-100	20-25
Japanese Crape Myrtle	<i>Lagerstroemia fauriei</i>	30-40	25-35
Japanese Zelkova	<i>Zelkova serrata</i>	90-100	60-80
Lacebark Elm	<i>Ulmus parvifolia</i>	40-50	30-40
Laurel Oak	<i>Quercus laurifolia</i>	30-100	30-80
Loblolly Pine	<i>Pinus taeda</i>	60-100	30-60
Longleaf Pine	<i>Pinus palustris</i>	60-120	30-50
Maidenhair Tree	<i>Ginkgo biloba</i>	50-70	30-40
Nuttall Oak	<i>Quercus nutallii</i>	40-60	30-50
Overcup Oak	<i>Quercus lyrata</i>	40-60	30-50
Pin Oak	<i>Quercus palustris</i>	70-90	50-70
Pond Cypress	<i>Taxodium ascendens</i>	60-80	15-20
Red Maple	<i>Acer rubrum</i>	30-70	20-40
River Birch	<i>Betula nigra</i>	40-70	40-60
Shumard Oak	<i>Quercus shumardii</i>	60-80	40-50
Sugarberry	<i>Celtis laevigata</i>	60-80	50-70
Swamp Chestnut Oak	<i>Quercus michauxii</i>	60-80	60-70
Swamp White Oak	<i>Quercus bicolor</i>	50-60	50-60
Western Red Cedar	<i>Thuja plicata</i>	50-70	15-25
Willow Oak	<i>Quercus phellos</i>	80-100	40-50

Canopy/Understory Trees

Common Name(s)	Botanical Name	Estimated Height (ft.)	Estimated Canopy at Maturity (spread in ft.)
Black Cherry	<i>Prunus serotina</i>	40-60	30-60
Coastal Red Cedar	<i>Juniperus virginiana</i> var. <i>silicicola</i> and its cultivars	25-40	10-30
Eastern Red Cedar	<i>Juniperus virginiana</i> var. <i>virginiana</i> and its cultivars	20-60	10-30
Persimmon	<i>Diospyros virginiana</i>	30-60	15-25
Southern Magnolia	<i>Magnolia grandiflora</i> & its cultivars	30-100	20-50

Understory Trees

Common Name(s)	Botanical Name	Estimated Height (ft.)	Estimated Canopy at Maturity (spread in ft.)
American Holly	<i>Ilex opaca and its cultivars</i>	30-50	15-30
Atlantic White Cedar	<i>Chamaecyparis thyoides</i>	40-60	10-20
Bougainvillea Goldenrain tree	<i>Koelreuteria bipinnata</i>	20-30	15-25
Carolina Laurel Cherry	<i>Prunus caroliniana</i>	20-45	15-30
Carolina Silverbell	<i>Halesia tetraptera</i>	20-30	15-25
Chinese Fringe Tree	<i>Chionanthus retusus</i>	10-20	15-20
Coastal Hornbeam/ Ironwood	<i>Carpinus caroliniana</i>	25-40	25-40
Crape Myrtle	<i>Lagerstroemia hybrids</i>	5-30	5-25
Eastern Redbud	<i>Cercis canadensis</i>	15-30	10-35
Flowering Dogwood	<i>Cornus florida</i>	15-40	20-40
Fringe Tree	<i>Chionanthus virginicus</i>	10-20	15-20
Goldenrain Tree	<i>Koelreuteria paniculata</i>	30-40	25-35
Japanese Cedar	<i>Cryptomeria japonica</i>	10-60	10-30
Japanese Flowering Apricot	<i>Prunus mume</i>	15-25	15-20
Japanese Maple	<i>Acer palmatum</i>	10-25	10-20
Kousa Dogwood	<i>Cornus kousa</i>	20-30	20-30
Loquat	<i>Eriobotrya japonica</i>	15-20	15-20
Lusterleaf Holly	<i>Ilex latifolia</i>	20-25	15-20
Nellie Stevens Holly	<i>Ilex x 'Nellie R. Stevens'</i>	15-25	10-15
Possumhaw	<i>Ilex decidua</i>	15-20	10-15
Red Buckeye	<i>Aesculus pavia</i>	10-20	10-15
Red Holly	<i>Ilex hybrids</i>	10-15	8-15
Saucer Magnolia	<i>Magnolia x soulangiana</i>	20-30	15-25
Serviceberry	<i>Amelanchier arborea</i>	20-25	10-15
Star Magnolia	<i>Magnolia stellata</i>	15-20	10-15
Sweet Bay Magnolia	<i>Magnolia virginiana</i>	25-60	20-40

Topel Holly	<i>Ilex x attenuata</i>	20-30	10-15
Trident Maple	<i>Acer buergerianum</i>	20-25	10-15
Washington Hawthorne	<i>Crataegus phaenopyrum</i>	25-30	20-25
Weeping Cherry	<i>Prunus subhirtella pendula</i>	15-20	10-15
Winterberry	<i>Ilex verticillata</i>	5-15	5 -15
Yoshino Cherry	<i>Prunus x yedoensis</i>	15-25	15-25

Shrubs

Common Name	Scientific Name	Height	Spread
Adam's Needle	<i>Yucca filamentosa</i>	2-3'	2-3'
American Beautyberry	<i>Callicarpa americana</i>	3-6'	3-6'
Anise Shrub	<i>Illicium floridanum</i>	15-20'	10-20'
Arrowwood Viburnum	<i>Viburnum dentatum</i> 'Blue Muffin'	5-10'	5-10'
Carolina Cherry Laurel	<i>Prunus caroliniana</i>	15-35'	15-20'
Dwarf Chokeberry	<i>Aronia melanocarpa</i> 'Ground Hug'	1-3'	1-2'
Dwarf Palmetto	<i>Sabal minor</i>	2-5'	4-6'
Dwarf Wax Myrtle	<i>Myrica cerifera</i> 'Don's Dwarf'	4-6'	4-6'
Dwarf Yaupon Holly	<i>Ilex vomitoria</i> 'Nana'	4-5'	4-5'
Inkberry Holly	<i>Ilex glabra</i> 'Little Gem' and others	4-6'	3-4'
Oakleaf Hydrangea	<i>Hydrangea quercifolia</i>	8-12'	6-8'
Possumhaw Holly	<i>Ilex decidua</i>	7-15'	5-12'
Red Buckeye	<i>Aesculus pavia</i>	15-25'	10-20'
Sweet Pepperbush	<i>Clethra alnifolia</i>	3-5'	3-5'
Virginia Sweetspire	<i>Itea virginica</i> 'Henry's Garnet'	5-6'	5-6'
Wax Myrtle	<i>Myrica cerifera</i>	10-20'	8-10'
Yaupon Holly	<i>Ilex vomitoria</i>	10-20'	8-12'

Appendix F – Recommended Parking Lot Plantings

Canopy Trees

Common Name(s)	Tree Type	Shape	Environmental Tolerance	Ideal Locations & Characteristics	Notes
American Holly	Canopy	Pyramidal	Drought tolerant	Highly urban	N/A
American Fringetree	Canopy	Oval	Good soil drainage	Flowering specimen tree for smaller spaces	Can be slow growing
Bald Cypress	Canopy	Pyramidal	Compaction/ wet soils	Fine branch habit, narrow cultivar exists	Large buttress roots, needs wet sites
Black Gum	Canopy	Pyramidal	Drought/ Compaction	Pyramidal when young	Leaf spot; needs good root management
Cherrybark Oak	Canopy	Rounded	Drought tolerant	Useful as a shade tree in large areas, street tree	N/A
Chinese Pistache	Canopy	Umbrella like Frown	Drought tolerant	Pollution tolerant	N/A
Ginkgo	Canopy	Oval	Heat/ Drought tolerant	Pollution tolerant, beautiful fall color	N/A
Japanese Zelkova	Canopy	Rounded	Drought/ pH adaptable/ compaction	Popular park tree, provides good shade	Prune to address narrow branching; surface roots
Lacebark Elm	Canopy	Rounded	Moderate drought, full sun to partial shade	Reliable urban tree	Low wind resistance, can be weedy through self seeding
Live Oak	Canopy	Rounded/ Spreading	Moderate drought	Excellent shade tree, ideally >200 sq ft. parking lot islands or planting space	N/A
Nuttall oak	Canopy	Rounded	Drought/Compaction	Typically, clean leaf drop, fall color	Training prune when young, acorns to 1"
Overcup Oak	Canopy	Rounded	Drought tolerant	Well suited for urban settings	Produces acorns

Pin Oak	Canopy	Rounded/ Oval	Drought tolerant	Fast-growing oak, urban tolerant once established	Produces acorns
Pond Cypress	Canopy	Pyramidal	Drought tolerant once established	Low maintenance, easy fall cleanup	Smaller than Bald Cypress, will not grow in dry conditions
River Birch	Canopy	Upright shape	Drought tolerant	Fast-growing	N/A
Shumard Oak	Canopy	Pyramidal / Rounded	Drought tolerant	Well suited for urban settings	Produces acorns
Southern Magnolia	Canopy	Pyramidal	Drought tolerant	Wind tolerant, can be limbed up to tree form	Produces leaf litter
Swamp White Oak	Canopy	Rounded	Drought tolerant	Well suited for urban settings	Produces acorns
Sweetbay Magnolia	Canopy	Conical, Pyramidal	Drought tolerant once established	Small tree for narrow sites	N/A

Understory Trees

Common Name(s)	Tree Type	Shape	Environmental Tolerance	Ideal Locations & Characteristics	Notes
Carolina Cherry Laurel	Understory	Oval	Moderate drought/ pH adaptable	Shallow roots not a problem; 20-30'	Fruit can cause messy litter, heavy seedling production
Chinese Fringe Tree	Understory	Oval	Some drought/ pH adaptable	'Tokyo Towers' 15'-20'x10' wide; spring color	N/A
Kousa Dogwood	Understory	Rounded	Moderate drought	Spring color, 15-20'	Dogwood anthracnose, fruit can cause litter
Trident Maple	Understory	Oval	Drought/Compaction	A non-red maple option; 30-40'	Low branching requires training, prune when young
Yaupon Holly	Understory	Rounded	Drought tolerant	Produces red berries for winter interest	N/A

North Carolina State University. (n.d.). Plants. Retrieved from <https://plants.ces.ncsu.edu>

Appendix G – Sketch Plan Minimum Checklist

Date, scale, north arrow, and vicinity map
Tax parcel ID number and address
Acreage of project site
Property line lengths
Zoning of site and adjacent properties
Proposed building locations
Building setbacks
Proposed vehicle accesses
Proposed pedestrian facilities
Parking locations and number of spaces

Appendix H – Traffic Impact Analysis Worksheet

TRAFFIC IMPACT ANALYSIS WORKSHEET



102 Town Hall Dr., Leland, NC 28451
www.townofleland.com

Planning and Inspections Department
Phone 910-371-3390 Fax 910-371-1158

Prior to the submission of any residential or non-residential development site plan, this worksheet must be prepared. A Traffic Impact Analysis will be required for all projects generating 100 peak hour trips or more. The scope of the TIA shall be determined by concurrence of the Planning and Inspections Director, the MPO Coordinator and NCDOT Traffic Engineer. Any mitigation measures required must be included in the final site plan submitted for review.

Project Name: _____

Project Address: _____

Developer/Owner: _____ Existing Zoning: _____

Gross Floor Area: _____ Ft² Nearest Intersection: _____

Before proposed project:

Average Daily Traffic _____ Date: _____ Level of Service (LOS): _____

ITE Manual traffic generation estimate: _____

Use and Variables: _____

(Examples: Pickleball Club, 8 courts, Saturday Peaks)

A.M. Peak Hour Trips _____

P.M. Peak Hour Trips _____

Person Providing Estimate Printed Name

Person Providing Estimate Signature

Date

Appendix I – Street Naming Policy

Purpose

This policy provides clear and transparent guidance in the naming and renaming of public and private roads and travel ways within the Town of Leland.

Definitions

- A. Cardinal direction prefix: means a prefix assigned to a street based on the general direction of travel from an appropriate baseline: North (N.), South (S.), East (E.) and West (W.).
- B. Primary street name: means the principal component of street name not including street type suffix or cardinal directional prefix, e.g., Broadway, Village, Lanvale, etc.
- C. Street name: means the primary street name and street type suffix and cardinal directional prefix (if any), e.g., East Broadway Boulevard.
- D. Street type suffix: is a suffix that is used to indicate the type of street and is used after the primary street name, e.g., boulevard, lane, drive, etc.

Street Types

The following table sets forth the approved street types and suffixes for the Town of Leland.

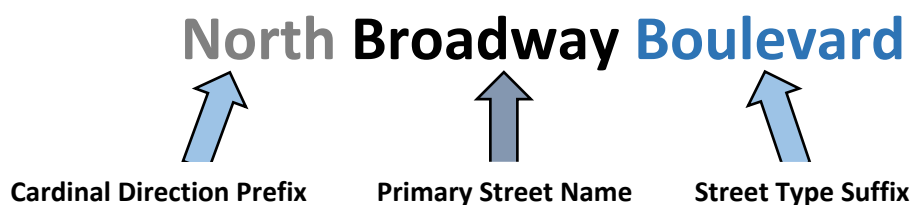
Street Type	Suffix
Avenue	(AVE)
Bend	(BEND)
Boulevard	(BLVD)
Circle	(CIR)
Court	(CT)
Cove	(COVE)
Drive	(DR)
Dock	(DOCK)
Extension	(EXT)
Highway	(HWY)
Lane	(LN)
Loop	(LOOP)
Mall	(MALL)

Street Type	Suffix
Parkway	(PKWY)
Path	(PATH)
Place	(PL)
Point	(PT)
Road	(ROAD)
Run	(RUN)
Row	(ROW)
Street	(ST)
Trail	(TRL)
Turn	(TURN)
Walk	(WALK)
Way	(WAY)
Wynd	(WYND)

Other suffixes may be approved based upon staff review and design of the street or travelway.

Criteria for Naming Streets

Components of a street should always be in the following order when present:



When naming or renaming streets, vehicular travel ways, or walkways, careful consideration and evaluation of names must be given. The chosen names within the Town shall adhere to the following criteria:

1. Street names submitted for approval of a new subdivision or development shall be limited to only the number of names needed for the development. No extra names shall be reserved for future applications.
2. Street names shall only be used for the project for which they were approved and shall not be used for other locations or projects.
3. Projects that do not have development plans submitted will not be given a street name.
 - a. The Town does not reserve street names.
4. Approval of street names includes the approval of the spelling. A variation from the approved spelling shall not be allowed. E.g., “WYDNFALL DRIVE” as opposed to “WINDFALL DRIVE.”
5. Each street name shall consist of at least two parts: the primary street name and the street type suffix. The approval of the street type suffix is part of the street name approval. Street type suffixes shall only be from the approved suffix list from the Town of Leland, shown above. Ornamental spelling of suffixes will be considered to be part of the name. E.g., “POINTE” instead of “POINT.”
6. A street type suffix shall not be part of, or come before, a primary street name. For example, “LEAFY DRIVE ROAD” would not be approved because “DRIVE” is a suffix used as a part of the primary street name and displays a double street type. “AVENUE OF AMERICAS” places the suffix before the primary street name and is therefore not approvable.
7. A street type suffix should reflect the type of travel that it resembles. For example, a street that has a median separating the travel lanes resembles a boulevard. Therefore, the suffix ‘BLVD’ would be appropriate for this street design. Suffixes will be reviewed and reclassified as needed by staff.
8. Avoid using cardinal direction prefixes in street names.
 - a. Staff has the determination whether a cardinal direction prefix is necessary in the street name.

- b. If a cardinal direction prefix is required, it shall not be used in a manner that is inconsistent with the current addressing system. For example, "SOUTH SNOWBELL COURT" would not be approved if there were no corresponding "NORTH SNOWBELL COURT."
 - c. The use of cardinal directionals such as North, South, East, or West are not allowed to be substituted for primary street names. For example, "WESTGATE" or "NORTHGATE."
9. Any street that is proposed to connect to an existing street may retain the name of the existing street.
10. Travel ways shall have a unique primary street name and street type suffix as accordance to this policy.
- a. Names shall not duplicate, approximate, or vary an existing name in spelling or pronunciation within Brunswick County. For example, "MAIN STREET" is an existing name, therefore "MANE STREET," "MAINE STREET," and "MAIN DRIVE" would not be approved.
 - b. Words or street names which are difficult to pronounce, and words in which the pronunciation is different than spelling, and therefore may cause confusion for citizens, users, and service providers, shall not be used. Street names shall consist of common language that is easy for the average person to read and communicate.
 - c. Full names of individuals and businesses as street names are prohibited. E.g., John Doe Road, or Whataburger Way
 - d. Initials, abbreviations, or acronyms as a street name are prohibited. E.g., J D Road, RSVP Drive.
11. Prohibited Uses for Street Name
- a. Special characters such as hyphens, symbols, apostrophes or other punctuation, or signs shall not be used as characters in the street name.
 - b. Extensions or conjunctions shall not be used in the street name. E.g., Wedge and Wood Drive.
 - c. The length for primary street names shall be a minimum of 3 characters and a maximum of 20 characters.

Process for Naming and Renaming Streets

Street Naming Procedure:

Proposed streets names shall be provided on subdivision preliminary plats or development site plans for review during the Town's Technical Review Committee (TRC) process. For developer street naming, the steps are as follows:

1. Developers must provide a proposed street name on subdivision or development site plan, along with three alternate names, for each proposed street or travelway.

- a. Proposed street names will be reviewed based on the criteria set forth in this policy.
2. After meeting all requirements outlined in this policy, the proposed street name will be approved.
3. The applicant will be informed of the street name approval.
4. Approved street names, therefore, will need to be reflected on the construction drawing plans submitted to the Town.
 - a. Changes to approved street names prior to final plat recording may do so upon a preliminary plat/development site plan modification submission.
5. The Town of Leland will assign addresses based on approved street names and send them to the Town's address distribution list.

Street Renaming Procedure:

The renaming of streets may be necessitated when circumstances and situations may change with the passage of time which may render previously safe and acceptable street names as no longer protecting public health, safety, and general welfare. Street renaming shall follow the following procedures:

1. Street renaming prior to a recorded plat may be done administratively and follow the Street Naming procedure.
2. The Town Council may rename any recorded streets within its corporate limits as needed for reasons related to public safety, inappropriateness, or other justification deemed necessary by the Town. For Town Council street renaming, the steps are as follows:
 - a. The Town Manager or their designee shall initiate an investigation and determine whether or not a street name change is needed.
 - b. When there is a street name change, Town Staff will review the proposed street name based on the criteria set forth in this policy.
 - c. Staff will notify any property owners and tenants with addresses that would be affected by the name change prior to the Town Council meeting at which the proposed street name change is scheduled to be considered.
 - d. Town Staff will present the proposed change and any relevant information before the Town Council, who will consider the proposed change.
 - e. If the proposed change is approved, the Town will notify the Town's address distribution list and property owners and tenants with addresses that would be affected by the street name change.
 - i. Street signs will be replaced by the Town as necessary to update to the new street name.

- ii. Any name change must be recorded at Brunswick County Register of Deeds.

