



TOWN OF SHALLOTTE

PLANNING & ZONING DEPARTMENT

Post Office Box 2287 • Shallotte, North Carolina 28459

Telephone: (910) 754-4032 • Facsimile: (910) 754-2740

June 18, 2026

Town of Shallotte Technical Review Committee

Attn:

Andy Mills, PE (Agent)

2000 Regency PKWY, Suite 470

Carry, NC 27581

RE: Grey Bridge Road PUD (Master Plan) & Annexation ANX 26-05

Mr. Mills,

Please find the notes below, which were compiled from the recent Technical Review Committee meeting of your project. I will need responses to each comment as well as revised preliminary plans that reflect those comments and updates.

I will place your rezoning/PUD on the next available Planning Board agenda and subsequent Board of Alderman agenda once your responses and revised master subdivision plans have been reviewed.

Planning

1. Please let us know the project name as it is determined
Noted.
2. A complete annexation application will be needed in order to proceed
Completed annexation application is submitted.
3. Label plan as PUD master plan
 - a. This will need to be included with subsequent preliminary subdivision applications and plans
Label undated on cover sheet and will be used for future submissions.
 - b. PUD Application shows a project size of 98.03 acres, BrunsCo GIS shows 97.67, please clarify
98.03 are the survey acres and there is a bit of discrepancy from the GIS acres.
4. Staff will need a list of adjacent property owners for notification of the public hearing
Property owners list included in the resubmitted files.
5. A Traffic Impact Analysis will be required prior to bringing the PUD before Planning Board
 - a. It may be in your best interest to have a qualified transpo expert to speak to the area traffic impacts
TIA report included as part of the resubmittal.
6. Please indicate project phasing & ensure subsequent preliminary subdivision app/plans match phasing
Project will be done in 2 phases and the phase lines are shown on the site plan.
7. Verify if roads are intended for public dedication
 - a. If so, detail any large wetland crossings that may require bridging or large culverts
The roads would be public and there are no wetland crossings.
8. Please provide the source (NCDOT manual) of the road design
 - a. Please show the necessary 5' wide sidewalks along both sides of all streets or an 8' along a single

side

Updated site plan shows 5' sidewalk on both sides.

9. Please ensure that a sign is posted showing this as a future road connection for public use
Note added for the sign for future connection.
10. Please detail the cul-de-sac's lengths
Cul-de-sac lengths added.
11. We will also need to see the draft HOA details listed in Sec. 16-11
 - a. Please ensure that HOA covenants restrict on-street (public streets) parking or modify street design to account for on-street parking
Noted.
12. Please provide wetland delineations once approved by USACE
Noted.
13. Are there any heritage trees on the site?
 - a. A heritage tree survey will be required prior to any land disturbance
 - b. Heritage trees will need to be preserved or replaced per Sec. 17.4-5
Heritage tree survey will be done prior to any construction and a note regarding the same is present on the notes.
14. Does the property across Shell Point (1.6 acres) account for any project rec area?
No, the area is not included in the calculations.
15. Street names are to be submitted to Brunswick County for approval.
Noted.
16. Once the county approves street names and assigns street range, we will assign addresses.
 - a. Please submit proposed road names to Brunswick County GIS and copy Debra Horn on correspondence
Noted.
17. Please note that the Town will only accept performance guarantees for incomplete sidewalks, all other work must be complete and inspected prior to final zoning inspection
Noted.
18. Please ensure that all public infrastructure is dedicated to the Town prior to final zoning inspection/approval
Noted.
19. The Town will review the street light plan site and Landscape Plan review
Noted.
20. To avoid confusion, Development signs should be considered during planning - see sign ordinance below.
Noted.
21. Sign permit will be reviewed and issued separately.
Noted.
22. Sewer fees will be assessed based on current fee schedules and collected as phased site plans are receiving initial zoning approval
Noted.
23. Will they be paying water/sewer assessment fees all at once or as they build each home or by Phase?
If all at once or per Phase, I will need the bedroom count per home (per Phase). If they pay as they build, I will calculate the fees as they submit the zoning application per home.
Project will be done in 2 phases, and payment will be done per phase the estimated avg bedroom count per house is 4.
24. Zoning permits for new home construction can be submitted once lots have been recorded
 - a. Sewer system development fees will be assessed prior to zoning approval for each new home application
Noted.
25. Please provide copies of any permits and delineations from USACE
Noted.

26. Please provide copy of NCDOT driveway permit and NCDEQ stormwater permit as they are obtained

Noted.

27. Note, if approved

a. PUD master plan will run with the property

b. Subsequent preliminary subdivision applications & plans will be administered by staff

Noted.

Shallotte Public Utilities

1. Allocation of sewer is issued to only 60 lots at a time.

Noted.

2. Detailed sewer utility plans must be reviewed by the Town's engineer for comment

(dbowman@atmc.net & Elizabeth@EliEngineering.net)

Noted.

3. All sewer must be permitted by the state prior to construction of sewer lines, lift-stations, etc. All sewer permits are to be completed by project engineers, emailed to town's engineer – David at dbowmen@atmc.net for his approval. It is the responsibility of the project engineer to email the sewer application to the town's engineer. He will send the application to be signed by the Town Administrator and to the county. Once all sewer forms have been signed, the town's engineer will send all sewer forms/applications back to the project engineer for them to submit to the state. The town is contracted with the county for wastewater treatment and ONLY the town is to submit any sewer forms to the county.

Noted.

4. You must have an "Authorization to Construct" letter from the state prior to beginning any digging or installing of sewer lines, pumps, lift-stations, etc

Noted.

5. A final for the state permits will be required prior to Final Plat or any sewer connections.

Noted.

6. Gravity sewer is to be installed wherever possible. Pressure Sewer is only allowed by the approval of the Board of Aldermen. (Code of Ordinances 52.030 B)

a. No utility line may be placed deeper than 10'

Noted, another pump station added to limit the depth of sewer.

7. Developers will need to obtain an authorization to construct from the state prior to beginning any utility work

Noted.

8. Damage caused to private landscape or pavement during sewer repairs will not be the responsibility of the Town

Noted.

9. Lift station is to be located on a separate parcel which is included with the dedication of the utility to the Town.

Noted.

10. All water and sewer lines are to have copper wiring for locating.

Noted.

11. Any damage to pavement, concrete, etc. due to removing/replacing sewer tank or lines will not be the responsibility of the town.

Noted.

12. Need at least a 10-foot utility easement on both side of the roads

Noted. 10' utility easement located on both sides.

13. Correct As-builds in CAD form need to be submitted to the Town's engineer prior to c/o.

Noted.

14. Landscape cannot block access to water or sewer meter and lines or lift station(s).

Noted.

15. Any amenities (clubhouse, pools, etc.) that require system development fees, need to apply for zoning compliance individually and pay system developing fees prior to issuing a zoning compliance.

Noted.

Debra Horn, CZO Development & Regulatory Compliance Manager dwhite@tosgov.org
C-300

1. Note # 4 – I don't see any utility or drainage easements shown on the plans.
10' utility easements located on both sides of the road, drainage easements added too.
2. Note # 7 – All street right of ways are still labeled private.
Plan updated
3. Note# 9 – Clean outs can not be in driveways.
Noted, Note 9 updated.
Sheet C-400
4. Note on fire hydrants – Maximum distance between fixtures may have changed.
Maximum distance is 500' as per fire inspection comments and the current plan reflects the same.
5. For what appears to be waterline blow offs, terminations need to be outside of the paved surface of the streets.
Waterline BOA moved outside the pavement.
6. Check Typical for roadways. Need 50 feet and one 8 foot or two 5 foot sidewalks.
Sidewalk updated to 2 sides.
7. Closest sanitary sewer force main connection is located at 801 Gray Bridge Rd.
Noted.
8. 10 feet is maximum depth on sewer. How are you going to do this with one lift station on one end of the job?
Second pump station and sanitary sewer updated accordingly.
9. An odor control device will be a requirement at the lift station. The Town is currently working on trying to find a standardized device.
Noted.

Further comment reserved for the submission of actual utility drawings.

Dan Formyduval, Public Works Utility Supervisor dformyduval@tosgov.org

Town Engineer Service

1. Note #12; FH Spacing says 500', please confirm with Fire Marshall current regulation and that cul-de-sac dimensions are adequate.
Yes, the FH spacing and the Cul de sac dimensions are adequate.
2. Is this single family residential proposed? - The minimum lot size noted of 4500 SF and 42' wide is consistent with Medium Density Multi-Family Residential (which would require a min 45' wide lot)
Yes, the project is single family proposed. The minimum depth of the lot is 107.5' and the lots are designed at 42' and 52' wide which would make the min area 4500 sqft
3. What BUA per lot do you anticipate marketing for these lots?
The anticipated BUA is approximately 4000 sqft.
4. If annexed, all notes referencing County Stormwater should be updated to Town of Shallotte
Noted.
5. 8' sidewalk required if one side of road, 5' sidewalk shown on both road profiles. Note the profile on the Utility sheet shows a 45' R/W instead of 50'.
Cross section updated.
6. As applicant noted on the plans, a Town of Shallotte Stormwater permit is required
Noted.
7. As applicant noted on the plans, NCDEQ Erosion Control and Stormwater Permits are required. Submit copies of approved NCDEQ permits and permitted plans and any other required environmental permits along with Town of Shallotte permit application package.
Noted.
8. Note that Preliminary Drainage Plan does not include profiles for gravity storm sewers or proposed grades for evaluation, but will be required with permit requests.
Noted.

Elizabeth Nelson, PE Elizabeth@EliEngineering.net

Shallotte FD

1. See additional comments attached separately
Paul Dunwell, Shallotte Fire Chief

Brunswick County Plan Review (Fire Inspection)

1. Fire hydrants need to be strategically placed overall to better serve the fire department.
Utility plan updated.
2. Hydrants are spaced at 500 feet maximum but the dead end roads shall not exceed 200 feet from hydrant. Hydrants shall be placed at intersections where applicable. (some examples hydrant near 354, 341 move closer to 346, lot 318 hydrant move to 323, 212 move 212 intersection, 144 to 144 intersection, cul-de-sac for lot 52 move down to 57/58 to meet required distances, etc.
Fire hydrants moved to intersections and the plan is updated accordingly.
3. On street parking shall be prohibited unless approved locations are shown on plans. This will need to be included in HOA documents and/or No Parking signs
Noted
4. Please provide diagram showing Shallotte Fire Apparatus turn analysis through site. Note- A fire application for the subdivision will be required for the roads, hydrants, street signs, and hydrant flows.
Fire turn exhibit sheet added.
5. Hydrant flows to be in accordance with Brunswick County Fire Prevention Ordinance
Noted.

Joe Oliver, Deputy Fire Marshal 910-253-2043 Joseph.oliver@brunswickcountync.gov

Floodplain

1.
Floodplain Administrator
Brunswick County
Thomas Gracie, Flood Plain Administration gracie.thomas@brunswickcountync.gov

NCDOT Noted

- 1.
2. Encroachment agreements (one for water, one for sewer) submitted via the NCDOT portal.
3. Driveway and utility encroachments to be submitted to NCDOT by use of the electronic portal:
<https://connect.ncdot.gov/municipalities/Utilities/Pages/help.aspx>

Angela Hammers - Engineering Technician III, NCDOT Div. 3 District 3 – (910) 398-9100 / 9119 - akhammers@ncdot.gov.

Sent via e-mail 6/18/2016

RW

General Utility Notes Pertaining to TRC Review

Permitting and Policy

1. Allocation of sewer is issued to only 60 lots at a time.

Noted.

2. All sewer must be permitted by the state prior to construction of sewer lines, lift-stations, etc.

Noted.

3. You must have an "Authorization to Construct" letter from the state prior to beginning any digging or installing of sewer lines, meters, lift-stations, etc.

Noted.

4. A final for the state permits we be required prior to any sewer connections.

Noted.

5. Gravity sewer is to be installed wherever possible. Pressure Sewer is only allowed by the approval of the Board of Aldermen. (Code of Ordinances 52.030 B)

Noted.

6. Must have easement access to lift station and all sewer lines.

Noted.

7. Any damage to pavement, concrete, etc. due to removing/replacing sewer tank or lines will not be the responsibility of the town. Roads dedicated to the Town will be repaired.

Noted.

8. Associated fees must be paid prior to issuance of permitting.

Noted.

9. Pre-construction meetings will be coordinated with the Public Works Supervisor prior to breaking ground.

Noted.

10. Engineer of record for the project or their representative is expected to be present for pressure testing.

Noted.

11. Lift Station is to be on a separate parcel which is included with the dedication of the utility to the Town.

Noted.

12. The minimum sewer easement width is 20'.

Noted.

13. Need at least a 10-foot utility easement on both side of the roads.

Noted.

Multi-Family No Multifamily units proposed for this development.

1. Connections of to multi-family rental dwellings shall be required to be supplied through a master meter and billed and charged for installation and billing purposes to a viable management company or firm and for the owner of the project. Connections to multi-family dwellings that are intended to be individually owned shall be separately metered and billed to individual owners. (Town of Shallotte Code of Ordinance 51.22 (F)).

2. (In reference to #1) If installation of a master meter constricts fire flow, each building can be individually metered - but all bills will be sent to viable management company or firm and for the owner of the project and not to individual units.

Engineering and Inspections

1. Detailed utility plans must be submitted to the town engineer (dbowman@atmc.net) and the Public Works Department for comments.

Noted.

2. Correct As-builts in CAD form need to be submitted to the Town's engineer prior to c/o.

Noted.

3. Engineer of record for the project or their representative is expected to be present for pressure testing.

Noted.

4. A minimum of 48 hours notice is required for inspections.

Noted.

5. The Town reserves the right to notify parties responsible for enforcing NPDES storm water rules and regulations should the need arise.

Noted.