



# MAJOR SITE PLANS, MAJOR SUBDIVISIONS, & PLANNED DEVELOPMENTS

## Approval Process Summary

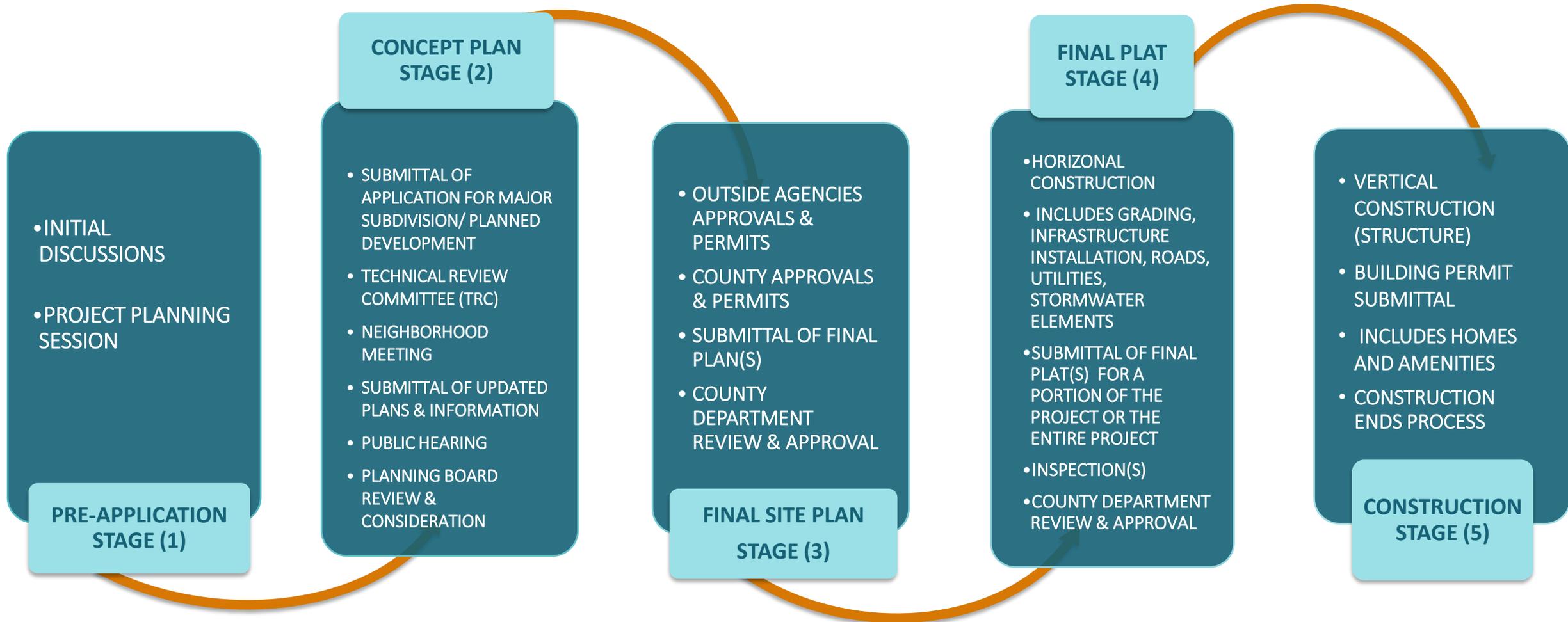
### DEPARTMENT OF PLANNING

75 Courthouse Drive, Building I, Bolivia, NC 28422

<https://www.brunswickcountync.gov/381/Planning>

910.253.2025

# PROCESS FOR MAJOR SITE PLANS, MAJOR SUBDIVISIONS, & PLANNED DEVELOPMENTS



# MAJOR SITE PLANS

- Projects with a Building of **more than 75,000 square feet** of enclosed heated gross floor area, that have not been approved as part of a Special Use Permit or Planned Development
- For larger Commercial, Institutional, Employment Center, & Industrial Projects
- Typically, not Residential Projects

**BRUNSWICK  
COUNTY  
MUST  
APPROVE IF  
MEETS  
MINIMUM  
STANDARDS.**

# MAJOR SUBDIVISIONS

- Conventional subdivision of land with 11 or more lots
- No minimum acreage
- Design, layout, and uses based strictly upon underlying zoning district dimension standards
- Small amount of open space & recreation space required. Open space required at 3% – 7%
- Does not accommodate a mixture of housing types or mix-use projects
- No buffer requirements
- No clustering is allowed
- Creates bigger backyards
- Larger lots often with flood zones & wetlands
- Less space For wildlife
- Lacks viewsheds
- Promotes higher housing prices, larger Lots, single-family, & urban sprawl

**BRUNSWICK  
COUNTY  
MUST  
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STANDARDS**

# PLANNED DEVELOPMENTS

- Based upon gross density allowed in zoning district with flexibility in exchange for exceptional design
- No minimum acreage or number of units
- Flexibility accommodates better quality development, best management practices & exceptional designs elements
- Nonprescriptive dimensional standards
- Requires 30-ft landscaped project boundary buffer
- Requires more open space & recreation space required (*Between 3% - 30%*)
- The clustering of residential land uses provides a variety of housing types and public/common open spaces
  - Creates Smaller Backyards that are Not In Flood Zones Or Wetlands
- More space to accommodate wildlife
- Allows for a variety of types of projects including mixed-use projects, limited commercial, conservation developments, agricultural farmettes, traditional neighborhood design, traditional/alley, cluster developments, industrial parks, & tiny home projects
- Promotes less development within flood zones/wetlands, mixed-use, variety of housing types, more community open spaces & recreation spaces

**BRUNSWICK COUNTY CAN REQUEST CHANGES TO THE PLAN & ADD MORE CONDITIONS TO APPROVE**

# PRE-APPLICATION STAGE

All developers, owners, and design professionals are strongly encouraged to **discuss their project with Planning Staff & consider scheduling a Project Planning Sessions prior to designing a project & prior to submitting their application!**

# Project Planning Sessions

PRE-APPLICATION  
STAGE

- Project Planning Sessions are **INFORMAL & FREE!**
- In-Person & Virtual Project Planning Sessions are Available
- Project Planning Sessions are **STRONGLY ENCOURAGED** especially for unique projects, problematic sites, or applicants that are new to Brunswick County development processes
- Planning Team coordinates setting up the session and sends out email invites to attendees
- At the Sessions, applicants present their proposed project concept to garner feedback and information

# Project Planning Sessions

PRE-APPLICATION  
STAGE

## ■ WHY THESE SESSIONS ARE IMPORTANT?

- Allows projects to start with all everyone on the same page with the same understanding and expectations
- Identify & work out challenges, limitations, and potential problems on the front end to prevent problems from arising down the road that create delays and added costs.
- Provides input into designing the project before any investments a lot of money is expended
- Learn about the approval process and ordinance/code requirements related to planning/zoning as well as from other county departments such as fire, utilities, and stormwater
- Allows staff & applicants the opportunity to explore how the flexibility of the ordinance can enhance the project

# Project Planning Session

## Department List

**For Planned Development & Subdivision Projects**

Planning

Stormwater

Engineering

Environmental Health

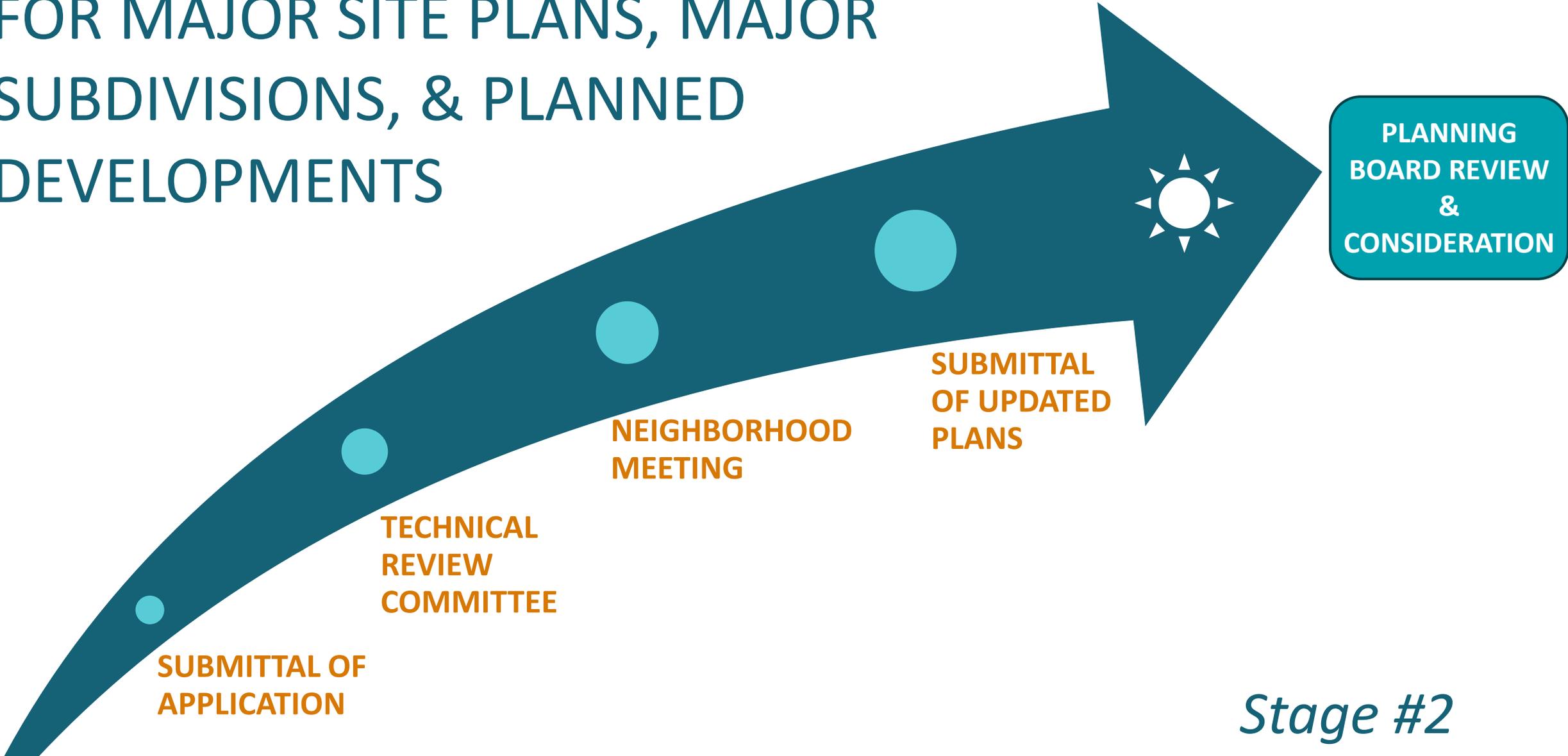
Code Administration (Building Inspections)

Fire Marshall

Floodplain

# CONCEPT PLAN STAGE

FOR MAJOR SITE PLANS, MAJOR  
SUBDIVISIONS, & PLANNED  
DEVELOPMENTS



*Stage #2*

# CONCEPT PLAN STAGE



Planned Developments (PD) & Major Subdivisions (MS) receive Approval of Plans from Planning Board.  
***THIS APPROVAL IS FOR THE OVERALL PLAN ONLY AND IT IS NOT AN AUTHORIZATION TO CONSTRUCT***

**PLANNED DEVELOPMENT = CONCEPTUAL PLAN**

**MAJOR SUBDIVISION = PRELIMINARY PLAN**

- **A Conceptual/Preliminary Plan is a scaled drawing that:**
  - Helps provide an overall illustration of project
  - Shows what will fit on the property and vital connections
  - This locks down density, buffers, housing type, general layout, traffic flow, & open spaces
  - Allows areas on plan to not be finalized
  - Typically, areas for commercial and multi-family are bubbled and go through County Review as part of the Final Site Plan
  - Not all project details are known or finalized due to various approvals/permits that are needed such as wetland delineations, stormwater permits, utilities approvals, fire code permits. *These elements can impact the design of the project and must be addressed in order to finalize project prior to County Review of the Final Plan*
- **All Final Site Plans & Final Plats are Reviewed and Approved Administratively by Planning Staff and must be in accordance with the approved concept plan**
  - Only Minor Changes may be Approved Administratively by Planning Staff.

**All Major Changes must go back to Planning Board**

# SUBMITTAL OF APPLICATION



**The Developer, Owner, or Design Professional submits the following:**

- PD or Major Subdivision Application & Checklist
- Set Of A Conceptual/Preliminary Plan(s) Of The Proposed Development Project
  - **All Applicable Items On The Checklist Are Required To Be On The Conceptual Plans**

**Planning Staff Review Process:**

- Review of Application
- Planning Team Plan Review
- Send to TRC

# TECHNICAL REVIEW COMMITTEE

A blue downward-pointing arrow with an orange border, containing the text "Concept Plan Stage".

Concept  
Plan Stage

**THE TECHNICAL REVIEW COMMITTEE (a.k.a. TRC)** was established to provide a coordinated and centralized technical review process for significant projects such as major subdivisions and planned developments. The Technical Review Committee is composed of persons from various County Departments and Agencies which have an interest in the development review process.

- The Technical Review Committee reviews the concept plan and associated application documents for conformance with the requirements of any applicable requirements.
- Upon completion of the review period, the Technical Review Committee shall provide written comments to the applicant stating any corrections or modifications that may be required. At this time, the applicant would be given a limited period to make the appropriate concept plan revisions to make the next available Planning Board meeting.

**APPLICANT TO UPDATE PLANS BASED UPON FEEDBACK RECEIVED  
AT THE TRC MEETING**

# TECHNICAL REVIEW COMMITTEE

\* Unified Development Ordinance requires participation

- ATMC\*
- AT&T\*
- Bellsouth
- BEMC\*
- Code Administration\*
- County Public Utilities\*
- County Schools\*
- Duke Energy\*
- Elections
- Emergency Management\*
- Engineering\*
- Environmental Health\*
- Fire
- Flood
- GIS/Addressing\*
- H2GO
- Parks & Recreation\*
- Planning Board\*
- NC Wildlife
- NCDOT\*
- SE Sanitary District
- Sheriff
- Soil & Water\*
- Solid Waste\*
- Stormwater
- Town of St. James
- USACE

# NEIGHBORHOOD MEETING



## Strongly Encouraged

All Planning Board Cases

(Rezoning, PDs, Major Site Plans, Major Subdivisions)

## Currently Required

Conditional Rezoning, Modification to PD or Major Subdivision.

**APPLICANT MAY UPDATE PLANS BASED UPON FEEDBACK RECEIVED AT THE NEIGHBORHOOD MEETING!**

# SUBMITTAL OF UPDATED PLANS



- **Applicant Submits Updated Plans**
- **Planning Team:**
  - **Re-review the Submitted Plans**
  - **Coordinate With Other County Departments & Outside Agencies** (*As Needed*)
  - **Schedule the Project On Next Available Planning Board Agenda**
  - **Drafts Maps & a Staff Report**
  - **Provide Public Notice**
    - **Mailed** - Planning Staff Sends Mailed Notices To All Properties Adjacent To The Property That Is Subject To Approval
    - **Post Sign** - Planning Staff posts a sign along the roadway at the site

**Per North Carolina General Statutes, these items are REQUIRED to be done No Less than 10 Days, & No Greater than 25 Days, prior to the Public Hearing.**

# AT THE PLANNING BOARD MEETING

Major Site Plans, Major Subdivisions, & Planned Developments follow major site plan approval procedures

- **Planning Staff present an overview of the Project & provide the following information**
  - ✓ Staff Report
  - ✓ Project Overview
  - ✓ Planning Recommendation
  - ✓ Proposed Conditions
  - ✓ Displays Pictures & Maps of the Area
- **Applicant Overview**
- **Hold a Public Hearing**
  - ✓ Everyone is given an opportunity to speak, ask questions, express their views, and offer evidence to support their views.
- **Planning Considers Approval Criteria in Section 3.2.5 of UDO**

# SECTION 3.2.5. OF UDO PROVIDES APPROVAL CRITERIA

## 3.2.5 Approval Criteria

**In approving an application, the reviewing entity shall consider the following:**

- A. Compliance with all applicable requirements of this Ordinance;
- B. Agreement with the most recently adopted CAMA Land Use Plan and any other applicable adopted land use document(s).
- C. That the plan, site design, and development intensity is appropriate for and tailored to the unique natural characteristics of the site, such as significant wooded areas, specimen trees, wetlands, significant historic resources, steep slopes, and floodplains;
- D. For nonresidential and multifamily projects, the site plan displays the location of trash handling, recycling, grease bins, and other waste-related facilities employed in the normal operation of the use;
- E. That the location of parking areas and pedestrian and vehicular access points are in compliance with all requirements of the Unified Development Ordinance;
- F. That the design of the traffic patterns, traffic control measures and street pavement areas, with provisions for maintaining traffic flows for both public use as well as emergency management services are consistent with the requirements of the Unified Development Ordinance;
- G. Compliance with site construction specifications;
- H. That stormwater facilities, water supply, sanitary sewer service, fire protection and hydrants, street signs, and street lighting are in conformance with department standards, specifications and guidelines; and
- I. Easements or dedications are compliant with the Unified Development Ordinance.

# FOR PLANNED DEVELOPMENTS, THE “INTENT OF A PLANNED DEVELOPMENT” CAN BE CONSIDERED (SECTION 3.3.3.)



## 3.3.3. Planned Development

### A. Intent

The Planned Development (PD) option is intended to encourage the development of desirable and exceptional projects for both residential and nonresidential uses. This may include a mixture of uses not ordinarily permitted in a traditional development. Certain development privileges, through diversified land development standards in exchange for preplanning and exceptional design considerations, provide flexibility in utilizing new development concepts that are intended to:

- i. Encourage creative development that preserves natural and scenic features.
- ii. Promote the efficient use of land resulting in infrastructure networks that maximize the allocation of fiscal and natural resources.
- iii. To preserve in perpetuity unique or sensitive natural resources such as groundwater, floodplains, wetlands, streams, steep slopes, woodlands and wildlife habitat.
- iv. To protect prime agricultural land and preserve farming as an economic activity.
- v. To permit clustering of houses and structures in a manner that will reduce the amount of infrastructure, including paved surfaces and utility easements, necessary for development.
- vi. To reduce erosion and sedimentation by minimizing land disturbance and removal of vegetation in development.
- vii. To protect scenic views.
- viii. To promote interconnected greenways and corridors throughout Brunswick County in accordance with the County-wide Greenways Master Plan.
- ix. To create contiguous greenspace within and adjoining the development site.
- x. To preserve important historic and archaeological sites.

# AT THE PLANNING BOARD MEETING...

***Major Site Plans,  
Major Subdivisions,  
& Planned  
Developments***

## MAY CONSIDER

- If Approval Criteria in Section 3.2.5. of UDO is Met;
- Consistency With Adopted Plans; AND
- Compliance With other Adopted Codes & Ordinances.

## MAY NOT CONSIDER

- Price of Future Homes;
- Ownership Status Including Build for Rent, Condos Vs. Apartments, & Rentals Vs. Owner-occupied Residential;
- Architecture, Design, Or Minimum Square Footage Requirements For Single-Family, Two-Family Residential Dwellings;
- Protected Classes (Race, Ethnicity, Religion, Etc...);
- Enforce Or Consider HOA & Covenants Requirements;
- Require Existing Trees To Be Preserved;
- Cannot Deny a Project because its affordable; AND/OR
- Control Or Affect Development Occurring Within Municipal Limits Or within an ETJ.

# AT THE PLANNING BOARD MEETING...

*Major Site Plans,  
Major Subdivisions,  
& Planned  
Developments*

## The Planning Board MAY

- APPROVE
- APPROVE WITH CONDITIONS
- APPROVE WITH CHANGES

*(HIGHLY RECOMMENDED TO ALLOW THE APPLICANT TO  
RESPOND TO ANY CHANGE)*

- DENY
- TABLE AND SEND PLAN BACK TO THE PLANNING DIRECTOR FOR  
ADDITIONAL CONSIDERATION OR CHANGES

**IF THE CASE IS DENIED, THE APPLICANT CAN MODIFY THE PLAN &  
THEN GO BACK TO THE PLANNING BOARD. ANYONE WITH  
STANDING CAN APPEAL THE DECISION. ALL APPEALS GO TO  
SUPERIOR COURT.**

# HOW LONG DOES THE PROJECT APPROVAL LAST?

- All Approvals of Major Site Plans, Major Subdivisions, & Planned Developments run with the **LAND** & not with the applicant, owner, or developer.
- **PER NORTH CAROLINA GENERAL STATUTES (NCGS):** Local governments cannot change, alter, impair, prevent, diminish, or otherwise delay the development or use of the property allowed by the applicable land development regulation and this includes previous approvals or permits issued.
- The length of time a project is vested (AKA Remains Valid, Approved to Start/Move Forward) is dictated by the NCGS.
- **OPTIONS FOR VESTING MAJOR SITE PLANS, MAJOR SUBDIVISIONS, & PLANNED DEVELOPMENTS:**
  - **GENERAL PROJECT APPROVAL VESTING:**
    - For projects that are smaller (<25 acres in size) and single-phased, the project approval is vested for **3 years** from the date of the Planning Board Approval. Planning Board may grant a 2-year extension upon request.
    - For projects that are larger (>25 acres in size) and multi-phased, the project approval is vested for **7 years** from the date of the Planning Board Approval.
  - **COMMON LAW VESTED RIGHTS:**
    - Once a project is issued a valid governmental approval/permit and the project starts under good faith and the owner/developer can provide proof that substantial monies have been expended, then the project must be allowed to continue to completion even when if the ordinance has changed or approval vesting has lapsed.

# FOLLOWING PLANNING BOARD APPROVAL....



## After Planning Board Approval

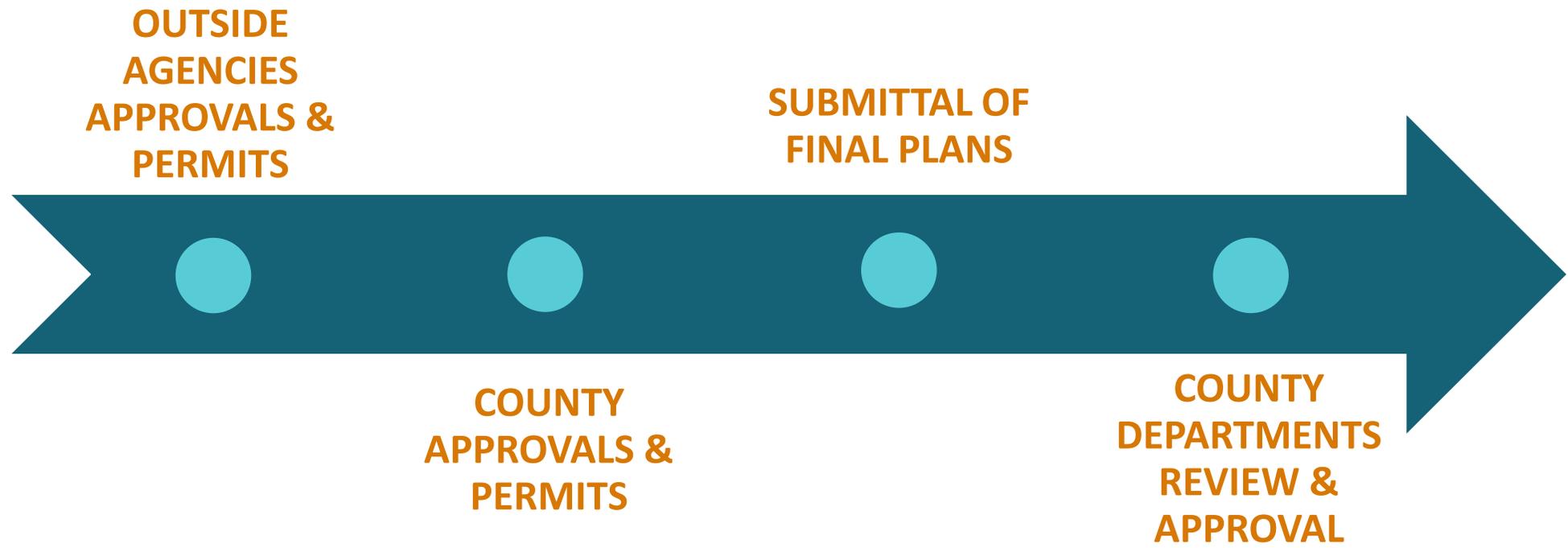
All Major Site Plans, Major Subdivisions, & Planned Developments Approval By Planning Board are subject to **APPEALS**. All appeals go to Superior Court For Review and Consideration.

### *Changes to Approved Plans:*

- ✓ **Minor** Changes Approved by Planning **Staff**
- ✓ **Major** Changes Approved by Planning **Board**

**Final Site Plans and Final Plats are Approved Administratively by Planning Staff**

# FINAL SITE PLAN STAGE FOR MAJOR SUBDIVISIONS & PLANNED DEVELOPMENTS



*Stage #3*

# FINAL SITE PLAN STAGE

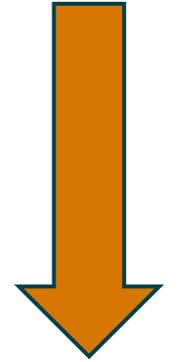
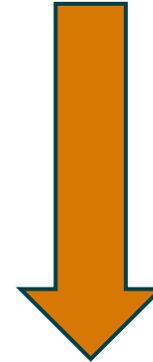
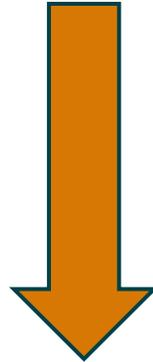
*\*CAN BE  
SUBMITTED FOR  
ENTIRE PROJECT  
OR IN PHASES*

**PRIOR TO ANY SITE IMPROVEMENTS  
THE FOLLOWING MUST BE OBTAINED**

**All Outside  
Agency  
Approvals &  
Permits**

**All County  
Approvals &  
Permits**

**All County  
Approvals &  
Permits**



**SITE IMPROVEMENTS INCLUDE INFRASTRUCTURE  
INSTALLATIONS, ELECTRIC, WATER, SEWER,  
STORMWATER, & ROADS**

# OUTSIDE AGENCIES APPROVALS

FINAL SITE  
PLAN STAGE

- **NCDEQ Division of Coastal Management**

Prior to any construction within 75 ft of waters are required to obtain CAMA Permits. The N.C. Division of Coastal Management (a division of NCDEQ) reviews and approves CAMA Permits.

- **U.S. Army Corps of Engineers (USACE) Wetlands Delineation**

Prior to any construction, a surveyor must conduct a wetlands delineation and submit it to the U.S. Army Corps of Engineers (USACE) for approval. Any development within wetlands in North Carolina requires a permit from either the USACE or the N.C. Division of Coastal Management. Wetland permits are meant to protect many valuable wetland functions. It is important for large scale projects to clearly identify them so that the development does not encroach into protected environmentally fragile areas. Impacts in wetlands can be a costly permit to acquire, so it is generally done after the Planning Board has approved the preliminary plans.

- **NCDEQ Wetland Permit**

Prior to any construction, a wetlands delineation must be submitted to NCDEQ for wetland permitting. Any development within wetlands in North Carolina requires a permit from the N.C. Division of Coastal Management. Wetland permits are meant to protect many valuable wetland functions. It is important for large scale projects to clearly identify them so that the development does not encroach into protected environmentally fragile areas. Impacts in wetlands can be a costly permit to acquire, so it is generally done after the Planning Board has approved the preliminary plans.

- **NCDEQ Sedimentation and Erosion Control Permit**

The Sedimentation and Erosion Control Permit is a State issued permit intended to keep sediment from entering our natural watercourses such as streams, rivers, lakes, swamps, and marshes as well as to keep sediment from washing onto adjacent property. This is the permit that grants approval for the developer to begin clearing and grading a project site.

# OUTSIDE AGENCIES APPROVALS CONT...

FINAL SITE  
PLAN STAGE

- **NCDEQ State Stormwater Permit (Addresses Water Quality)**

The NC Department of Environmental Quality facilitates the NC State Stormwater Program. This program was established to protect North Carolina's surface water from water quality impacts due to stormwater runoff.

- **NCDOT Transportation Impact Analysis (TIA) (*if applicable*)**

A Traffic Impact Analysis may be required to be submitted for Major Subdivisions and Planned Developments. Unless exempted, a Traffic Impact Analysis may be required for all residential projects, which can be anticipated to generate at least 100 vehicle trips at peak hours or 1,000 vehicle trips per day based on the latest edition of the Institute of Transportation Engineers (ITE) Trip Generation Manual. The TIA will make transportation recommendations related to improvements on and adjacent to the site. This study will inform the applicant of the required improvements associated with granting the NCDOT Driveway Permit.

- **NCDOT Traffic Warrant Analyses**

A Traffic Warrant Analyses review the proposed development and make a determination on any intersection improvements such as turn lanes and traffic signal will be required.

- **NCDOT Driveway Permit**

This permit is required for all developments requesting access to the NCDOT road system. Upon receipt of a driveway permit, NCDOT will review the proposed development and make a determination on any intersection improvements i.e., turn lanes, traffic lights, etc., that may be required.

# COUNTY APPROVALS & PERMITS

- **Planning Zoning Development Permit/Approval**

Final Site Plans are Approved Administratively by Planning Staff through the issuance of a Zoning Development Permit to ensure consistency with Unified Development Ordinance and with the Planning Board Approval. Only minor changes are allowed following the Planning Board's approval. Major Changes go back to Planning Board.

Additionally, a **Heritage Tree Survey** is **required**. A heritage tree survey is required for major subdivisions and planned developments that show the general location, species, and size of Longleaf Pines and hardwood trees of a certain caliper identified in the UDO. Having better information about the location of heritage trees is useful when plans call for the preservation of large areas in undisturbed vegetation. A Heritage Tree Survey is not required for wetlands or tracts that have already been cleared of vegetation.

- **FEMA Flood Hazard Zone Permitting/Approval/Flood Development Permit (when applicable)**

Brunswick County Flood Permits are issued by the Brunswick County Floodplain Administrator within the Code Administration Department for developments with designated flood hazard areas and for each structure built within a flood hazard zone. Note: structures are not allowed within Floodways and Non-encroachment areas (NEA)

**Hydraulic/Hydrology Study** (*when applicable*) - Is an engineering analysis of the impact of proposed encroachment during the 100-year storm that will establish the Flood Hazard Boundaries (FHB), Non-Encroachment Areas (NEAs) and/or Floodways, and Base Flood Elevations (BFEs) for the area of development. This is applicable to areas that do not have an updated flood study area. These studies can often increase the cost of a project; therefore, they are typically completed after Planning Board approval and prior to Final Site Plan approval.

# COUNTY APPROVALS & PERMITS...

- **Utility Plan Approval**

While most projects prepare an initial conceptual Utility Plan for TRC, the final Utility Plan is typically prepared after Planning Board Approval. At the TRC review, the Brunswick County Engineering Director reviews the conceptual plans and provides input based on existing infrastructure in the area and makes the developer aware of the utility capacity status and any potential off-site improvements that may need to be paid for by the developer. After Planning Board approval, the developer shall submit complete construction-ready Utility Plans. This includes detailed engineered plans that address the infrastructure required for a project such as water, sewer, roads, etc.

- **Fire Prevention Permitting & Approval**

Utility Plans are submitted to the Fire Code Official for review/approval. The Fire Code Official generally reviews the site for compliance regarding hydrant locations and fire flow, street dimensions, and other fire-related requirements.

- **County Stormwater Permit & Plan Approval (Addresses Quantity of Stormwater)**

Projects that are proposed to generate stormwater run-off are generally required to obtain local as well as state stormwater and erosion control permits. A County Stormwater Permit is required for the following:

- Residential development that disturbs greater than one acre
- Residential developments where the site will be graded, filled, or excavated and thereby change the elevation of a location by more than four inches.
- **All stormwater elements are inspected annually by the County Stormwater Engineer and shall be maintained by the developer until they are turned over to the POA/HOA. The Stormwater Engineer also reviews the development's restrictive covenants to ensure adequate language to oversee the maintenance of the stormwater facilities.**

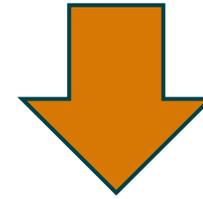
# APPROVAL OF FINAL PLANS

*\*Typically, Major Site  
Plans skip to  
Construction Stage as  
plats are not likely  
needed*

**APPLICANT SUBMITS FINAL SITE PLANS**

**County Approvals &  
Permits Complete**

**Outside Agencies'  
Approvals Complete**

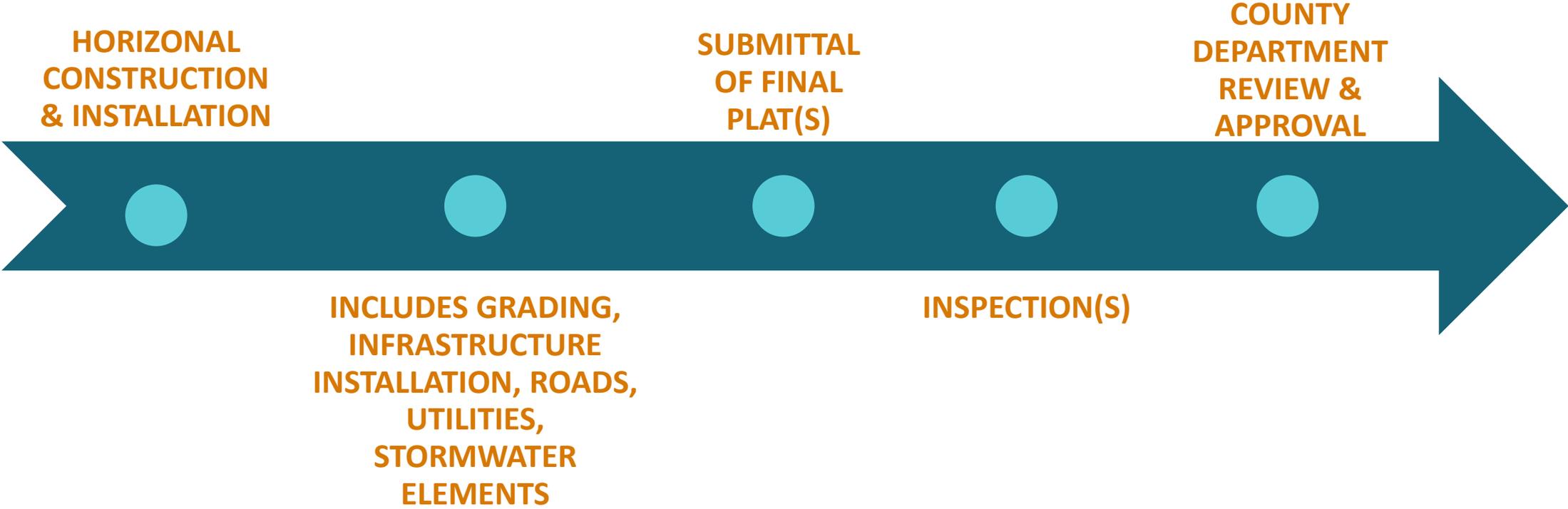


**COUNTY DEPARTMENTS REVIEW  
& APPROVE FINAL SITE PLAN**



**CONSTRUCTION & INSTALLATION  
OF SITE IMPROVEMENTS CAN  
PROCEED**

# FINAL PLAT STAGE FOR MAJOR SUBDIVISIONS & PLANNED DEVELOPMENTS



*Stage #4*

# FINAL PLAT STAGE

FINAL PLAT  
STAGE

- **For Major Subdivisions & Planned Developments.** Typically, Major Site Plans skip to Construction Stage as plats are not likely needed.
- Horizontal Construction and installation of all site improvements and infrastructure are **REQUIRED** before lots are recorded.
  - This includes all grading, infrastructure, roads, utilities, and stormwater elements.
- Brunswick County does **NOT ALLOW** Bonding or other financial guarantees for the required infrastructure.
- Applicant Submits Final Plat(s)
  - **Required on the Final Plat**
    - The developer's engineer must sign & seal the final plat(s) certifying that all roads in the development meet the UDO and/or NCDOT requirements for the subdivision roads.
    - The developer must also certify that all required electrical service lines are also installed.

# FINAL PLAT STAGE...

FINAL PLAT  
STAGE

- **County Review/Approval - Departments sign each plat:**
  - Fire
  - Engineering – Stormwater & Utilities
  - Floodplain Administrator
  - Planning - Planning Staff completes the review to ensure consistency with the approved site plan/UDO and NC Map Review Officer Certification as required by the NCGS
- Inspections & certifications of all required infrastructure and other requirements by various County Departments including water and sewer, roads, buffers, trails, site access improvements, etc
- Applicant takes the Final Plat for Recordation at the Brunswick County Register of Deeds then records Deeds

# CONSTRUCTION

*Stage #5*



- Vertical Construction for structures and development amenities such as homes, apartments, pools, commercial areas, etc.
- Building and Zoning Development Permits issued per site or structures.
- Planning Staff ensure compliance with all Planning Board Approvals.
- Apply online for permits

**END OF PROCESS**

# Thank You!

## Any Questions?



**Department of Planning**



<https://www.brunswickcountync.gov/381/Planning>



910.253.2025



Building I  
75 Courthouse Drive NE, Bolivia, NC 28422



[brunswickcountync.gov](http://brunswickcountync.gov)