

# **Town of Peletier Zoning Permit Application Checklists**

## **Residential Checklist**

**Is your application related to a single-family dwelling or duplex dwelling?**

**Examples:**

- New home or addition
- Residential fence
- Residential accessory structure or building

**If so, your application must include (per section 1206 of the zoning ordinance):**

- A site plan showing the actual dimensions of the lot to be developed.
  - Location of existing and proposed buildings and structures, including setbacks.
  - Size of proposed buildings and structures.
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## **Non-residential Checklist**

**Is your application for a commercial, industrial, multi-family or other use that is not related to a single-family or duplex dwelling?**

**If so, your application must include (per section 1207 of the zoning ordinance):**

- A site plan prepared, stamped and endorsed by a registered engineer, surveyor or other person duly authorized by the state to practice as such. Site plan shall include the following:

### **PROPERTY AND OWNERSHIP INFORMATION**

- Present recorded owner and the map book reference of the site property.
- Owners, lot numbers or map book and page reference of all adjacent properties.
- Boundary of the entire lot by course and distance.
- Width of the existing rights-of-way.
- Nature or purpose, location and size of existing easements.
- Iron pins three-eighths (3/8) inch in diameter and thirty-six (36) inches in length or concrete monuments shall be shown and installed at all lot comers, points of tangents, and any angle point along a given course of the lot.
- Plan drawn to at least one (1) inch equals sixty (60) feet scale showing north arrow.

### **EXISTING FEATURES INFORMATION**

- Streets showing the type and width of pavement, curbs and sidewalks.

- Topographic features of the lot and existing grades for the lot, streets, storm drainage, etc.
- Flood zone(s) as determined by the latest FEMA flood insurance rate map, with the notation "flood zones subject to change by FEMA."
- All other underground utilities and facilities including gasoline tanks.
- Location of areas subject to U.S. Army Corps of Engineers 404 wetlands protection.
- Delineation of any and all Areas of Environmental Concern (AEC) as defined by CAMA.
- The location of any marsh areas or estuarine waters within or abutting the lot.

#### SITE IMPROVEMENTS

- Proposed building type (brick, concrete or frame), number of floors and dimensions.
- Proposed first floor elevation shall be shown.
- Location and type of all sidewalks and curbs within the site.
- Location of sanitary sewer facilities with connection to sewer system or septic tank.
- Layout and number of parking stalls shall be shown in accordance with this ordinance.
- Finished grades shall be shown for the entire site.
- A tabulation of the total number of dwelling units of various types in the project and the overall project density in dwelling units per acre. Before any proposed site plan shall be approved, tentative approval of the proposed sewage treatment and disposal facilities, by the Carteret County Department of Environmental Health or the North Carolina Department of Environment, Health, and Natural Resources, shall be demonstrated to the planning board along with any dredging and filling permits required by law.
- A detailed Lighting Plan.

#### PLEASE ALSO NOTE

- Right-of-way improvements shall be made in accordance with the standards and specifications of NCDOT or of the Code of Ordinances of the Town of Peletier.
- Storm drainage shall be provided in accordance with the Code of Ordinances of the Town of Peletier.