

## PROCEDURE GUIDE AND APPLICATION FOR A DEVELOPMENT PERMIT TO CLEAR AND GRADE A PARCEL OF LAND

The following guide and application requirements are intended to provide adequate information about the parcel of land that you intend to clear for future development or other purpose. To obtain a permit to clear, grade, fill, de-vegetate, or make improvements to any parcel of land all required materials must be submitted, reviewed and approved. The information must be accurate and legible. All application documents provided by the Development Services Department must be completed prior to permit issuance and commencement of work. Any work started without a permit shall be charged double the original permit fee and the owner/developer may be subject to a civil penalty of \$500.

- A. A survey is required showing all proposed development, area's to be filled, and stormwater calculations. The following information must be clearly shown on the survey: *If no development is to be done at this time a sketch plan can be submitted per 32-74(c).*
- Lot, block, section, subdivision name, phase, property address and street name
  - Signature and printed name of person who prepared the survey
  - Property lines with linear footages & building envelope indicating required setbacks of the zoning district
  - AEC lines and setbacks of your property if located within an AEC. If property is located within the 75' Estuarine Shoreline AEC, Mean High Water, Coastal Wetlands the required 30' buffer must be shown.
  - Bench mark location and elevation
  - Total square footage of the property, and AEC square footage if applicable
  - Adjacent street right of ways and any public or private easements.
  - Dimensions of proposed primary structure(s) including and proposed cantilevers.
  - Driveways, steps, decks, landings, walkways, sidewalks, patios, gazebos, garages, carports, swimming pools, and other accessory structures and/or uses of the property must be properly labeled and proper dimensions shown.
  - Location and dimensions of septic system area.
  - Total square footage of all impervious surfaces.
  - Stormwater Design.
  - Location of all existing & proposed utilities.
- B. On site preparations must be completed and inspected prior to commencement of any ground disturbing activity.
- All property comers must be marked with above ground wooden stakes clearly identifiable to the code enforcement official as to their purpose.
  - All trees, bushes, shrubs, and other significant ground cover that may be located directly on or across property lines shall be marked and protected and shall not be removed without written approval of the adjacent property owner.
- C. Following the issuance of a permit the following items must be completed and inspected in a timely manner:
- Following the completion of the ground disturbing activity an inspection will be made to determine if there are any areas on the parcel that may be unstable, capable of retaining water or producing excessive stormwater runoff. If it is determined that there is additional work needed to ensure compliance, the work must be completed within five (5) working days.
  - All debris shall be removed from the site within five (5) days after the completion of the project.
  - All equipment shall be removed from the site within seventy-two (72) hours of project completion.
  - Unless specifically exempted by the Development Services Department, all work must be completed and inspected within thirty (30) days of permit issuance.

I, the under signed, do hereby agree that I have read and understand the requirements for obtaining a permit to clear a parcel of land. I understand and agree to abide by any special conditions prescribed by the code enforcement official in the issuance of a permit.

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Property Owner/Agent

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Date

## Application for a Development Permit

### Site Data

Lot \_\_\_\_\_ Block \_\_\_\_\_ Section \_\_\_\_\_ Tax Parcel \_\_\_\_\_

Physical Address \_\_\_\_\_

Lot Size \_\_\_\_\_ sq. ft                      Acreage? \_\_\_\_\_

Is the Property located in a SFHA (Flood Zone) ( ) Yes ( ) No

Specify which zone ( ) X                      ( ) X Shaded ( ) A                      ( ) AE                      ( ) VE

Base Flood Elevation \_\_\_\_\_ Map/Panel/Suffix \_\_\_\_\_

Map Revision Date \_\_\_\_\_

Is the Property located within an Area of Environmental Concern ( ) Yes ( ) No

If Yes, have you attached a copy of your CAMA Permit to this Application?

Oak Island Zoning District: \_\_\_\_\_

If necessary, we will assist you in gathering flood plain and zoning information

### Ownership Information

Property Owner: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Contractor Information**

Name: \_\_\_\_\_ License # \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

**Vegetation**

A vegetation plan/worksheet (see attached) must be submitted, reviewed, and approved prior to any clearing or construction.

The vegetation plan/worksheet must include the following information:

- Lot width and length
- Front, rear, and side setbacks
- Species and location of all trees 5" caliper at breast height and greater noted; trees to be left marked with an (L) on the plan/worksheet and flagged on site; trees to be removed marked with an (R) on the plan/worksheet.
- Location & type of any vegetation that will be replaced after development or construction
- Location of natural areas to be left
- Location of areas to be filled

A minimum of one existing specimen tree shall be saved per 1,450 sf of lot size except where a determination has been made that the retention of existing trees would interfere with essential site improvements. This determination will be made by the department of Development Services following consultations with the developer. Every effort will be made to retain and protect specimen trees. If retention is not a viable option, the minimum stocking level required will be dependent upon the number of specimen trees removed from the lot. One tree with a minimum caliper at breast height of 2" shall be planted for every specimen tree removed from the lot, up to five trees. Lots other than oceanfront properties shall have a minimum of two trees planted prior to completion of development. Oceanfront properties are excluded from the above requirements. Owners of oceanfront properties are encouraged to preserve existing specimen trees, vegetation, and dunes. However, a combination of trees and/or grasses will be planted to provide a planted area of 50sf for each 700sf of heated area for oceanfront lots.

\* Applicants may select plant types from the list provided in Seacoast Plants of the Carolinas, Trees for Oak Island, or other comparable sources.

**Applicant Name** \_\_\_\_\_ **Signature** \_\_\_\_\_

*Required Attachments: Vegetation Work Sheet*

## TREE AND VEGETATION WORK SHEET

All areas of any lot requiring excessive de-vegetation, not limited to filling, grading or to meet requirements of Federal or State Agency shall be fully addressed in this section.

(A) Type of work:

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(B) Any supporting documents:

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(C) For information purposes (only) please list all trees and vegetation to be added to lot before C.O.

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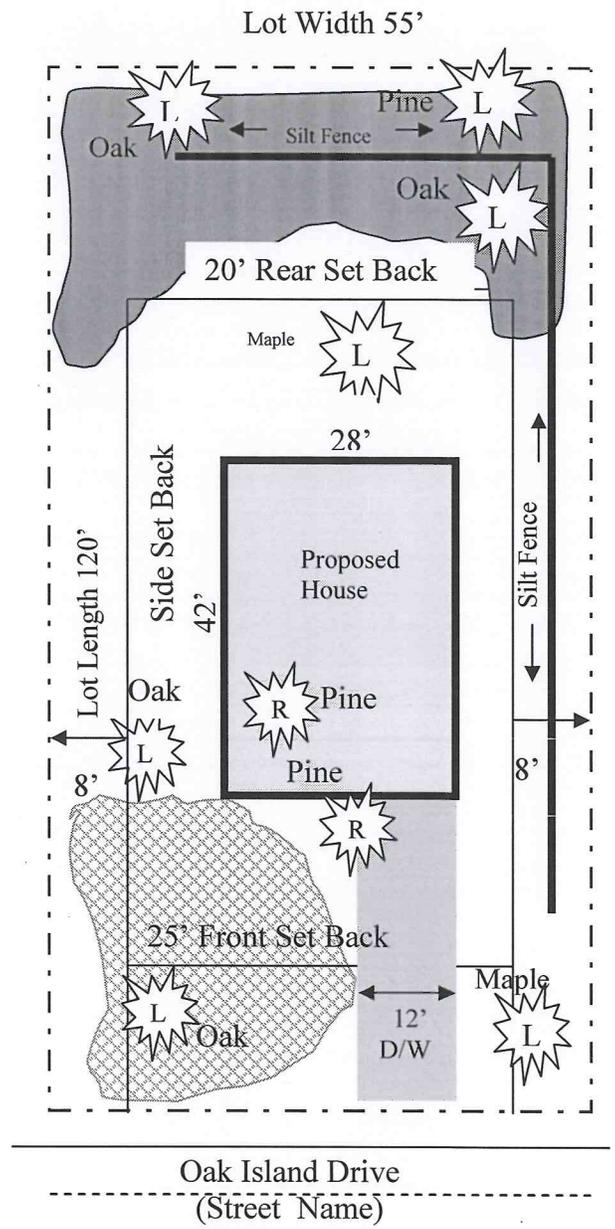
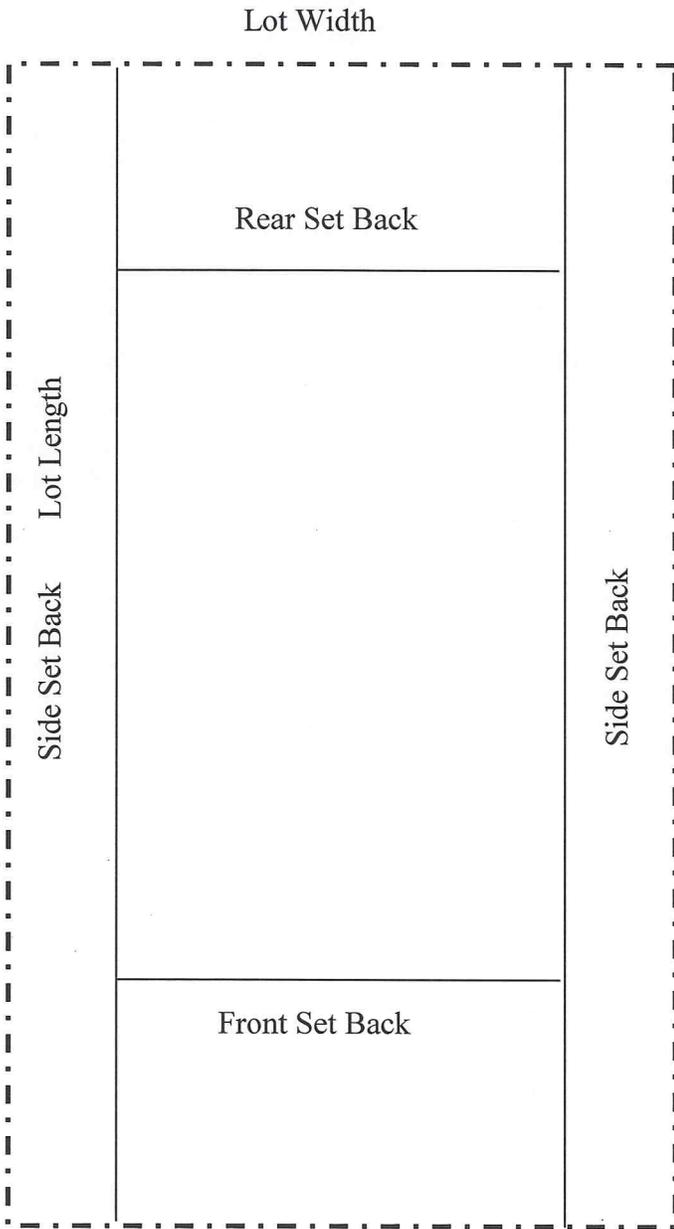
DATE: Received \_\_\_\_\_ Inspected \_\_\_\_\_ Approved \_\_\_\_\_

BY: \_\_\_\_\_

# VEGETATION WORKSHEET

(FOR CUSTOMER USE)

(SAMPLE ONLY)



-----  
(Street Name)

If more than one lot or for any special requirements, use additional sheet or sheets with all requirements clearly shown. Use format and Required Information list on this sheet.

### Required Information

1. Lot width and length
2. Setbacks, front, rear and sides
3. Location of house, driveway, walkways, septic tank and lines, accessory structures, and location of proposed project.
4. Locate all trees 5-inches and greater and identify each location as to remove (R) or leave (L) and species, pine, oak, maple, etc.
5. Shaded areas are to be left natural.
6. XXXX'ed are areas that require fill.
7. Show silt fence locations

# Public Utilities Department Service Installation Request Form

Building Permit Tracking Number \_\_\_\_\_

Date Received from Dev. Services \_\_\_\_\_

**APPLICATION FOR UTILITY SERVICE MUST BE COMPLETED PRIOR TO REQUEST FORM**

**Information to be filled in by Owner/Contractor/Agent**

|                      |                   |
|----------------------|-------------------|
| Type of Construction | Tax Parcel Number |
| NSF                  |                   |

|                               |  |  |
|-------------------------------|--|--|
| Lot Block Section Description |  |  |
|                               |  |  |

|                  |                    |
|------------------|--------------------|
| Irrigation Meter | Water Service Size |
|                  |                    |

|                    |         |            |
|--------------------|---------|------------|
| # of Fixture Units | # Baths | # Bedrooms |
|                    |         |            |

|                                |  |
|--------------------------------|--|
| Was lot previously combined?   |  |
| If Yes- Original Parcel Number |  |
|                                |  |

|  |
|--|
| Water Tap Location (Facing Property)               |
| Other:   |
| Previously installed Utilities may effect location |

|                   |  |       |  |     |
|-------------------|--|-------|--|-----|
| Address (Project) |  |       |  |     |
|                   |  |       |  |     |
| Owner of Record   |  |       |  |     |
| Billing Address   |  |       |  |     |
| Town              |  | State |  | Zip |
| Phone / Cell      |  |       |  |     |
| Email             |  |       |  |     |
| Contractor/Agent  |  |       |  |     |
| Phone / Cell      |  |       |  |     |

**Information to be filled in by Town Official**

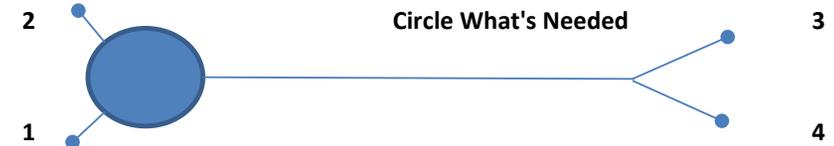
|                              |      |
|------------------------------|------|
| Water Impact (30-372-0000)   |      |
| Cost                         | \$0  |
| Water Tap (30-373-0000)      |      |
| Size                         | 3/4" |
| Cost                         | \$0  |
| Irrigation Tap (30-373-0000) |      |
| Size                         | 3/4" |
| Cost                         | \$0  |

|                     |     |
|---------------------|-----|
| Pre Paid Water Tap? | No  |
| If Yes Lot Number   | Yes |

|                 |       |      |
|-----------------|-------|------|
| Water Service   | Short | Long |
| Gravity Service | Short | Long |

|                                 |     |         |
|---------------------------------|-----|---------|
| Sewer Impact (31-372-0000)      |     |         |
| Cost                            | 0   |         |
| Sewer Tap (31-373-0000)         |     |         |
| Type                            | Vac | Gravity |
| Size                            | 0   |         |
| Cost                            | 0   |         |
| Contracted Price* Cost plus 25% |     |         |
| Quote                           |     |         |
| Invoice                         |     |         |
| * work deeper than 6'           |     |         |

|             |
|-------------|
| STREET SIDE |
|-------------|



Staff Location of Services New / Existing  
W-Water, I-Irrigation, S-Sewer

|                | House # | Avg Daily Flow* (GPM) |
|----------------|---------|-----------------------|
| #1             |         |                       |
| #2             |         |                       |
| #3             |         |                       |
| #4             |         |                       |
| Vac Station #  |         |                       |
| Valve Pit #    |         |                       |
| Lift Station # |         |                       |

|                        |        |
|------------------------|--------|
| Sewer Assessment Paid? | No     |
| (31-380-0000)          | Yes    |
| Amount Owed            | \$0.00 |

| FEES COLLECTED BY: | Amount | Initials/Date |
|--------------------|--------|---------------|
| 30-372-0000        | \$0.00 |               |
| 30-373-0000        | \$0.00 |               |
| 31-372-0000        | \$0.00 |               |
| 31-373-0000        | \$0.00 |               |
| 31-380-0000        | \$0.00 |               |
| (Other)            |        |               |
| Total Amount       | \$0.00 |               |

|        |
|--------|
| WO #'s |
| Notes: |
|        |

Collection Department Reviewed By \_\_\_\_\_ Date \_\_\_\_\_

Public Utilities Department Reviewed By \_\_\_\_\_ DEK \_\_\_\_\_ Date \_\_\_\_\_

|                 |  |
|-----------------|--|
| Meter Number    |  |
| Install Reading |  |
| Install Date    |  |
| WO Number       |  |