

Application No: 200 ____ - ____

**Application for Commercial Site Review
Required for all Commercial Sites
Check List**

Town of Cape Carteret

Date: ____ / ____ / ____

APPLICANT INFORMATION: 156.124 (21) (b)

An application for development shall not be determined to be formally "submitted" until the required number of plans, application form, plan details and all other information required by Ordinance 156.124 have been submitted to the Planning Board and the time period for action by the Planning Board approving, approving with conditions or denying such application shall not commence until such time as the application has been accepted by the Planning Board as complete.

APPLICANT INFORMATION: 156.124 (21) (b)

Within twenty-one (21) days after the first regularly scheduled meeting of the Planning Board which comes after the filing of an application and after the filing of additional or supplemental information requested by the Planning Board to complete an incomplete application as described below, the Planning Board shall notify the applicant and the municipal approval authority in writing whether the application is complete or incomplete and the date of such determination.

156.123 Building Size

Is the Building Size in compliance? Yes No

156.004 & 153.020 Height & Density

Is the Height and Density in compliance? Yes No

Per Ordinance 156-124 and other appropriate sections

153.04 PERMITTED SIGNS:

Are signs in compliance with paragraphs (C), (D), & (E)? Yes No

154.049 Sidewalk regulations:

Are sidewalks and hike-bike trails in compliance? Yes No

156.024 (c), (d) Required Screening & Buffer zone.

Is required buffer & screening in compliance with ordinance? Yes No

156.026 Off Street Parking: Reference to Appendix B

Is parking & planted areas in compliance with requirements of paragraphs (A), (B), (C), (D), & (E) Yes No

156.124 Commercial Building and Other Permitted Uses

BEFORE ANY LAND DISTURBANCE, A SITE PLAN MUST BE SUBMITTED FOR REVIEW AND APPROVAL ACCORDING TO 156.124 (1), IT MUST INCLUDE THE FOLLOWING INFORMATION:

- | | |
|---|-----------|
| (1) Submission for review & approval a site plan. | Yes No |
| (2) a) Fire hydrant located within 300 Ft. of principle structure | Yes No |

b) If size permits installation of 2 additional hydrants within 1000 Ft.	N/A	Yes	No
c) New water lines 8" and configured as closed	N/A	Yes	No
(3) Tentative approval by Carteret County Dept. of Environmental Health or NC Dept of Environment and Natural Resources of proposed sewage treatment and disposal facilities.	N/A	Yes	No
(4) Tentative approval of any dredging and filling permits required by law	N/A	Yes	No
(5) Inspections of sites involving public rights-of-way & on-site construction		Yes	No
(6) No required off-street parking located within existing or proposed right-of-way		Yes	No
(7) Off-street Parking:			
a) Sufficient distance separating parking & access lanes		Yes	No
b) No backing out of parking into street or right-of-way		Yes	No
(8) No provision may be construed for reduction of number of off-street truck loading/unloading space required		Yes	No
(9) No part of off-street truck loading/unloading located in any right-of-way		Yes	No
(10) Truck loading/unloading space must be on property		Yes	No
(11) Installation of directional, regulatory or advisory signs & pavement marking		Yes	No
(12) Any parking at roadside business is located off the existing right-of-way		Yes	No
(13) No part of right-of-way used for conduct of private business		Yes	No
(14) Right-of-way improvements in accordance with NC DOT or Code of Ordinances of the Town of Cape Carteret		Yes	No
(15) Evidence of all NC DOT and any other agency, permits submitted		Yes	No
(16) Appropriate lighting provided (lighting plan)		Yes	No
(17) Appropriate survey markers are shown & installed		Yes	No
(18) No sign, device or marking erected on or overhanging any public street, road or right of way. No moving, flashing, give illusion of movement or resemble traffic control devices within 25 feet of any street, road or right of way.		Yes	No
(19) Ten (10) copies of site plan must accompany this application no later than 15 days prior to Planning board meeting		Yes	No
(20) a) Site plans submitted shall be drawn at a scale of min. 1" equals 50 ft., Max. 1" equals 10 ft.		Yes	No
b) Site plans signed/sealed by licensed Professional Engineer or Surveyor. Shall included the name and address of applicant/owner and title of person preparing the plan, maps and accompanying data.		Yes	No

c) Property/ownership information

1. Owner: _____
 Lot (s) # _____ Block/Section # _____ Parcel _____ / _____ / _____
 Lot (s) # _____ Block/Section # _____ Parcel _____ / _____ / _____
 Lot (s) # _____ Block/Section # _____ Parcel _____ / _____ / _____

- | | | |
|--|-----|----|
| 2. Recorded owners and location of adjoining properties. | Yes | No |
| 3. a) Name of site Plan or Propose development:
_____ | Yes | No |
| b) Date of plan preparation _____ | Yes | No |
| c) True North arrow | Yes | No |
| d) Graphic representation of scale used | Yes | No |
| 4. Sketch vicinity map showing entire site development | Yes | No |
| 5. a) Zoning designation where property is located | Yes | No |
| b) Zoning designation of abutting property | Yes | No |
| 6. Acreage of the site to the nearest 10th of an acre | Yes | No |
| 7. Boundary Survey with: | | |
| a) Courses & Distances of each boundary segment are illustrated on the plan. | Yes | No |
| b) Courses & Distances of each boundary segment of all streets and easements, right of ways, and all property abutting the subject property. | Yes | No |
| 8. Nature of all existing and proposed streets, easements and other rights of way. (Public (or) Private) | Yes | No |
| d. Installation of fire hydrants per 156.124 (2) | Yes | No |
| e. Existing and Proposed Features Information: | | |
| 1. Locations, names, pavement and right-of-way width of all existing and proposed streets, and all easements, curbs, curb cuts, hike bike trails, and sidewalks abutting the property or properties in question and within 200 ft. | Yes | No |
| 2. Topographic contours at 5 ft intervals and any physical conditions or features that will have significant effect on site. | Yes | No |
| 3. Location of all existing/proposed setbacks dimensions/landscaped areas/fencing | Yes | No |
| 4. Location of proposed utilities/facilities including fire hydrants/fuel storage tanks/ and showing connection to existing supply & disposal systems where applicable | Yes | No |
| 5. Location of all existing/proposed signs, traffic control devices, lighting standards & utility poles on/or-abutting property. [compliance with 156.124(16); 156.124(18)] | Yes | No |

6. Flood Zone(s) boundaries as determined by FEMA	N/A	Yes	No
7. Location of areas subject to US Army Corps of Engineers 404 wetlands protection.	N/A	Yes	No
8. Delineation of any/all AEC as defined by CAMA.	N/A	Yes	No
9. All watercourse/wetlands/estuarine waters within the site and within 600 feet in any direction from the property shown?		Yes	No
f. Site Improvements included:			
1. Location of:		Yes	No
a) existing & proposed principal building		Yes	No
b) Location of all accessory building/structures		Yes	No
c) Finished grade elevations at all corners		Yes	No
c) Indication as to whether or not building will be retained or removed		Yes	No
2. Proposed bldg.		Yes	No
a) Type (brick, concrete, frame)		Yes	No
b) Number of floors & dimensions		Yes	No
3. Finished grades for entire site		Yes	No
4. Size & locations of all water mains/connections to existing water supply system.		Yes	No
5. Existing/proposed sanitary sewage facilities serving the site, including location, size, slope, of all sanitary sewer lines, pumping stations, connections to existing facilities, location of any proposed sewage treatment plants/septic treatment facilities.		Yes	No
6. Storm drainage systems including the following:			
a) All existing/proposed storm sewer lines within or adjacent to the site.		Yes	No
b) Location of each catch basin, inlet and manhole		Yes	No
c) Location/extent of any proposed dry well		Yes	No
d) Ground water recharge basins		Yes	No
e) Retention and Infiltration basins		Yes	No
f) Other water conservation devices		Yes	No
7. DENR ltr. included when brook/stream altered/improved/relocated or structure or fill is proposed.	N/A	Yes	No
8. When a brook or stream is proposed for alteration, improvements, relocation or when a structure or fill is proposed, under in, or along a stream, evidence of submission of an application for the proposed work to NC DENR attached:	N/A	Yes	No

9. When ditches, streams, brooks or watercourses are to be altered, improved or relocated, the method of stabilizing slopes & measures to control erosion and siltation as well as typical ditch sections/profiles shown on site plan?	N/A	Yes	No
10. Location, type, size of all existing & proposed curbs, curb cuts, sidewalks, driveways, fences, retaining walls, signs, parking space area.	N/A	Yes	No
11. Tabulation of total number of dwelling units of each type in the project. (see ordinance)	N/A	Yes	No