



Cape Carteret Department of Inspections

Residential Site Plan Requirements

All applications for a residential zoning permit must be accompanied by a site plan with the following items included. Incomplete plans may be rejected or may result in additional staff review time. Please note that not every item will apply to you.

- _____ 1. Scale of 1"=60' or larger, drawn in ink on 8.5" by 11" or greater. Include scale on plan.
- _____ 2. A minimum of two (2) complete sets of plans is required.
- _____ 3. Name, address, and telephone of land owner(s) and the person/firm preparing the plan.
- _____ 4. Date of preparation.
- _____ 5. North arrow.
- _____ 6. Calculated area of the lot or parcel in square feet or acres.
- _____ 7. Show property boundaries with dimensions and all adjoining roads, indicating their names and right of ways/easements.
- _____ 8. Identify existing or proposed access from a public road to the property. All structures must have access.
- _____ 9. Show all existing and proposed structures both permanent and temporary. This includes, but is not limited to sheds, decks, fences, pools, hot tubs, and all paved surfaces and the location of any wells or septic tanks and their drain fields.
- _____ 10. Show all easements including their location, width, and purpose.
- _____ 11. Show all bodies of water that are on the property or adjoin the property, with their names, if applicable.
- _____ 12. If any portion of the property is in a flood plain, its location, and zone must be shown.
- _____ 13. Identify any buffers required by the Town Code of Ordinance on the plan.
- _____ 14. Label the square footage of any impervious surfaces, both existing and proposed.
- _____ 15. Original signature and date must appear on the site plan.

****The Town of Cape Carteret reserves the right to require additional information as necessary.****