



Town of Cape Carteret  
102 Dolphin Street  
Cape Carteret, NC 28584

### **Town of Cape Carteret Permit Submission Requirements**

The following information must be provided when you submit a Zoning Permit Application. Additional information may be requested in order to process your permit request. All drawings must be to scale and must identify property lines, bodies of water, public streets and Rights-of-Way, and any other relevant information.

#### New Construction & Expansion or Enlargement of Existing Structures

- Survey stamped by a NC Licensed Surveyor
- Site plan drawn to scale
- Indicate lot size
- Floor plans labeled with each of the rooms and any other applicable information
- Total square footage of proposed structure
- Identify setbacks from property lines
- Draw Driveway and indicate dimensions
- Indicate Septic tank location
- Label name of street frontage
- Identify any adjacent water bodies if applicable
- Indicate the location of any accessory structures on the lot

#### Accessory structures and decks

- Site plan drawn to scale
- Dimensions of accessory structure
- Proposed use of structure
- Survey if available or if located within 1 ft of applicable setbacks
- Location of property lines, streets, rights-of-way
- Location of primary structure
- Location of septic tank/ septic system



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### Driveways

- Site plan drawn to scale
- Indicate dimensions of driveway
- Identify any existing drainage ditches
- Identify the location of the Town's Right-Of-Way

### Signs

- Rendering of proposed sign at proposed location
- Drawing of sign – must be to scale
- Illumination level of the sign in NITS – indicate daytime and night time if applicable
- Site plan depicting sign location in relation to Rights-of-Way, property lines, etc.

### Other

- Please contact [zsteffey@capecarteret.org](mailto:zsteffey@capecarteret.org) for permits that fall outside of the categories listed above.