

Mayor Will Baker

Commissioner Steve Martin

Commissioner Charlie Morgan

Commissioner Cameron Watts



Mayor Pro Tem Jeff Waters

Commissioner Don Miller

Town Manager Frank Rush

Attorney Brett DeSelms

102 Dolphin Street  
Cape Carteret, NC 28584

## Town of Cape Carteret Permit Submission Requirements Checklist

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 identify property lines, bodies of water, public streets and Rights-of-Way, and any other relevant information. Any applications turned in without all proper documentation will not be processed.

### New construction

- Survey stamped by a NC Licensed Surveyor \_\_\_\_\_
- Floor Plans labeled with each of the rooms and any other applicable information \_\_\_\_\_
- Site Plan Drawn to Scale \_\_\_\_\_
  - Site plan must include square footage of proposed structure \_\_\_\_\_
  - Identify setbacks from property lines \_\_\_\_\_
  - Show Driveway and indicate dimensions including culvert pipe size \_\_\_\_\_
  - Indicate Septic tank location \_\_\_\_\_
  - Label name of street frontage \_\_\_\_\_
  - Identify any adjacent water bodies if applicable \_\_\_\_\_
  - Location and size of any accessory structures on lot \_\_\_\_\_
  - Show easement locations \_\_\_\_\_
- Valid Septic Permit \_\_\_\_\_
- CAMA Permit if applicable \_\_\_\_\_
- CAMA Minor permit if applicable \_\_\_\_\_
- \*Foundation Survey must be submitted when foundation is poured \_\_\_\_\_
- Elevation Certificate at application and completion (before C.O.) \_\_\_\_\_
- Engineered Flood Certificate for flood vents (before C.O.) \_\_\_\_\_
- \*Signed approval letter from HOA/ARC** \_\_\_\_\_

### Expansion or Enlargement of Existing Structures in Flood Plain

- Survey Stamped by a NC Licensed Surveyor \_\_\_\_\_
- Site Plan drawn to scale \_\_\_\_\_
  - Site plan must indicate 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 \_\_\_\_\_
  - Location of any accessory Structures on the lot \_\_\_\_\_
  - Show Easement Locations \_\_\_\_\_
- \*Signed approval letter from HOA/ARC** \_\_\_\_\_
- Floor Plans labeled with each of the rooms and any other applicable information \_\_\_\_\_
  - Must show BFE + 2ft freeboard \_\_\_\_\_
- Must have a valid CAMA Permit \_\_\_\_\_
- Valid Septic Permit \_\_\_\_\_

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**Accessory Structures and Decks (Sheds, Generators, patio, deck, pools, etc.)**

- \* Site Plan drawn to scale \_\_\_\_\_
- \* Dimensions of accessory structure \_\_\_\_\_
- \* Location of Property lines, streets, Right-Of-Ways \_\_\_\_\_
- \* Location of primary Structure, measurement to accessory structure \_\_\_\_\_
- \* Location of Septic tank / Septic System \_\_\_\_\_
- \* Location of pool equipment/components \_\_\_\_\_
- \* **Signed approval letter from HOA/ARC** \_\_\_\_\_
- \* Proposed use of structure \_\_\_\_\_
- \* Elevation Certification if applicable \_\_\_\_\_
- \* CAMA permit if applicable \_\_\_\_\_

**Driveways**

- \* Site Plan drawn to scale \_\_\_\_\_
- \* Dimensions of driveway \_\_\_\_\_
- \* Identify any existing drainage ditches \_\_\_\_\_
- \* Identify the location of the Town's Right-Of-Way \_\_\_\_\_
- \* Size of culvert 12 " or more \_\_\_\_\_
- \* Contact Public Works(Ryan Hutchinson 252-725-0603) \_\_\_\_\_
- \* **Signed approval letter from HOA/ARC** \_\_\_\_\_

**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 nighttime if applicable \_\_\_\_\_
- \* Site Plan depicting sign location \_\_\_\_\_
- \* Show Town's Right-Of-Way \_\_\_\_\_
- \* Show Property Lines \_\_\_\_\_

**Fences**

- \* Site plan drawn to scale \_\_\_\_\_
- \* Identify height of fence (front yard 4' maximum height) \_\_\_\_\_
- \* Location of utility easements that fence may block or impede \_\_\_\_\_
- \* Identify Town's Right-Of-Way \_\_\_\_\_
- \* Type of Fence \_\_\_\_\_
- \* **Signed approval letter from HOA/ARC** \_\_\_\_\_

**Other**

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