



Town of Nags Head  
**Development Permit Application**  
Submittal Checklist

Planning and Development Department  
5401 S. Croatan Highway  
PO Box 99  
Nags Head, NC 27959  
252-441-7016 : [www.nagsheadnc.gov](http://www.nagsheadnc.gov)

**FOR NEW RESIDENTIAL PROJECTS, THE FOLLOWING ITEMS WILL BE NECESSARY FOR A COMPLETE SUBMITTAL:**

<input type="checkbox"/>	<b>1. Dare County Health Department (Septic) Improvement Permit.</b> (For projects inside The Village at Nags Head, or letter of connection approval from Carolina Water Service Company).
<input type="checkbox"/>	<b>2. Copy of CAMA Permit (if Applicable)</b>
<input type="checkbox"/>	<b>3. NFIP – V-Zone Certification (if Applicable)</b>
<input type="checkbox"/>	<b>4. Signed Town of Nags Head Development Permit Application Form.</b>
<input type="checkbox"/>	<b>5. Completed Residential Design Guidelines Point Tabulation Form (If Applicable)</b> For the construction of a Large Residential Dwelling (3,500 SF or > of enclosed habitable living area).
<input type="checkbox"/>	<b>6. Survey – Including Following Items:</b> <ul style="list-style-type: none"><li>• A blue-line survey (to scale) of the property prepared by a registered North Carolina land surveyor.</li><li>• Location and Dimensions of existing and/or proposed dwelling.</li><li>• Location and Dimensions of all existing and proposed accessory structures (i.e. pool, shed, garage, bulkhead, carport, etc.).</li><li>• Existing or proposed driveway with dimensions.</li><li>• Existing &amp; proposed lot elevations – please refer to the Town’s Minimum Survey Requirements document for the information that will be required on each survey.</li><li>• A lot coverage calculation with a breakdown of lot coverage by type – see Town’s Minimum Survey Requirements.</li><li>• Built-upon area calculation with a breakdown of built-upon area by type – see Town’s Minimum Survey Requirements.</li><li>• All building setbacks and distances of structures from property lines dimensioned on the survey.</li><li>• Flood Zone boundary lines shown (if applicable).</li><li>• CAMA setbacks, dated first line of stable vegetation or static line, bulkheads, rip-rap, and total AEC area (if applicable).</li><li>• Septic System location indicating tank, drain fields and repair areas</li><li>• A copy of the Army Corps of Engineers Wetland delineation with the date completed (if applicable)</li><li>• Health Dept. stamp on the survey for projects outside The Village at Nags Head.</li><li>• Fence or pool barrier location.</li><li>• HVAC and pool equipment platform location.</li></ul>
<input type="checkbox"/>	<b>7. Two sets of Building Plans with the following info:</b> <ul style="list-style-type: none"><li>• Foundation plan – to scale</li><li>• Elevations drawings: to scale and label front, rear and sides, proposed grade, RFE, elevation of lowest floor, overall height.</li><li>• Fence or Pool Barrier detail.</li><li>• Wall cross section – to scale.</li><li>• Floor plan of all levels – to scale (stamped by Health Dept. for projects outside The Village).</li><li>• Engineer/Architect seal – must be original seal, signature and dates.</li><li>• Architectural point tabulation calculations for large residential projects.</li></ul>
<input type="checkbox"/>	<b>8. Sedimentation and Erosion Control for Disturbance &gt;5000 SF</b> <ul style="list-style-type: none"><li>• Location of silt fence and/or sand fence (shown on site plan or stormwater plan).</li><li>• Seeding schedule(s)/proposed stabilization.</li><li>• Financial Responsibility/Ownership Form</li></ul>
<input type="checkbox"/>	<b>9. Stormwater Plans (If Applicable)</b> <ul style="list-style-type: none"><li>• This information is typically provided to the applicant upon meeting with staff prior to application.</li></ul>