



Town of Nags Head
**Development Permit
 Application**

Residential Submittal Checklist

Planning and Development Department

5401 S. Croatan Highway

PO Box 99

Nags Head, NC 27959

252-441-7016 : www.nagsheadnc.gov

FOR RESIDENTIAL PROJECTS, THE FOLLOWING ITEMS MAY BE NECESSARY FOR A COMPLETE SUBMITTAL. IF YOU ARE NOT SURE IF THE ITEMS BELOW APPLY TO YOUR PROJECT, PLEASE CALL 252-441-7016 OR EMAIL PLANNING@NAGSHEADNC.GOV

<input type="checkbox"/>	1. Dare County Health Department (Septic) Improvement Permit & Authorization for Wastewater Construction (If Applicable) (For new construction projects inside The Village at Nags Head - a letter of connection approval from Carolina Water Service Company).
<input type="checkbox"/>	2. Copy of CAMA Permit (if Applicable)
<input type="checkbox"/>	3. NFIP – V-Zone Certification (if Applicable)
<input type="checkbox"/>	4. Signed Town of Nags Head Development Permit Application Form.
<input type="checkbox"/>	5. Completed Residential Design Guidelines Point Tabulation Form (If Applicable) For the construction of a Large Residential Dwelling (3,500 SF or > of enclosed habitable living area).
<input type="checkbox"/>	6. Survey – Including Following Items: <ul style="list-style-type: none"> • A blue-line survey (to scale) of the property prepared by a registered North Carolina land surveyor. • Location and Dimensions of existing and/or proposed dwelling. • Location and Dimensions of all existing and proposed accessory structures (i.e. pool, shed, garage, bulkhead, carport, etc.). • Existing or proposed driveway with dimensions. • Existing & proposed lot elevations – please refer to the Town’s Minimum Survey Requirements document for the information that will be required on each survey. • A Lot coverage calculation with a breakdown of lot coverage by type – see Town’s Minimum Survey Requirements. • Built-upon area calculation with a breakdown of built-upon area by type – see Town’s Minimum Survey Requirements. • All building setbacks and distances of structures from property lines dimensioned on the survey. • Flood Zone boundary lines shown (if applicable). • CAMA setbacks, dated first line of stable vegetation or static line, bulkheads, rip-rap, and total AEC area (if applicable). • Septic System location indicating tank, drain fields and repair areas. • A copy of the Army Corps of Engineers Wetland delineation with the date completed (if applicable) • Health Dept. stamp on the survey for projects outside The Village at Nags Head. • Fence or pool barrier location. • HVAC and pool equipment platform location.
<input type="checkbox"/>	7. Two sets of Building Plans with the following info: <ul style="list-style-type: none"> • Foundation plan – to scale; Elevations drawings - to scale and label front, rear and sides, proposed grade, RFE, elevation of lowest floor, overall height; Wall cross section – to scale. • Fence or Pool Barrier detail. • Floor plan of all levels – to scale (stamped by DCHD for projects outside The Village). • Engineer/Architect seal • Architectural point tabulation calculations for large residential projects. Please submit two hard copies as well as an electronic set (at least one copy must have original seal, signature & dates & be stamped by DCHD)
<input type="checkbox"/>	8. Sedimentation and Erosion control for Disturbance >5000 SF <ul style="list-style-type: none"> • Financial Responsibility Form • Location of silt fence and/or sand fence (shown on site plan or Stormwater plan). • Seeding Schedule(s)/proposed stabilization
<input type="checkbox"/>	9. Stormwater Plan (if Applicable) <ul style="list-style-type: none"> • This information is typically provided to the applicant upon meeting with staff prior to application.
<input type="checkbox"/>	10. Appointment of Lien Agent Information (Entry #) (For work \$40K and over)
<input type="checkbox"/>	12. Signed Owner/Agent Authorization Form (For work \$40K and over)
<input type="checkbox"/>	13. Review Fee (for new Residential Construction)
<input type="checkbox"/>	14. For Swimming Pool Installs <ul style="list-style-type: none"> • Need pool dimensions including maximum & minimum depths as well as a dewatering plan • See Swimming Pool Installation Checklist for further information
<input type="checkbox"/>	15. For new driveways or expansions on US or State roads – NC DOT Approval is Required
<input type="checkbox"/>	16. Signed and recorded non-conversion agreement for enclosures (If applicable)