



TOTAL PROPOSED SQUARE FOOTAGE \_\_\_\_ x .50 = \$ \_\_\_\_\_ +

(Optional) VESTED RIGHT  (no fee)

= TOTAL FEE DUE \_\_\_\_\_

**TOWN OF NAGS HEAD**

DATE RECEIVED \_\_\_\_\_

**SITE PLAN REVIEW APPLICATION & CHECKLIST**

**1. LOCATION AND ZONING INFORMATION**

- A. PROJECT TITLE \_\_\_\_\_
- B. STREET ADDRESS \_\_\_\_\_
- C. SUBDIVISION \_\_\_\_\_  
 LOT(S) \_\_\_\_\_ BLOCK \_\_\_\_\_ SECTION \_\_\_\_\_
- D. PRESENT ZONING \_\_\_\_\_
- E. PRESENT USE \_\_\_\_\_
- F. EXISTING NONCONFORMITIES \_\_\_\_\_  
 \_\_\_\_\_
- G. ABUTTING PROPERTY ZONING \_\_\_\_\_
- H. ABUTTING PROPERTY USE \_\_\_\_\_  
 \_\_\_\_\_

**2. CERTIFICATION AND STANDING**

A. As applicant of standing of the above-named project, I certify that the information on this checklist and the site plan is complete and accurate.

OWNER  AGENT  CONTRACT   
PURCHASER

- B. APPLICANT/DEVELOPER: NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 \_\_\_\_\_  
 TELEPHONE \_\_\_\_\_
- C. CONTACTPERSON: NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 \_\_\_\_\_  
 TELEPHONE \_\_\_\_\_

**3. ADJACENT OWNERSHIP INFORMATION (TO BE SHOWN ON SITE PLAN)**

- NAME/ADDRESS (N) \_\_\_\_\_
- NAME/ADDRESS (S) \_\_\_\_\_
- NAME/ADDRESS (E) \_\_\_\_\_
- NAME/ADDRESS (W) \_\_\_\_\_

(If additional space is needed, please attach separate sheets.)

**4. SITE PLAN AND SITE PLAN ATTACHMENT DATA**

A. Site plan preparer \_\_\_\_\_ Phone# \_\_\_\_\_  
 NC Registered  Engineer  Architect  Surveyor. License# \_\_\_\_\_

- B. The design for the attached Stormwater Management Plan includes:
- 1.5", 2-hour rainfall: retained on-site.
  - 4.3", 2-hour rainfall: no important access or health-related impacts.
  - 5.0", 2-hour rainfall: no unapproved impacts.

Drainage calculations have been prepared  YES  NO ATTACHED  YES  NO

**Note: Stormwater Management Plan MUST be approved by the Town Engineer prior to Planning Board review for all listed permitted uses in the zoning ordinance.**

- C. Sewage disposal approval is being submitted in the form of:
- Attached tentative approval letter dated \_\_\_\_\_
  - Attached final permit dated \_\_\_\_\_
  - State  County

- D. Project involves condominium ownership.
- NO  YES, Three copies of condominium documents attached.

E. Amount of land-disturbing activity proposed \_\_\_\_\_ square feet.

A Soil Erosion and Sedimentation Control Plan has been prepared.

- NO  YES; (1) Copy attached,  
 (2) Copy submitted to Dare County Soil Conservation Service, Manteo NC 27954.

F. Coastal Area Management Act (CAMA) permit.  YES  NO

**5. INFORMATION TO BE SHOWN ON SITE PLAN**

Twelve (12) copies for Planning Board review

A. Property and ownership	YES	COMMENTS
1. Present recorded owner and map book/cabinet reference of the site property.		
2. Current PIN Number.		
3. Site Address.		
4. Owners' names, lot numbers or map book and page reference of all adjacent property owners.		
5. Boundary of the entire parcel by course and distance.		
6. Widths of the existing rights-of-way that abut the site.		
7. Nature or purpose, location and size of existing easements.		
8. At all lot comers, points of tangents and any angle point along a given course of the site, iron pins minimum 3/8-inch diameter or 4x4-inch concrete monuments.		
9. Plan to at least 1"=50' scale, showing north arrow and whether true or magnetic.		
10. Signature and seal of preparer.		
<b>B. Existing features</b>		
1. Streets, curbs, and sidewalks with type and width of pavement.		
2. Topographic features of site and existing grades for any streets, storm drainage system including existing grades at four comers of all structures.		

	YES	COMMENT
<ol style="list-style-type: none"> <li>3. Flood zone(s) as determined by latest FEMA Flood Insurance Rate Map, with notation, "flood zone subject to change by FEMA."</li> <li>4. All underground utilities and facilities including gasoline tanks and existing septic facilities (including tanks and fields).</li> <li>5. If the lot is within an ocean hazard Area of Environmental Concern, the location of the first line of stable natural vegetation, the CAMA setback line, and contour lines at 2-foot intervals depicting any dunes located within an oceanfront AEC that are to be disturbed by construction.</li> <li>6. The location of any marsh areas or estuarine waters or US Army Corps of Engineers 404 wetlands within or abutting the lot.</li> <li>7. If the lot is within the small surface water supply watershed AEC (within 1,200 feet from the Fresh Water Pond), the distance between the pond and proposed septic or sewage treatment system.</li> <li>8. Percentage of site to be included in calculation for undisturbed vegetation preservation compliance in Article 10, Part I of the Unified Development Ordinance.</li> </ol>		
<p><b>C. Site improvements</b> in accordance with regulations of state of North Carolina, Dare County, and Town of Nags Head</p>		
<ol style="list-style-type: none"> <li>1. Proposed building type (e.g., concrete or frame), number of floors and dimensions.</li> <li>2. Proposed building elevations of all sides of building labeled in accordance with proposed architectural design criteria of Article 10, Part VI of the UDO.</li> <li>3. Total height and number of stories of proposed structure(s). If increased height is being proposed in conjunction with increased setbacks, show increase allowed in tabular form on plan. Note definition of height in Appendix A of the Unified Development Ordinance.</li> <li>4. Existing and proposed ground elevations at the corners of proposed structure(s).</li> <li>5. Sanitary sewer facilities with connection to sewer system or septic tank.</li> <li>6. Approximate locations of proposed underground utilities and any necessary easements.</li> <li>7. Screened dumpster pad(s) accessible to left-side loaders and sized in accordance with the Town Code of Ordinances.</li> <li>8. Proposed fire hydrants and extensions of water distribution lines.</li> <li>9. Location and height of proposed free-standing signs. See requirements of Article 10, Part III of the Unified Development Ordinance.</li> <li>10. Location of all sidewalks, curbs, drives, and parking within the site and proposed finished elevations.</li> <li>11. Handicapped parking spaces, walks, ramps, and entrances in accordance with the NC State Building Code. Handicapped parking spaces to be 13 feet wide, marked with a free-standing handicapped sign.</li> <li>12. The Vegetative Buffer Yard areas have been identified and the proper buffer yard provision(s) have been identified as outlined in the Unified Development Ordinance.</li> <li>13. Layout of numbered stalls/loading zones in accordance with Article 10, Part II of the Unified Development Ordinance.</li> </ol>		

Commercial <input type="checkbox"/> Residential <input type="checkbox"/>	Parking Spaces Required	Parking Spaces Shown	Loading Spaces
_____ STORIES BUILDING SQUARE FOOTAGE: PRINCIPAL _____ ACCESSORY _____ TOTAL _____			
# EMPLOYEES _____			
#DWELLING/LODGING UNITS _____			

**D. EXPLANATORY NOTES**

1. Vicinity map.
2. Total square feet of land area to undergo land-disturbing activity.
3. The total required parking spaces versus the total parking spaces provided. Parking spaces to be numbered.
4. Cross-section details of all streets, roads, ditches, and parking lot improvements.
5. The number of dwelling/commercial units. If more than one use is proposed (e.g., large hotel with shops, etc.), show breakdown of units or square footage by building.
6. If additional height above 35 feet is being proposed, the additional height and increased setbacks shall be laid out in tabular form.
7. Total site coverage calculations. (Refer to UDO to calculate lot coverage for lots abutting ocean or sound).
8. Components of the lighting plan (pole location, pole height, type of fixture, wattage, source of illumination, etc.). See Article 10, Part IV of the Unified Development Ordinance.
9. A completed architectural points worksheet for commercial structures subject to residential design criteria.

**6. PLAN AND ATTACHMENT PREPARER CERTIFICATION**

A. I certify that all information for which I am responsible is complete and accurate.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF ENGINEER  ARCHITECT  SURVEYOR

B. The following individuals have contributed information or attachments to the plan:

Name	Phone#	Information Provided
_____	_____	_____
_____	_____	_____
_____	_____	_____

## Site Specific Development Plan Option - Vested Right for Site Plans

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Please be advised that as the owner, or agent for the owner, you have the opportunity to apply for and receive a Site-Specific Development Plan that will establish a Vested Right for this project for a period of time not to exceed two (2) years from the date the Board of Commissioners approves the plan. You must secure a building permit for this project within two (2) years of the approval date, or your Site-Specific Development Plan will expire. If you elect not to apply for a Site-Specific Development Plan, you must secure a building permit within six (6) months or else your site plan will expire.

If you choose the Site-Specific Development Plan option, please keep in mind the following concerns:

1. Although your project may be classified as a permitted use, by requesting a Site-Specific Development Plan your project will be processed as a Special Use for which a public hearing will be held, and an additional fee of \$200.00 will be charged to process your application.
2. Once your Site-Specific Development Plan has been approved with vested rights status no modifications can be made to the plan.

**If you wish to take advantage of the Vested Right process, please check off the Vested Right box on page one. If you do not, then leave the box blank.**