



SITE & LANDSCAPING PLAN APPLICATION

<i>Official Use Only</i>	
P&Z #:	_____
Date Rec'd:	_____
Rec'd By:	_____
Amount Paid: \$	_____

Town of Shallotte • PO Box 2287, Shallotte, NC 28459 • 116 Cheers Street, Shallotte, NC 28470 • Phone: (910) 754-4032 • Fax: (910) 754-2740

\$100 + \$.02/gross square foot (non-residential)
\$100+ \$10/dwelling unit (Multi-family)

All applications for a Town of Shallotte Site and Landscaping plan must be complete and the required permit fee be paid prior to application review. All fees must be paid in full before a Certificate of Zoning Compliance (Zoning Permit) will be issued and before an application will be submitted for review by the Town. Applicants will be responsible for attending all review meetings where this application will be considered and for contacting the Public Works Department to determine whether utility fees will be due.

Appendix IV (attached below) of the Town of Shallotte Unified Development Ordinance (UDO) identifies the information required to be included on all plans, however any additional information necessary to show compliance with development regulations is required. Plans accompanying Conditional Use applications must first be approved by the Board of Aldermen.

No Certificate of Zoning Compliance will be issued for any project requiring site and landscape plan approval until the plans have been approved.

Project Name:		
SECTION 1: APPLICANT INFORMATION		
Applicant Name:		
Mailing Address:		
Phone:	Fax:	Email:
SECTION 2: PROPERTY OWNER INFORMATION (if different from above)		
Owner Name(s):		
Mailing Address:		
Phone:	Fax:	Email:
SECTION 3: PROPERTY INFORMATION		
Street Address and/or Description of Location:		
Parcel ID #(s):	Total Site Acres or Square Feet:	
Deed Book/Page(s):	Map Book/Page(s):	
Current Zoning District(s):		
SECTION 4: USE INFORMATION		

Description of Proposed Use/Statement of Daily Operations:

Proposed Use (Reference Article 10-Table of Permitted Uses):

SECTION 5: PLAN REQUIREMENTS

Applicants must submit Six (6) 24” x 36” copies of site and landscaping plans, and one (1) digital PDF, showing all information required by Appendix IV and any other information necessary to determine compliance with the provisions of the Unified Development Ordinance.

SECTION 6: SUPPLEMENTAL INFORMATION REQUIRED

Each Site & Landscaping Plan Application must include:

- An application fee payable in cash or check made payable to the Town of Shallotte.
- One (1) paper and one (1) digital PDF 8.5’ x 11’ front building elevation.
- A notarized letter of authorization, if acting as the agent for the property owner(s).
- An electronic copy of the plans (PDF format preferred), submitted by email or CD.

NOTE: Brunswick County Code Administration will review all building plans and issue the appropriate building permits once the Town of Shallotte has issued an Initial Zoning Permit for the project. Please be sure to schedule a final zoning inspection prior to requesting a Certificate of Occupancy.

SECTION 7: APPLICANT/OWNER SIGNATURE

In filing this Site & Landscaping Plan Application, I hereby certify that I am authorized to submit this application and that all of the information presented in this application is accurate to the best of my knowledge, information, and belief.

Signature: _____ Date: _____

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Technical Review Committee Date: _____ Recommendation: _____ Staff: _____

Planning Board Hearing Date: _____ Recommendation: _____ Staff: _____

Board of Aldermen Hearing Date: _____ Recommendation: _____ Staff: _____

SUBMISSION REQUIREMENTS

Section A 4-1: Table of Plan/Plat Requirements

Information Required	Site Plan	Landscape Plan	Preliminary Plat	Major Final Plat	Minor Final Plat	Master Development Plan
Proposed or approved name of development, project, subdivision, and/or phase.	✓	✓	✓	✓	✓	✓
Location, including township, county, and state.			✓	✓	✓	
Developer/applicant name(s), including mailing address(es) and telephone number(s).	✓	✓	✓			✓
Property owner name(s), including mailing address(es) and telephone number(s).	✓	✓	✓			✓
Name(s) of person(s) or firm(s) preparing the plat/plan, including mailing address(es) and telephone number(s).	✓	✓	✓	✓	✓	✓
Name, registration number, and seal of a professional Land Surveyor, Engineer, and/or Architect.	✓		✓	✓	✓	✓
Date of plan preparation and of surveys.	✓	✓	✓	✓	✓	✓
North arrow and orientation.	✓	✓	✓	✓	✓	✓
Map scale, denoted graphically and numerically.	✓ ¹	✓ ¹	✓ ²	✓ ³	✓ ³	✓
Sketch vicinity map showing the relationship between the proposed property or properties and the surrounding area.	✓		✓	✓	✓	✓
Exact existing and proposed or pending property boundary lines by bearings and distances and the location of intersecting boundary lines of adjacent lands.	✓	✓	✓	✓	✓	
Approximate existing and proposed property boundary lines of the site and adjacent lands.						✓
Tax parcel numbers of all existing tracts comprising the site and adjacent tracts.	✓		✓			✓
Names of owners of adjacent tracts, including applicable book and page numbers.	✓		✓	✓	✓	✓
Names and boundaries of adjacent subdivisions of record or under review.	✓		✓			✓

¹ 1" to 50' or less.

² 1' to 100' if any lot is less than 5 acres; 1' to 200' if all lots are 5 acres or more.

³ Pursuant to NCGS 47-30.

Information Required	Site Plan	Landscape Plan	Preliminary Plat	Major Final Plat	Minor Final Plat	Master Development Plan
Total acreage of all tracts comprising the plan or plat and adjacent tracts.	✓		✓			✓
Current zoning of site and adjacent tracts.	✓		✓			✓
Boundaries of any proposed or pending zoning districts on site. Boundaries must be described by bearing and distance where they do not follow described boundaries.	✓		✓			✓
Boundaries of municipal limits, extraterritorial jurisdiction limits, and township limits.	✓		✓	✓	✓	✓
Proposed lot lines, lot and block numbers, and approximate dimensions.			✓			
Lots numbered consecutively throughout the subdivision.				✓	✓	
Sufficient engineering data to determine readily, and to be reproducible on the ground, every straight or curved boundary line, street line, lot line, right-of-way line, easement line, and setback line, including dimensions, bearings or deflection angles, radii, central angles, and tangent distances for the center line of curved streets and curved property lines that are not the boundary of curved streets. All dimensions shall be measured to the nearest one-tenth of a foot and all angles to the nearest minute.	✓		✓	✓	✓	✓
Accurate locations and descriptions of all monuments, markers, and control points in accordance with N.C.G.S. 39-32.1, 39-32.2, 39-32.3, and 39-32.4	✓		✓	✓	✓	✓
Location, dimensions, density, and description of proposed land use(s) on each tract or parcel, including single-family residential, multi-family residential, commercial, office, institutional, industrial, and recreational. Recreational uses shall specify type and future ownership.	✓	✓	✓			✓
Location and dimensions of existing and proposed buildings or structures on the site and all adjacent tracts, including existing buildings or structures to be removed. Total number of stories of all multi-story buildings and height of all building must be indicated.	✓		✓			
Location and dimensions of proposed buildings or structures.		✓				
Location, direction, dimensions, name, and surface type of existing or proposed rights-of-way and easements, including those being vacated and those on adjacent properties.	✓	✓	✓	✓	✓	✓
Location of roads appearing on officially adopted plans.	✓	✓	✓			✓

Information Required	Site Plan	Landscape Plan	Preliminary Plat	Major Final Plat	Minor Final Plat	Master Development Plan
Names, cross sections, approximate grades, and pavement widths of proposed road rights-of-way, including design engineering data for all corners and curves.			✓			
Type of street dedication, either public or private.			✓	✓		✓
Where any street is to be dedicated to the public but has not yet been accepted into the local or state street system before lots are sold, a statement explaining the status of the street shall appear on the plat pursuant to Section 30-5.				✓		
Location, direction, dimensions, and description of existing driveways and private roads.	✓	✓	✓		✓	✓ ⁴
Location and dimensions of parking and loading spaces and drive aisles, including handicapped parking.	✓	✓				
Designation of curb and gutter or non-curb within internal parking areas and along adjacent streets and right-of-ways, including curb and gutter plans.	✓	✓	✓			
Location and dimensions of existing and proposed sidewalks and accessible accessways.	✓	✓	✓			
Location and dimensions of existing and proposed pedestrian and/or bicycle paths, riding trails, cart paths, etc.	✓	✓	✓			✓
Location and dimensions of existing and proposed bridges.	✓		✓			✓
Location and dimensions of all trash containers and required screening.	✓	✓				
FEMA-designated flood hazard areas, including flood zone designations and map panels.	✓	✓	✓	✓	✓	✓
Location and description of areas of environmental concern, including 404 wetland areas as determined by the Army Corps of Engineers and coastal wetlands as determined by NCDENR.	✓	✓	✓			✓
Location and description of environmental features such as wooded areas, marshes, swamps, rock outcrops, ponds or lakes, streams or streambeds, and any other natural features affecting the site.	✓	✓	✓			
Topographic information showing vertical contour every two (2) feet.	✓		✓			✓

⁴ Roads only.

Information Required	Site Plan	Landscape Plan	Preliminary Plat	Major-Final Plat	Minor-Final Plat	Master Development Plan
Water courses and water bodies, including rivers, streams, creeks, ponds, and lakes.	✓	✓	✓			✓
Location and dimensions of natural buffers.	✓	✓	✓			✓
Location, dimensions, and description of all areas to be dedicated to the public or to a property owners association.	✓	✓	✓			✓
Location, size, and flow direction of existing and proposed drainage courses within or immediately adjacent to the site, including culverts and storm drains.	✓		✓			
Location and size of stormwater basins or other comparable stormwater management mechanisms.	✓	✓	✓			✓
Location and setback of minimum building setback lines.	✓		✓			
Tables identifying the following: Total number and type of dwelling units, by development phase. Total number of lots proposed and acreage of smallest lot. Residential density, in units per acre. Total floor area for each type of use. Total area in passive open space. Total area in developed active recreational open space. Total number of off-street parking and loading spaces, including handicapped parking spaces.	✓ ✓ ✓ ✓ ✓ ✓		✓ ✓ ✓ ✓ ✓ ✓			✓ ⁵ ✓ ⁵ ✓ ⁵ ✓ ⁵ ✓ ⁵ ✓ ⁵
A note placed on the plan stating: "Any minor deviation in this plan shall require approval of the Administrator and any major deviation shall require approval of the proper approving body.	✓	✓	✓			✓
A Traffic Impact Analysis, in accordance with Article 22 or Section 30-25, where applicable, shall accompany the plan or plat in the following situations: Estimated traffic generated exceeds 800 trips per day. Subdivision will contain 80 or more dwelling units.	✓		✓ ✓			✓ ✓
A copy of an approved NCDOT driveway permit for any street or driveway proposed to intersect with a state-maintained road or any street or driveway that requires amendment to an existing driveway permit.	✓		✓	✓	✓	
A copy of a sedimentation and erosion control plan submitted to NCDENR which complies with N.C.G.S. 113A, Article 4 where land disturbing activity exceeds one acre.	✓		✓	✓		

⁵ Approximate numbers acceptable.

Information Required	Site Plan	Landscape Plan	Preliminary Plat	Major Final Plat	Minor Final Plat	Master Development Plan
A copy of any proposed deed or master restrictions, proposed articles of incorporation and by-laws of property owners association, or any other similar covenant. Such restrictions are mandatory where private recreation areas, open spaces, roads, or other amenities are established.	✓		✓	✓	✓	✓
All certifications required by Sections 28-7 and A4-2.			✓	✓	✓	
Any other information considered pertinent by the applicant, Town staff, Planning Board, or Board of Aldermen.	✓	✓	✓			✓
Digital data of all graphical submissions, including plats, site plans, landscaping plans, utility plans, lighting plans, stormwater plans, master plans, etc. in one or more of the following formats: AutoCAD .DWG or .DXF versions 12.x through 18.x; MicroStation .DGN versions 5.x through 8.x.; ESRI .SHP, .MDB, or .GDB.	✓	✓	✓	✓	✓	✓
Detailed utility plans, including water, sewer, and stormwater, and showing connections to existing systems or plans for individual water supply systems and sewage disposal systems. Plans must show line sizes, the location of fire hydrants, blow-offs, manholes, pumps, force mains, gate valves, utility and maintenance easements, and daily estimated sewer flow figures. (NOTE: Type of construction materials and brand of appurtenances will require approval from the Town of Shallotte.) Plans shall include profiles based on mean sea level datum for gravity sanitary and storm sewers. (NOTE: Detailed plans may be submitted after site plan or preliminary plat are approved and must be approved by the Town prior to the issuance of building permits or approval of a final plat.	✓		✓		✓	
A note indicating providers of natural gas, telephone, cable television, and electric service.	✓		✓		✓	✓
Locations, dimensions, and size of required buffers and internal parking lot planting areas.		✓				
Location, species, and size of all heritage trees pursuant to Section 17-4.		✓				
Location and size of all groves of trees to be protected, including the approximate number and species of protected trees.		✓				
Location, species, dimensions, and spacing of all required landscaping materials clearly labeled and numbered and a legend.		✓				