



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

All applications for site and landscaping plan approval must be complete and accompanied by the appropriate permit fee (\$100.00 plus \$0.02 per gross square foot for non-residential projects/\$100.00 plus \$10.00 per dwelling unit for residential projects), payable in cash or by check made to the Town of Shallotte. 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 Planning Board or Board of Aldermen. Applicants will be responsible for attending all Planning Board and Board of Aldermen meetings where this application will be considered and for contacting the Public Works Department to determine whether utility fees will be due.

Appendix IV 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 must be approved by the Planning Board. Plans accompanying Planned Building Group or Conditional Use applications must also 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:

Use Classification (from Table of Uses):

SECTION 5: PLAN REQUIREMENTS

Applicants must submit fifteen (15) 24" x 36" copies of site and landscaping plans, or two (2) paper copies 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.

NOTE: Site details cannot deviate from an approved plan without written approval of the Administrator.

SECTION 6: SUPPLEMENTAL INFORMATION REQUIRED

Each Site & Landscaping Plan Application must include:

- An application fee of \$100.00 plus \$0.02 per gross square foot for non-residential projects or \$100.00 plus \$10.00 per dwelling unit for residential projects, 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: If the site & landscaping plans are approved, building plans shall be submitted before Certificate of Zoning Compliance (Zoning Permit) will be issued. Consult the Planning Department for building plans required.

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: _____

Appearance Committee Date: _____ Recommendation: _____ Staff: _____

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