



The Town of Sunset Beach

700 Sunset Boulevard North ♦ Sunset Beach ♦ NC ♦ 28468
Phone: (910) 579-0075 or (910) 579-0068 ♦ Fax: (910) 579-1840

Development Permit Application Packet and Checklist for Submitting Plans

This checklist is a general list of what may be required, each building project is unique, and some variations may apply that are not listed here. Place a checkmark in the left hand box for the documents that are being submitted.

- Zoning Permit Application:** No buildings, signs, or other structures shall be erected, moved, added to, or structurally altered until a zoning compliance permit has been issued. No certification of zoning compliance shall be issued except in conformity with the provisions of the UDO. [Section 1.12]
- Site Plan:** The site plan shall be prepared by a professional engineer, registered land surveyor, or architect and shall be drawn to scale of not less than one (1) inch equals thirty (30) feet. The site plan shall be based on a current survey or the latest tax map information and shall be of a size as required by each individual site plan. See the attached list of site plan requirements for what needs to be included. The UDO Administrator may waive some of the required elements at his/her discretion. [Section 5.03]
- Fill and Grade Worksheet:** No lot, parcel or tract of land may be disturbed by grading, filling, excavation, and removal of trees or removal of stumps without a Town Fill and Grade permit. Permits for Fill and Grade shall be accompanied by a scaled grading plan depicting elevation change prepared by a licensed surveyor, landscape architect, or professional engineer. For single-family residential and duplex dwelling uses, when fill is not proposed in excess of 4 inches, a scaled grading plan is not required. [Section 2.18]
- Stormwater Management:** An Impervious Area Worksheet confirming the impervious surface coverage is required. Residential development may not exceed forty-five (45) percent impervious surface of total lot area. A stormwater management plan in compliance with Town ordinance (Article 12, Part II) is required for projects that add greater than two hundred (200) square feet of impervious surface. If there is any activity which disturbs land within 30' of a stream or other natural waterway or any filling or excavating of a parcel which results in a change of land surface of 4" or more, then a Brunswick County storm water permit is required.
- Landscape Plan:** A landscaping plan and general application shall be submitted to the UDO Administrator. The landscaping plan shall be reviewed by the UDO Administrator for all permitted uses. Landscaping plans shall not be required for single family and duplex homes on a single lot; however, the requirements specified in Section 10.05 shall be satisfied prior to issuance of a Certificate of Occupancy. [Section 10.02]
- Floodplain Permit Application:** No structure or land shall hereafter be located, extended, converted, altered, or developed in any way without full compliance with the environmental regulations and other applicable laws. [Section 12.02]
- Elevation Certificate/V-Zone Certification**
- CAMA Permit:** If property is located within the CAMA areas, a major or minor CAMA permit will be required. [Coastal Area Management Act]



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Planning and Zoning Department / Zoning Permit
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Please write clearly and legibly

Date: _____ Cost of Construction: \$ _____ Permit #: _____

Address of Construction: _____ Parcel# _____

Property Owner: _____ Phone: () _____

Email Address: _____

Address: _____

Applicant: _____ Phone: () _____

Address: _____

Email Address: _____

Floodplain Development Information:

Is the proposed development in a flood zone? () Yes or () No

Flood Zone Designation: () AE / () VE / () Floodway / Base Flood Elevation: _____

I, the undersigned do hereby certify that all of the above statements are true to the best of my knowledge and understand that any deviation, change, or alteration not included or shown on these plans will alter the approval so granted.

Signature of Applicant: _____ Date: _____

To Be Completed by Staff:

Zoning: _____ Parcel #: _____

Setbacks: Front: _____ Right Side: _____ Left Side: _____ Rear: _____

Proposed Use: Commercial: ___ Multi-Family: ___ Modular Home: ___ Single Family: ___

Mobile Home: ___ Accessory: ___ Addition: ___ Change of Use: ___ Other: ___

Comments: _____

Zoning Approval: _____ Date: _____ Zoning Approval C/O: _____ Date: _____

Project Data (Describe work below and draw or attach site plan):

****The above approvals are based and limited to evaluation of information provided with the permit application and include only the specific approvals listed. This permit does not constitute approval of any uses or structures not shown on the application or of any related request not included on the application****

DRAW PLOT PLAN- Show what the permit is requesting.

If there are no additions or extensions, what work is being done?

SHOW ALL LOT DIMENSIONS, STREETS, WATERWAYS AND OTHER STRUCTURES



Fill and Grade Permit

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Application must be accompanied by a survey and/or grading plan which complies with Sections 2.18 and 2.22 of the UDO and which demonstrate the information contained on this form.

(A) Applicant Information:

Name of Owner (Applicant): _____

Name of Contact Person: _____

Phone Number: _____ Email Address: _____

(B) Project Information: (all fields are required)

Project Description: _____

Street Address: _____

Parcel ID Number: _____

Total Tract Size (sq. ft.): _____ Total Area of Land Disturbance (sq. ft.): _____

Elevations [Mean Sea Level]: Current Elevation(s): _____

Finished Grade of Adjacent Properties: Left: _____ Right: _____

Elevation of the Crown of the Road: _____ Proposed Finished Grade: _____

(C) Questions:

Answer <u>all</u> of the following.	YES	NO
1. WILL THE PROJECT REQUIRE FILL?		
2. WILL THE PROJECT REQUIRE GRADING?		
3. IS THE DEVELOPMENT FOR COMMERCIAL USE?*		
4. WILL ANY PORTION OF THE SITE HAVE A CHANGE IN ELEVATION BY AN AMOUNT GREATER THAN 4 INCHES? *		
5. IS THE DISTURBED AREA OF DEVELOPMENT EQUAL TO OR GREATER THAN 1 ACRE (43,560 SQ. FT.)? *		
6. IS THE DEVELOPMENT OR ANY RELATED DISTURBANCE WITHIN THE LIMITS OF A RIPARIAN BUFFER (30 FT. FROM BANKS OF NATURAL STREAM OR WATER BODY)? *		

*If you answered "Yes" to any one of the questions 3-6 above, a Brunswick County Storm Water Permit is required to be included with this form. Incomplete applications will not be accepted.

Please continue on reverse side.

Fill and Grade Permit

(D) Important Information: The purpose of this permit is to protect the natural and cultural resources of Sunset Beach, consistent with the CAMA Land Use Plan. This permit must be issued to any owner, developer, or contractor prior to the filling of any lot or any land disturbing activity.

It is not the intent of the Town to prohibit any owner from maintaining their lot or land. However, the land cannot be graded, disturbed, nor can trees and stumps be removed, and fill cannot be placed on the lot until this permit has been issued.

It is essential that you must contact the Public Works Department before installation of any driveway pipes to ensure compliance with Town Code. A silt fence must be erected around that portion of a lot being disturbed that causes erosion onto adjacent property and street right-of-ways. **Permit is not valid until approved as indicated below.** Permit will not be issued if application is incomplete or if the information provided is not compliant with the regulations of the UDO.

(E) Certification:

I, _____ (print name) hereby certify the information included on this application and attached pages is true and correct to the best of my knowledge. I also certify that I have read and acknowledge all information contained in this permit application and agree to abide by all applicable codes and regulations. **I hereby affirm that I am the property owner, or authorized agent representing the property owner for the specific property for which this permit application is being made.**

Signature of Property Owner/Agent: _____

****Office Use Only****

Survey Attached: [] Yes [] No Submitted with Development Permits: []

Grading Plan Attached: [] Yes [] No [] N/A

Brunswick County Stormwater Permit Attached: [] Yes [] No [] N/A

Complete Application: [] Yes [] No

Action: [] Approved [] Denied [] Other _____

Reviewer: _____ Date: _____

Comments: _____



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Stormwater Management Requirements

On January 6, 2020, the stormwater management ordinance was amended by Town Council. The new requirements are summarized below.

1. Development activities including one (1) or more acres of land disturbance requiring an erosion and sediment control plan or CAMA Major Permit shall be governed by the NC State Stormwater Regulations and the Brunswick County Stormwater Quality Management and Discharge Control Ordinance and shall obtain a State and County stormwater permit.
2. Residential development may not exceed forty-five (45) percent impervious surface of total lot area and the total amount of impervious surface must remain below the maximum impervious surface coverage allowed by any other regulatory agency.
3. All development and redevelopment of single-family or duplex residences adding greater than two hundred (200) square feet of impervious surface coverage must provide appropriate stormwater control measures designed in accordance with the NC Department of Environmental Quality's Stormwater Design BMP Manual to control and treat the runoff from all surfaces generated by one and one-half (1 1/2) inches of rainfall or less from all impervious surfaces on site.
4. A stormwater management plan must be submitted prior to the issuance of permits for new construction or renovation/expansion. For renovation/expansion of existing single-family or duplex residences all additional impervious surfaces must be controlled and treated in accordance with (3) above.
5. All stormwater management plans must be designed according to the following:
 - a) Projects exceeding \$30,000 must be designed, inspected and approved after construction by a NC professional engineer prior to issuance of a certificate of occupancy.
 - b) Projects equal to or less than \$30,000 can be designed by a NC professional engineer or surveyor and inspected and approved after construction by the engineer, surveyor or the responsible contractor.



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Manufactured Home Set-up Permit Application Checklist

Bolded applications on this sheet are found on the website or available in the Inspections Department. All Applications and Forms are required to be filled out entirely so as to not cause a delay

- Manufactured Home Set-up Application.**
- Proof of age of manufactured home. Such as copy of title information or sales agreement.
- Set-up Manual. (Will be given back to applicant upon permit issue).
- Operations Permit for septic tank installation from Brunswick County Environmental Health Department. This is only required if the property is not located in the Public Sewer Service Area.
- Lien Agent Assignment. Provide a copy of the smart phone bar code page provided by Liens NC. Lien Agent. Liens NC website: www.liensnc.com.



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Manufactured Home Set-up Application

911 Address where home will be set up: _____

MH Owner's: _____ Phone #: _____

Address: _____

Property Owner: _____ Phone #: _____

Address: _____

MH Set-up Contractor: _____

Address: _____ Phone #: _____

N.C. License # _____

Year: _____ Make: _____ Model: _____

Single wide: _____ Double wide: _____ Triple wide: _____

Size of Mobile Home: _____ # bedrooms: _____ # bathrooms: _____

Lot Dimensions of Property _____ Color: _____

Wind Zone _____

Footing: precast _____ poured _____

I do hereby certify that all information in this application is correct and that all work will comply with the regulations for Manufactured Homes for the State of North Carolina and all other state and local codes. In the event that changes are made different than this application I will notify the Town of Sunset Beach Inspection Department.

A permit shall not be issued until the fees prescribed by the local governing authority have been paid. No amendment to a permit shall be released until the additional fee, if any has been paid. (G.S. 153-A-354 and 160-A-414)

Owner/Contractor/Agent

Date

CONFIRMATION OF SUBCONTRACTOR FOR MANUFACTURED HOME
PERMIT APPLICATION

Electrical Contractor Name: _____

NC Electrical License #: _____

Electrical Contractor Signature: _____

Plumbing Contractor Name: _____

NC Plumbing License #: _____

Plumbing Contractor Signature: _____

Mechanical Contractor Name: _____

NC Mechanical License #: _____

Mechanical Contractor Signature: _____

Lien Agent Assignment Per North Carolina General Statute 160A-417:
(Also provide a copy of the bar coded print out)

Name of Lien Agent: _____

Mailing Address of Lien Agent: _____

Physical Address of Lien Agent: _____

Telephone: _____ Fax: _____

Email Address: _____



Manufactured home inspection procedures for **Single Wide** mobile home.

1. The inspections listed below will be performed on the **FIRST** initial inspection, excluding a poured footing.

NOTE: Footing inspection required only for **Cast in Place**, precast (i.e. solid cap block, ABS pads) will be inspected at the first initial inspection.

First initial inspection to include the following:

- **Set -up:** 911 address, tie-down strapping, piers, vegetation removal, level grade underneath home, vapor barrier, Data Plate, proper steps in place at all doors.
- **Electrical:** Main Service equipment, Sewer lift pump if (applicable), HVAC electrical.
- **Plumbing:** Water service from street connected to home. All sewer drains connecting to home shall be installed with test on outside of mobile home, sewer line installed to pump tank or septic tank.
- **HVAC:** Installation of HP & AHU, or Package Unit, Dryer duct.

Final Inspection to include:

- Positive drainage from around home.
- Debris from underneath home.
- Final plumbing connections to include covering of open ditches.
- Landscaping.



March 22, 2019

Manufactured home inspection procedures for **Double Wide** mobile home.

1. The inspections listed below will be performed in following order:

First initial inspection to include the following:

- Poured footing if applicable, **Cast in Place**.

Second inspection to include the following:

- Marriage line connections. (Ladder must be onsite to perform inside inspections).
- **Set-up**: Tie-down strapping, piers, vegetation removal, level grade underneath home.

Third inspection to include the following:

- **Electrical**: Main Service equipment, Sewer lift pump if (applicable), HVAC electrical.
- **Plumbing**: Water service from street connected to home. All sewer drains connecting to home shall be installed with test on outside of mobile home, sewer line installed to lift pump tank or septic tank.
- **HVAC**: Installation of Dryer duct, HP & AHU, or Package Unit.
- Data Plate

Fourth inspection to include the following:

- Footing system for brick underpinning if applicable.

Final Inspection to include:

- Positive drainage from around perimeter home
- Debris from underneath home
- Final plumbing connections to include covering of open ditches
- Landscaping
- Underpinning
- 911 address
- Vapor barrier
- Proper steps in place at all doors.