

PROCEDURE GUIDE AND APPLICATION FOR A DEVELOPMENT PERMIT TO CLEAR AND GRADE A PARCEL OF LAND

The following guide and application requirements are intended to provide adequate information about the parcel of land that you intend to clear for future development or other purpose. To obtain a permit to clear, grade, fill, de-vegetate, or make improvements to any parcel of land all required materials must be submitted, reviewed and approved. The information must be accurate and legible. All application documents provided by the Development Services Department must be completed prior to permit issuance and commencement of work. Any work started without a permit shall be charged double the original permit fee and the owner/developer may be subject to a civil penalty of \$500.

- A. A survey is required showing all proposed development, area's to be filled, and stormwater calculations. The following information must be clearly shown on the survey: *If no development is to be done at this time a sketch plan can be submitted per 32-74(c).*
- Lot, block, section, subdivision name, phase, property address and street name
 - Signature and printed name of person who prepared the survey
 - Property lines with linear footages & building envelope indicating required setbacks of the zoning district
 - AEC lines and setbacks of your property if located within an AEC. If property is located within the 75' Estuarine Shoreline AEC, Mean High Water, Coastal Wetlands the required 30' buffer must show
 - Benchmark location and lot elevations at all 4 corners and throughout.
 - Total square footage of the property, and AEC square footage if applicable
 - Adjacent street right of ways and any public or private easements.
 - Dimensions of proposed primary structure(s) including and proposed cantilevers.
 - Driveways through the right-of-ways that show parking layout, steps, decks, landings, walkways, sidewalks, patios, gazebos, garages, carports, swimming pools, and other accessory structures and/or uses of the property must be labeled and proper dimensions shown.
 - Location and dimensions of septic system area.
 - Total square footage of all impervious surfaces.
 - Stormwater Design.
 - Location of all existing & proposed utilities.
- B. Must provide floor plan listing all rooms and a lien appointment from NC Liens.
- C. On site preparations must be completed and inspected prior to commencement of any ground disturbing activity.
- All property comers must be marked with above ground wooden stakes clearly identifiable to the code enforcement official as to their purpose.
 - All trees, bushes, shrubs, and other significant ground cover that may be located directly on or across property lines shall be marked and protected and shall not be removed without written approval of the adjacent property owner.
- C. Following the issuance of a permit the following items must be completed and inspected in a timely manner:
- Following the completion of the ground disturbing activity an inspection will be made to determine if there are any areas on the parcel that may be unstable, capable of retaining water or producing excessive stormwater runoff. If it is determined that there is additional work needed to ensure compliance, the work must be completed within five (5) working days.
 - All debris shall be removed from the site within five (5) days after the completion of the project.
 - All equipment shall be removed from the site within seventy-two (72) hours of project completion.
 - Unless specifically exempted by the Development Services Department, all work must be completed and inspected within thirty (30) days of permit issuance.

I, the under signed, do hereby agree that I have read and understand the requirements for obtaining a permit to develop a parcel of land. I understand and agree to abide by any special conditions prescribed by the code enforcement official in the issuance of a permit.

Property Owner/Agent

Date

Application for a Development Permit

Project Description: _____

Proposed Structure:

Total Square Footage: _____ Heated Square Footage: _____ Height: _____

Site Data:

Lot _____ Block _____ Section _____ Tax Parcel _____

Physical Address _____

Lot Size _____ sq. ft Acreage? _____

Is the Property located in a SFHA (Flood Zone) () Yes () No

Specify which zone () X () X Shaded () A () AE () VE

Base Flood Elevation _____ Map/Panel/Suffix _____

Map Revision Date _____

Is the Property located within an Area of Environmental Concern () Yes () No

If Yes, have you attached a copy of your CAMA Permit to this Application?

If necessary, we will assist you in gathering flood plain and zoning information

Oak Island Zoning District: _____

Ownership Information:

Property Owner: _____

Mailing Address: _____

City/State/Zip: _____

Telephone: _____ Fax: _____ Cell: _____

E-mail: _____

Contractor Information:

Name: _____ License # _____

Mailing Address: _____

City/State/Zip: _____

Telephone: _____ Fax: _____ Cell: _____

E-mail : _____

Vegetation:

A vegetation plan/worksheet (see attached) must be submitted, reviewed, and approved prior to any clearing or construction.

The vegetation plan/worksheet must include the following information:

- Lot width and length
- Front, rear, and side setbacks
- Species and location of all trees 2" caliper at breast height and greater noted; trees to be left marked with an (L) on the plan/worksheet and flagged on site; trees to be removed marked with an (R) on the plan/worksheet.
- Location & type of any vegetation that will be replaced after development or construction
- Location of natural areas to be left
- Location of areas to be filled

* Applicants may select plant types from the list provided on the Oak Island Approved Native Plant Material List.

Applicant Name _____

Signature _____ Date _____

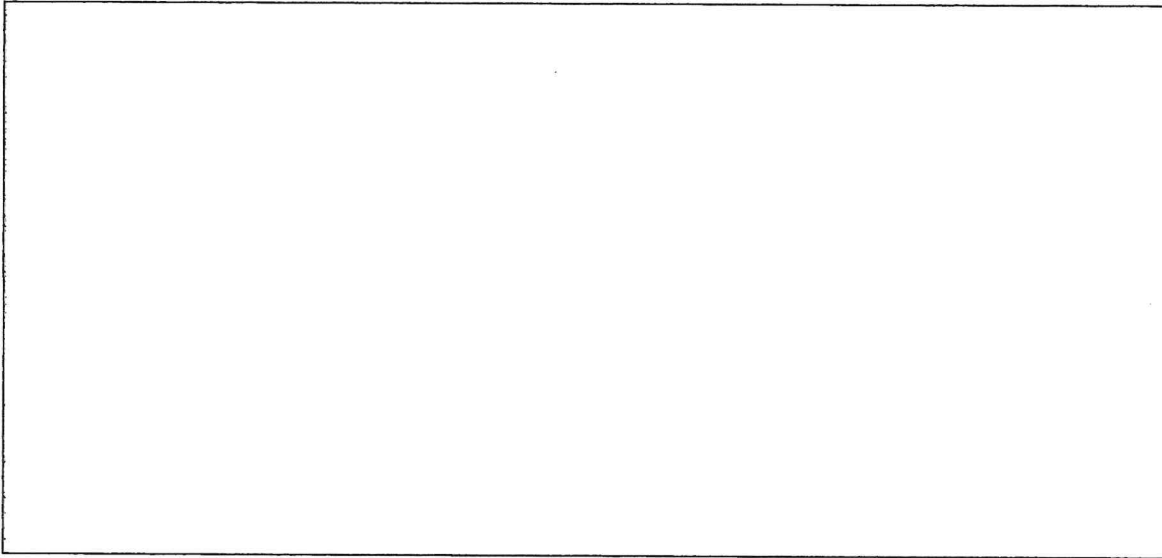
Required Attachments: Vegetation Work Sheet

Town Oak Island Retained Tree Worksheet

Date: _____ Owner: _____

Property Address: _____

Lot Size (square feet): _____ Required Dbh or ft2 Retention: _____



Map Key Symbols

X - Denotes Existing Tree Planned to be Removed from Built Upon Area (BUA)

HH - Hardwood Heritage Tree (Show & list Dbh on map)

SH - Softwood Heritage Tree (Show & list Dbh on map)

S - Existing Specimen Tree Retained (5-inch Dbh minimum tree size for credit, show & list Dbh)

NP – New Planting from Table 1 (Show & list species from Table 1)

Lot Size (square feet)	Dbh to be retained (inches)
6600	30
7500	34
10000	45
20000	91

Oceanfront and second row properties require 50 square feet for each 500 square feet of heated area.

APPROVED _____ DISAPPROVED _____

Tree Canopy Manager: _____ Date: _____

Town Oak Island Chapter 32 Worksheet Calculations

Definitions:

Diameter Breast Height (Dbh) - Dbh is the standard for measuring existing trees. Dbh refers to the tree diameter measured at 4.5 feet above the ground.

Heritage Tree - A tree of any hardwood species with a minimum of 15 inches or greater dbh and softwood species of 30 inches or greater dbh.

Specimen Tree - Existing trees of any species with a minimum dbh of 5 inches or greater.

Large Tree - A woody perennial plant, typically having a single stem or trunk typically growing over 30 feet in height at maturity (excluding palm trees).

Planting of New Trees:

Planting of new trees shall only be allowed to meet the required dbh when the required number of existing trees cannot be retained on the lot. Lots unable to retain the required dbh of existing trees shall need an approved planting plan by the Tree Program Manager prior to any development or building permits being issued. New plantings shall be spaced a minimum of 10 feet from existing trees, other new plantings, and the foundation of any permanent structure. Only plant species list in the Oak Island Approved Native Plant Material List (Table 1) in Appendix A of this Chapter are allowed. All newly planted trees will be a minimum two-inch dbh size. All shrubs, grasses, and herbaceous plants will be transplanted from 5-gallon containers.

Retention Calculation:

Interior Lots: A minimum of one-inch dbh per 220 square feet of lot area shall be preserved.
 $6,600 \text{ ft}^2 \text{ lot} / 220 \text{ ft retention} = 30 \text{ dbh to be Retained on lot}$

Diameter at Breast Height (Dbh) to be retained per lot Town Oak Island, NC

Note 5-inch Dbh minimum tree size for credit

Lot Size (square feet)	Dbh to be retained (inches)
6600	30
7500	34
10000	45
20000	91

Ocean & 2-Row Lots: Oceanfront and second row properties are excluded from the requirements of Sec. 32-76(1) a, b, c, and e. A combination of trees, herbaceous plants, and/or grasses shall be planted or preserved to provide a planted area of 50 square feet for each 500 square feet of heated area for oceanfront and second row lots. Only species listed in Table 1 and recommended for seaside plantings shall be planted to meet the minimum requirements for oceanfront and second-row lots.

$7,500 \text{ ft}^2 \text{ ocean lot} / 500 \text{ ft}^2 = 15 \times 50\text{ft planted area} = 750 \text{ ft}^2 \text{ Needed}$

$10,000 \text{ ft}^2 \text{ ocean lot} / 500 \text{ ft}^2 = 20 \times 50\text{ft planted area} = 1000 \text{ ft}^2 \text{ Needed}$

Buy-Down Option: The applicant may request a reduction of tree dbh up to 30% of the total required amount. Should the applicant request a reduction, the applicant shall pay \$250 per inch dbh reduced.

Need Total 30 dbh x 0.30 = Reduce by 9 dbh so to reduce 9 dbh x \$250 = \$2250

Map Symbols to Use:

X - Denotes Existing Tree Planned to be Removed

HH - Hardwood Heritage Tree

SH - Softwood Heritage Tree

NP – New Planting

Vegetation Worksheet Needs to Show:

All Heritage Trees (15" Dbh Hardwoods & 30" Dbh Softwoods)

All Trees to be Retained to Meet Required Dbh for the Lot

Proposed Built Upon Area (BUA) includes location of house, driveway, walkways, accessory buildings, and other required site improvements.

All Heritage Trees to be removed from BUA

Any Buy-Down Proposals

Removal of Heritage Trees: No person, directly or indirectly, shall remove any heritage tree from public or private property within the required setback area during development. In addition, no heritage tree may be removed from any location on developed property without first obtaining a tree removal permit.

Delayed Planting: The Tree Program Manager or his/her designee may delay planting during the months of June, July, August and September. When planting is delayed, the Tree Program Manager or his/her designee shall set a date certain that the planting shall be completed and shall inspect the site to determine compliance.

One Year Health Check: Planted or preserved trees shall be maintained in a healthy state for a minimum of one (1) year after the issuance of the Certificate of Occupancy. The Tree Program Manager or his/her designee shall inspect the health of planted or preserved trees at any time during the 1-year period.

Examples: 6600 ft² Lot = 30 DBH Retention Needed

Red = Trees Removing = HH15

Green = Trees Retaining = 5

Orange = House = 

Yellow = New Planting 2 inch DBH Large Canopy Species (Table 2) = 2

White = New Planting Front Set-Back (4 dbh per 25 ft) = F2

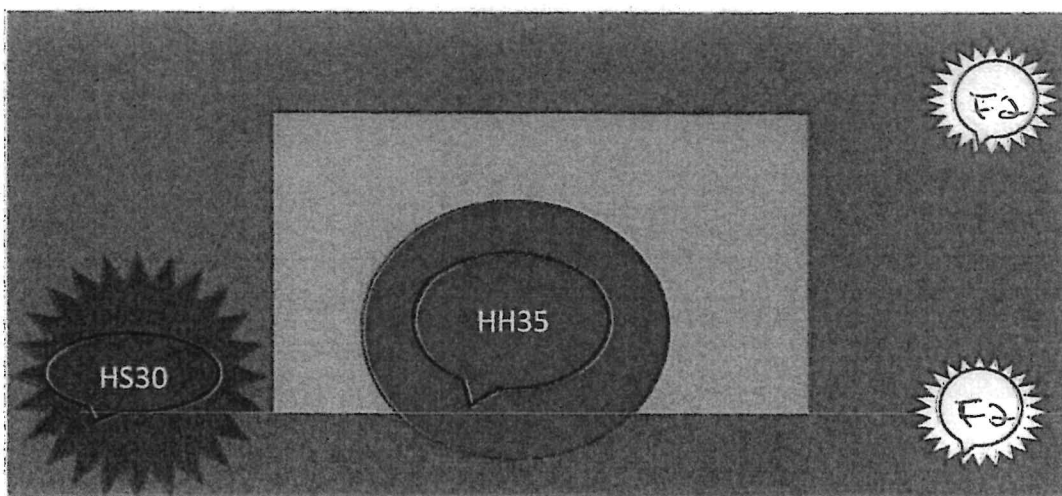
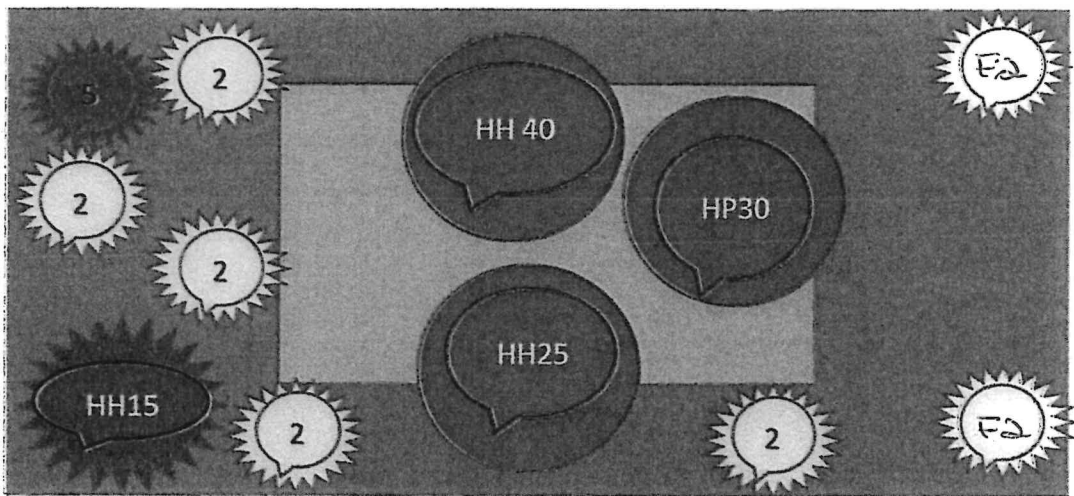
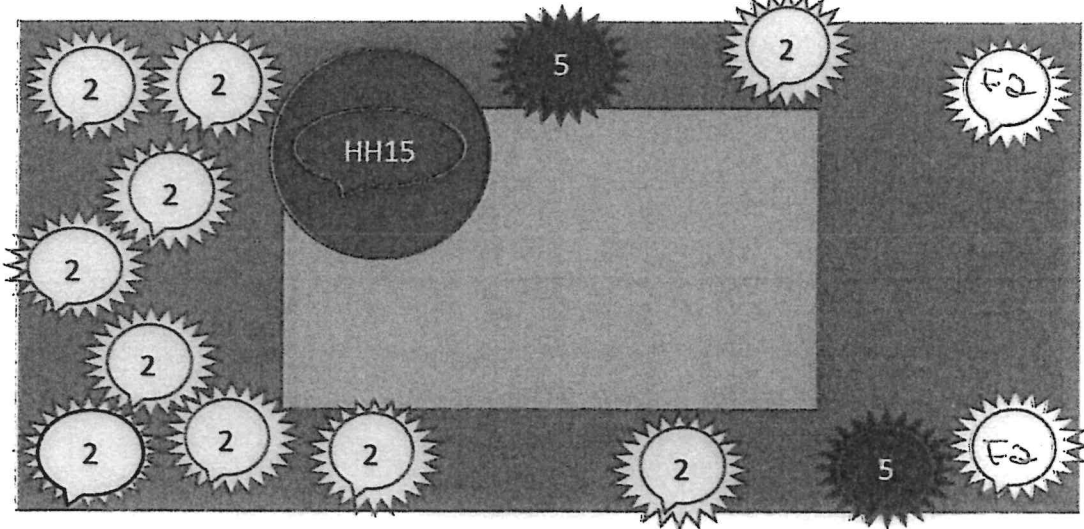


Table 1: Oak Island Approved Native Plant Material List

Botanical Name	Common Name	Traits	Aerosol Salt Tolerance	Maritime Forest Planting
Large (Shade) Tree installed at minimum 2-inch caliper; mature height typically greater than 30 feet				
<i>Quercus virginiana</i>	Live Oak	E, N, D	M	x
<i>Magnolia grandiflora</i>	Southern Magnolia	E, N, D	M	x
<i>Prunus caroliniana</i>	Cherry Laurel	E, N, D	M	x
<i>Persea borbonia</i>	Red Bay	E, N, D	H	x
<i>Carya glabra</i>	Pignut Hickory	N,D	M	x
<i>Quercus falcata</i>	Southern Red Oak	N, D	M	x
<i>Quercus shumardii</i>	Shumard Oak	N, D	M	x
<i>Pinus palustris</i>	Long Leaf Pine	E, N, D	H	x
<i>Nyssa sylvatica</i>	Black Gum	N	M	x
<i>Taxodium distichum</i>	Bald Cypress	N, D	M	x
<i>Juniperus virginiana</i>	Eastern Red Cedar	E, D,*N,	H	x
Small Tree installed at minimum 2-inch caliper; mature height typically less than 30 feet				
<i>Magnolia grandiflora</i>	'Little Gem" Magnolia	E, N, D	M	x
<i>Quercus geminata</i>	Sand Live Oak	E, N	H	x
<i>Ilex vomitoria</i>	Yaupon Holly	E, N, D	H	x
<i>Ilex opaca</i>	American Holly	E, N, D	S-M	x
<i>Diosporos virginiana</i>	Common Persimmon	N, D	H	x
<i>Morella cerifera</i>	Wax Myrtle	E, N, D	H	x
<i>Cartrema americana</i>	Devilwood, Wild Olive	E, N	M	x
<i>Zanrhexylum clava-hercules</i>	Toothache Tree, Hercules Club	N. D	H	x
<i>Myrica cerifera</i>	Southern Wax Myrtle	E, N, D	H	x
<i>Sabal minor</i>	Dwarf Palmetto	E, N, D	M	x
Shrubs, Grasses, and Herbaceous Plants transplanted from 5-gallon containers; typical height 3-15 feet				
<i>Ilex vomitoria "Nana"</i>	Dwarf Yaupon Holly	E, N, D	H	x
<i>Ilex vomitoria "Pendula"</i>	Weeping Yaupon Holly	E, N, D	H	x
<i>Yucca filamentosa</i>	Yucca	E, N, D	H	x
<i>Sorghastrum nutans</i>	Indiangrass	N, D	H	x
<i>Schizachyrium scoparium</i>	Little Bluestem Grass	N, D	H	x
<i>Muhlenbergia capillaris)</i>	Pink Muhly Grass	N, D	H	x
<i>Uniola paniculata</i>	Sea Oats	N, D	H	x
<i>Ammophila breviligulata</i>	American Beachgrass	N, D	H	x

Traits Key: E = EVERGREEN, N = NATIVE, D = DROUGHT TOLERANT, *N = NATIVE TO NORTH AMERICA MAINE TO TEXAS

Salt Tolerance Key: HIGH (H)—DIRECT SALT SPRAY; PLANT ON DUNES/BEACH FRONT, MODERATE (M)—INDIRECT SALT SPRAY, SLIGHT (S)—LOW/NO SALT SPRAY



Fill Ordinance

Fill, lot

The amount of fill added to a lot will be no greater than one foot above the crown of the road or even with the highest adjacent lot, whichever is less, and will not be greater than is necessary to meet the health department requirements for an improvement permit. Fill greater than one foot will have an engineered fill plan for stabilization and stormwater retention. Lots requiring fill up to one foot for the purposes of elevating above flood for Letter of Map Revision Based on Fill (LOMR-F), leveling a lot with drastic elevations or for the purpose of commercial stormwater designs may do so in accordance with Section 10.104.1 .

SECTION 10.104.1 FILL

For projects for which fill over one foot is requested, engineered stormwater retention measures, such as retention ponds, or an underground infiltration system, and a Soil Stabilization Plan are required. Engineered fill plans must demonstrate how stormwater runoff, in excess of 1.5 inches, will be directed toward the street right-of-way and not towards adjacent properties. Residential lots seeking a Letter of Map Revision Based on Fill may have up to a maximum of 1 foot of fill.

Public Utilities Department Service Request Form

Building Permit Tracking Number

LAND

Date Received by Dev. Services

Information to be filled in by Owner/Contractor

Type of Construction	Tax Parcel Number	Lot Block Section Description			Address (Project)					
NSF										
Irrigation Meter	Water Service Size	# of Fixture Units	# Baths	# Habitable Rooms	Owner of Record					
<input type="checkbox"/> Yes <input type="checkbox"/> No	3/4" 1" 2"				Billing Address					
					Town		State		Zip	
					Phone / Cell					
					Email					
Was lot previously combined?		Water Tap Location (Facing Property)			Contractor/Agent					
If Yes- Original Parcel Number		<input type="checkbox"/> Right <input type="checkbox"/> Left			Phone / Cell					
		Previously installed Utilities may effect location								

Information to be filled in by Town Official

Water Impact (30-372-0000)	Pre Paid Water Tap?	No	Water Service	Short	Long
Cost	If Yes Lot Number	Yes	Gravity Service	Short	Long
Water Tap (30-373-0000)			Circle What's Needed		
Size			3/4"		
Cost			\$		
Irrigation Tap (30-373-0000)					
Size			2 1 3 4		
Cost					
Sewer Impact (31-372-0000)	STREET SIDE				
Cost (1st 4 Habitable Rooms)	Staff Location of Services New / Existing				
Cost EXTRA Habitable Room(S)	W-Water, I-Irrigation, S-Sewer				
Sewer Tap (31-373-0000)	FEES COLLECTED BY:				
Type	Vac	Gravity	Amount	Initials/Date	
Size			30-372-0000	\$	
Cost	\$		30-373-0000	\$	
OTHER:			31-372-0000	\$	
			31-373-0000	\$	
			31-380-0000	\$	
			(Other)	\$	
			Total Amount	\$	
Sewer Assessment Paid?	No				
(31-380-0000)	Yes				
Amount Owed	\$				

WO #'s

Notes:

Meter Number

Install Reading

Install Date

WO Number

Collection Department Reviewed By

Date

Public Utilities Department Reviewed By

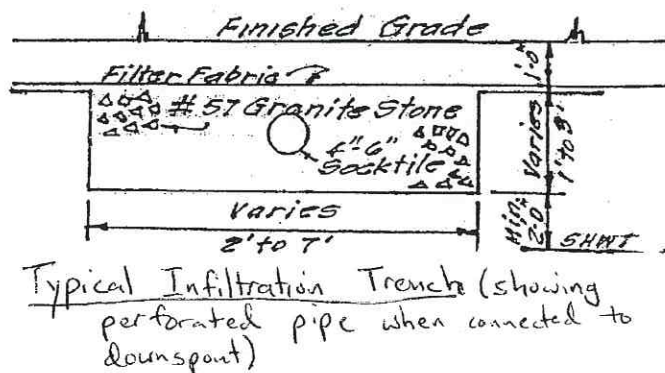
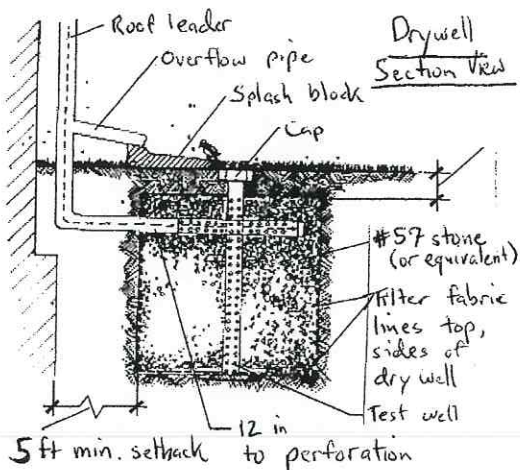
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APPENDIX E
STORMWATER MANAGEMENT WORKSHEET
 Single-Family or Duplex Residences

<u>Impervious Surface</u>	
<u>New</u>	<u>Existing</u>
Structures (all roof area) _____ sq/ft	Structures (all roof area) _____ sq/ft
Driveway, sidewalks and patios _____ sq/ft	Driveway, sidewalks and patios _____ sq/ft
Other _____ sq/ft	Other _____ sq/ft
Total New _____ sq/ft	Total Existing _____ sq/ft
Total Impervious Surface (New + Existing) _____ sq/ft	
Total Lot/Parcel Area _____ sq/ft	
Divide the total impervious surface above by the size of the lot/parcel and convert to a percentage: ____% *	
*If the project has impervious surface area of 30% or greater a licensed professional engineer or surveyor must sign, date, and stamp the stormwater management plan.	

In order to comply with the requirements of the Stormwater Management Ordinance for the Town of Oak Island, the minimum requirements for construction and sizing of underground infiltration devices utilizing the Standard Method are as follows:

Install a slotted channel drain (or asphalt/concrete swale) with infiltration devices (min. total excavated volume of 22 cubic feet filled with #57 stone, or equivalent) within two feet of property line (not in public right of way) in driveway **and** infiltration drywells connected to downspouts (or infiltration trenches along entire drip line) with a minimum total excavated volume of 108 cubic feet and filled with #57 stone, or equivalent.



APPLICANT SIGNATURE

By signing the Stormwater Management Worksheet (Appendix E), I as the applicant/owner attest that the information provided herein is true and correct to the best of my knowledge. I also certify that this application is being made with the full knowledge and consent of all owners of the affected property.

 (LANDOWNER OR AUTHORIZED REPRESENTATIVE SIGNATURE)

 (DATE)