

# MINOR SITE PLAN APPLICATION

TOWN OF OAK ISLAND  
Planning Department  
4601 E. Oak Island Drive  
Oak Island, NC 28465



Date: \_\_\_\_\_

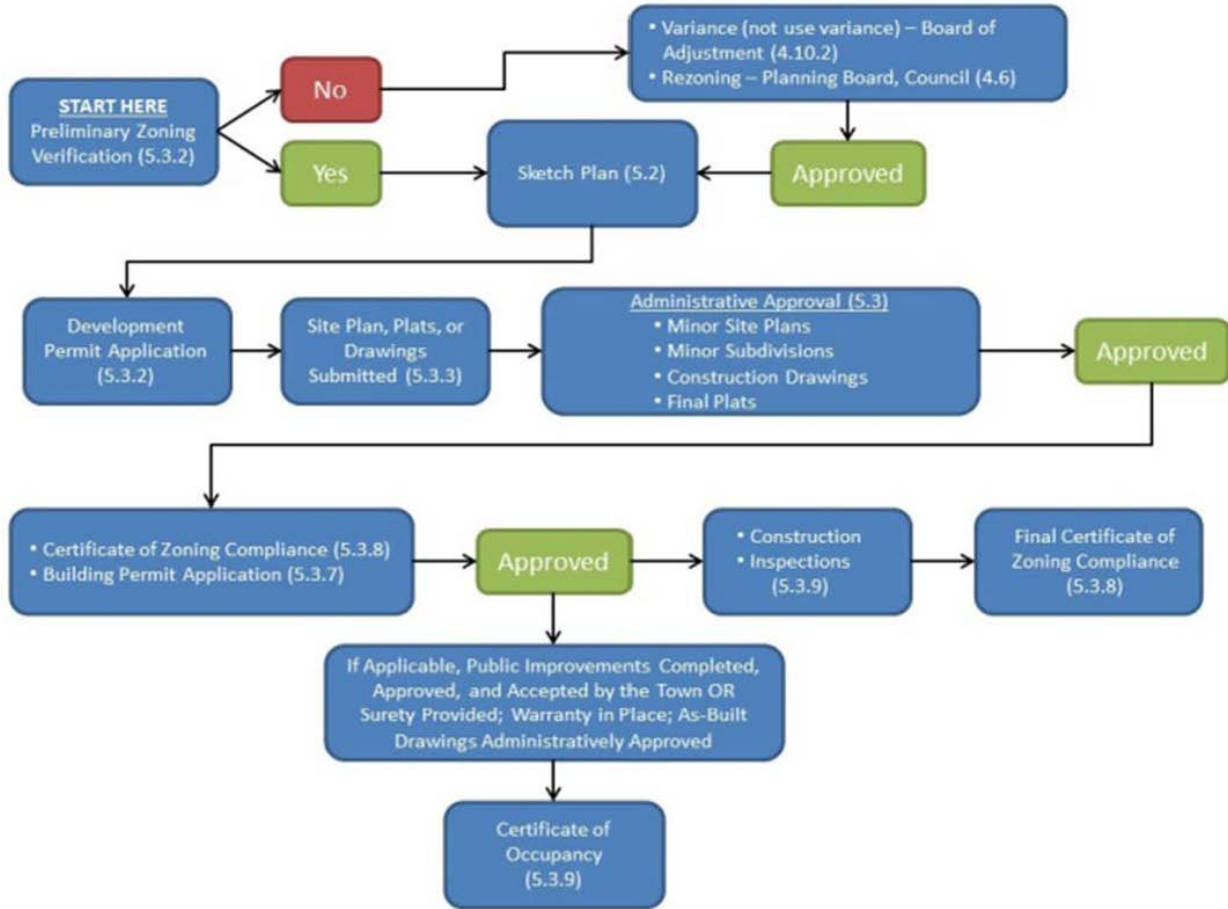
Fee: Under 1 acre - \$300.00 plus \$50.00 for  
each additional acre

Project Name (if applicable): \_\_\_\_\_

## Minor Site Plans. Include the following:

- (1) Buildings or additions with an aggregate enclosed square footage of less than 7,000 square feet;
- (2) Buildings or additions involving land disturbance of less than one acre;
- (3) Multi-family development involving fewer than ten dwelling units;
- (4) Parking lot expansions which comply with this Ordinance with no increase in enclosed floor area;
- (5) Revision to landscaping, signage, or lighting which comply with the requirements of this Ordinance;
- (6) Accessory uses which comply with the requirements of this Ordinance;
- (7) Site plans which do not require a variance or modification of the requirements of this Ordinance, and otherwise comply with this Ordinance; and
- (8) Site plans which do not require easement dedication or street construction.

Site plans must meet the requirements of the Unified Development ordinance, as well as any other applicable development regulations. The minimum information to be depicted on a plan is included at the end of this application. The review process is outlined in Section 5.3 and 5.6 of the Unified Development Ordinance.



**Section 1: Applicant Information**

Petitioner Name: \_\_\_\_\_

Mailing Address:  
 \_\_\_\_\_  
 \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Section 2: Property Owner Information (if different than above)**

Owner Name(s): \_\_\_\_\_

Mailing Address:  
 \_\_\_\_\_  
 \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Section 3: Property Information**

Street Address and/or Description of Location:

\_\_\_\_\_

\_\_\_\_\_

Parcel ID #(s): \_\_\_\_\_

Total Site Acres or Square Feet: \_\_\_\_\_

Current Zoning District(s): \_\_\_\_\_

**Section 6: Applicant/Owner Signature**

In filing this Minor Site 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.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Owner Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### **5.6.4. Site Plan Requirements.**

**5.6.4.1.** Information to be Shown on Site Plan. The site plan shall be prepared by a professional engineer, registered land surveyor, or licensed architect and shall be drawn to scale of not less than one inch equals 30 feet. The site plan shall be based on the latest tax map information and shall be of a size as required by each individual site plan. The site plan shall contain the following information, if applicable as determined by the UDO Administrator:

**5.6.4.1.1.** A key map of the site with reference to surrounding areas and existing street locations.

**5.6.4.1.2.** The name and address of the owner and site plan applicant, together with the names of the owners of all contiguous land and of property directly across the street as shown by the most recent tax records.

**5.6.4.1.3.** Parcel Identification Numbers (PIN) for site and adjacent properties.

**5.6.4.1.4.** Deed book and page reference demonstrating ownership of property.

**5.6.4.1.5.** Lot line dimensions.

**5.6.4.1.6.** Location of all structures, streets, entrances, and exits on the site, on contiguous property, and on property directly across the street.

**5.6.4.1.7.** Location of all existing and proposed structures, including their outside dimensions and elevations.

**5.6.4.1.8.** Building setback, side line, and rear yard distances.

**5.6.4.1.9.** Location of flood zones.

**5.6.4.1.10.** All existing physical features, including watercourses, existing trees greater than six inches in diameter measured 4½ feet above ground level, and significant soil conditions.

**5.6.4.1.11.** Topography showing existing and proposed contours at no greater than four-foot intervals. All reference benchmarks shall be clearly designated.

**5.6.4.1.12.** The zoning of the property, including zoning district lines where applicable.

**5.6.4.1.13.** Property lines of the tract to be developed (with dimensions identified), adjacent property lines (including corporate limits, Town boundaries, and county lines).

**5.6.4.1.14.** Parking, loading, and unloading areas shall be indicated with dimensions, traffic patterns, access aisles, and curb radii per the requirements of [Article 10](#), Part III.

**5.6.4.1.15.** Improvements such as roads, curbs, bumpers, and sidewalks shall be indicated with cross-sections, design details, and dimensions.

**5.6.4.1.16.** Types of surfaces for drives, sidewalks, parking areas; location of any existing water or sewer lines on or adjacent to the parcel; and proposed provisions for sanitary sewage and stormwater.

**5.6.4.1.17.** Location and design of existing and proposed stormwater systems, sanitary waste disposal systems, water mains and appurtenances, and method of refuse disposal and storage.

**5.6.4.1.18.** Underground utility lines, including water, sewer, electric power, telephone, gas, cable television.

**5.6.4.1.19.** Impervious surface areas with area dimensions.

**5.6.4.1.20.** Aboveground utility lines and other utility facilities.

**5.6.3.1.21.** Utility or other easement lines.

**5.6.4.1.22.** Fire hydrants.

**5.6.4.1.23.** The location and dimensions of all recreational areas.

**5.6.4.1.24.** The location of all common areas.

**5.6.4.1.25.** The location and dimensions of all areas intended as usable open space. The plans shall clearly indicate whether such open space areas are intended to be offered for dedication to public use or to remain privately owned.

**5.6.4.1.26.** Landscaping and buffering plan showing what will remain and what will be planted, indicating names of plants, trees, and dimensions, approximate time of planting, and maintenance plans per the requirements of [Article 10](#), Part I. The plan shall include the tree line of wooded areas and individual trees 18 inches in diameter or more, identified by common or scientific name.

**5.6.4.1.27.** Proposed site lighting.

**5.6.4.1.28.** Location, dimensions, and details of signs per the requirements of [Article 10](#), Part IV.

**5.6.4.1.29.** Location of dumpsters and screening as required by [Article 10](#), Part I.

**5.6.4.1.30.** North arrow.

**5.6.4.1.31.** Location of all 404 wetland areas.

**5.6.4.1.32.** Location of detention/retention ponds and screening as required by [Article 10](#), Part I.