Town of Oak Island
Driveway Permit Application

Owner/Applicant Information:
Project Address: _____
Property Owner: _____
Contact Person: _____
Telephone Number(s): _____

Note: Incomplete applications will be returned to the applicant without review. A site plan is required. A survey may be required.

Project Information:
Property Use: ( ) Residential ( ) Commercial ( ) Government ( ) Other
Detailed proposal: _____
_____
_____
Project Cost: $_____

Contractor Information:
Contractor: _____
Address: _____
Phone: _____ Cell: _____
NC License: _____ Class: _____ Expiration: _____
Email address: _____

Design Professional: _____
Address: _____
Phone: _____ Cell: _____
NC License: _____ Class: _____ Expiration: _____
Email address: _____

Grading Contractor: _____
Address: _____
Phone: _____ Cell: _____
NC License: _____ Class: _____ Expiration: _____
Email address: _____

Signature of Applicant: _____ Date: _____

Appendix B
Property Description and Ownership Information

Site Data:

Lot _____ Block _____ Section _____ Tax Parcel_____

Physical Address_____

Lot Size _____ sq ft Acreage? _____

Is Property located in a SFHA (flood zone) ( ) Yes ( ) No

Specify zone: ( ) X ( ) Shaded X ( ) AE ( ) VE

Base Flood Elevation _____ Map/Panel/Suffix _____ Revision Date_____

Is property located within an Area of Environmental Concern? ( ) Yes ( ) No

If yes, have you attached a copy of your CAMA permit to this application?

Oak Island Zoning District: _____

Ownership Information:

Property Owner: _____

Mailing Address: _____

City/State/Zip: _____

Telephone: _____ Cell: _____

Email: _____

Utilities:

Water: ( ) Public ( ) Private If private, permit number: _____

Water Tap Size: ( ) 3/4 ( ) 1" ( ) 1 1/2" ( ) Other _____

Location: ( ) Left R ( ) Right ( ) Center

If double frontage lot, specify street: _____

Wastewater (septic and/or sewer)

( ) Private BCHD permit number _____

( ) Public Indicate provider: ( ) Oak Island (SEBSD)

WW Tap Size: ( ) 4" ( ) 6"

SECTION 10.21 DRIVEWAY CONSTRUCTION.

10.21.1. General Requirements.

10.21.1.1. A permit is required through the Development Services Department prior to construction or reconstruction of a driveway approach.

10.21.1.2. The fee for the permit is specified in the town's fee schedule.

10.21.1.3. All driveway work done on state highway rights-of-way is subject to approval by the North Carolina Department of Transportation. No work shall be commenced until a valid copy of a NCDOT driveway permit, if applicable, is provided to the town.

10.21.1.4. All driveways shall meet state or town specifications. Driveway construction in the right-of-way of the town shall be inspected by appropriate town personnel.

10.21.1.5. Number of driveways permitted:

10.21.1.5.1. No more than two combined entrances and exits shall be allowed on any parcel of property, the frontage of which is less than 200 feet on each street. Additional entrance and exits on parcels with frontage of greater than 200 feet shall be allowed only after showing of actual requirements for convenience and necessity and upon approval by the Planning Board. Where safely feasible, driveway access shall be restricted to streets other than E. Oak Island Drive.

10.21.1.5.2. For corner lots, and lots abutting more than one street, one combined entrance-exit shall be permitted per street frontage provided that an additional point of entrance-exit may be permitted on parcels with greater than 250 feet in width. The additional point of entrance-exit may be applied on one street frontage only; the street frontage selected for the additional point must exceed the minimum 250 feet width standard.

10.21.1.5.3. Where frontage is less than 50 feet, only one combined entrance-exit shall be permitted.

10.21.1.6. No driveway may be installed in a manner that adversely affects adjoining property owners or conflicts with any public facilities or uses such as traffic signals, utility poles, loading zones, and sewer cleanouts. Any adjustments of public facilities to accommodate driveways shall be at the expense of the permit applicant.

10.21.1.7. No driveway material shall be installed in a manner that the finished surface shall wash or collect on town or state maintained roads or streets or upon adjacent or abutting property.

10.21.1.8. Driveways shall be designed and installed so that the lot and driveway do not drain to the public right-of-way or upon adjacent or abutting property.

10.21.1.9. On sections of arterial or collector streets which are not constructed with curb and gutter or drainage channelization, island areas shall be introduced which shall serve as physical barriers to direct the flow of traffic and to separate street traffic from activity on private property. Island shape shall be defined by raised curbing constructed to the North Carolina Department of Transportation specifications, the interior surface of which shall be landscaped with grass or low growing shrubbery.

10.21.2. Design Requirements.

10.21.2.1. Residential Uses.

10.21.2.1.1. For a single drive, on an interior lot the maximum width shall be 24 feet at right-of-way. Tire runner driveways are permitted and encouraged.

10.21.2.1.2. For two drives, the maximum driveway width of any single drive is 24 feet in a dedicated right-of-way, with a combined maximum total for two drives of 32 feet where lot frontage is 60 feet or less and 40 feet where lot frontage is greater than 60 feet but less than 200 feet. Drives must have a minimum distance of five feet between each point of access as measured at the edge of pavement to the property line, plan is approved by the town stormwater director or designee, and is in compliance with all other sections of this Ordinance.

10.21.2.1.3. For a single drive on a corner lot, the maximum driveway width on a front lot line is 24 feet in a dedicated right-of-way.

10.21.2.1.4. For a single drive on a corner lot without water frontage, the maximum driveway width on a side lot line is 32 feet in a dedicated right-of-way where side lot frontage is greater than 60 feet but less than 200 feet. A second driveway is not permitted on the front lot line, the plan must be approved by the town stormwater administrator or designee, and it must be compliance with all other sections of this chapter.

10.21.2.3. The grade of entrance shall slope away from the street surface for a distance of at least six feet unless otherwise directed by the Development Services and/or Public Works department. Slope and drainage on all driveways governed by this section shall conform to the existing curb line conditions and shall be inspected by the town staff. New driveways be made flush with the road to properly deflect stormwater.

10.21.2.4. Expansion joints shall be required a minimum of 3’ feet from each side of the center line of the public water and sewer line when a driveway of impervious surface is placed over these lines. These joints must be placed in, not cut. The Public Utilities department will locate the water and sewer lines. All paved driveways must have an expansion joint parallel to the property line.

10.21.2.5. If driveways are paved, the pavement shall meet the following standards: Driveways shall have a minimum base equal to four inches (nominal) of ABC stone (crusher run), and one inch of asphalt, or four inches (nominal) of concrete. Alternative paving materials intended to reduce the amount of stormwater runoff from the site may be approved by the Development Services and/or Public Works departments.

APPENDIX E

STORMWATER MANAGEMENT WORKSHEET

Single-Family or Duplex Residences

	Impervious Surface		
New		Existing	
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			

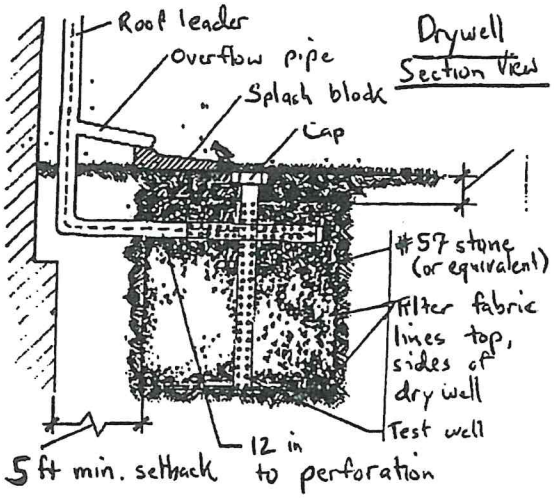
Divide the total impervious surface above by the size of the lot/parcel and convert to a percentage: ___%*

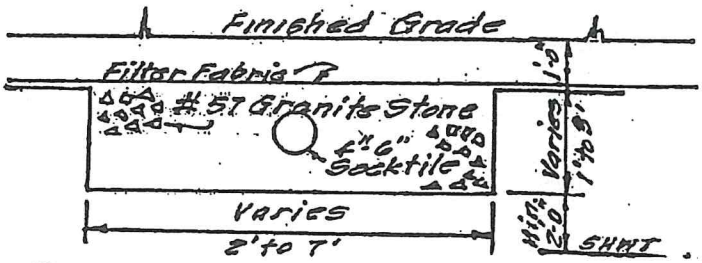
*If the project has impervious surface area of 30% or greater a licensed professional engineer or surveyor must sign, date, and stamp the stormwater management plan.

The Standard Method

For projects with less than 30% impervious surface, the sizing and construction standards are as follows:

Install a slotted channel drain (or asphalt/concrete swale or berm) with drywell(s) (minimum 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 optional infiltration trenches along entire drip line if piling home) with a minimum **total** excavated volume of 108 cubic feet filled with #57 stone, or equivalent (the required total volume is equivalent to the current standard of (4) 3x3x3 drywells). The individual drywells at each downspout must be sized according to the roof area being routed to it and constructed using filter fabric on top and sides. The dimensions of the drywells may vary based on site conditions including shallow depth with longer width and/or length to provide separation from the seasonal high water table.





Typical Infiltration Trench (showing perforated pipe when connected to downspout)

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)

Town of Oak Island
Stormwater Management Guidelines for One and Two Family Residences

General Requirements

- These guidelines are intended to simplify and expedite the review and approval of stormwater management applications and are not necessarily all-inclusive. The Town reserves the option to require submittal of a stormwater management application prepared by a licensed engineer for any land use project.
- An application must be submitted to Community Development Services that describes how the stormwater runoff will be controlled and managed to meet Town requirements. If the Stormwater Administrator finds that the application complies with the standards of the Town ordinance, the application will be approved. Additional conditions may be included as part of the approval.
- The application must include a completed Stormwater Management Worksheet (Appendix E) and a site plan or survey of the property showing the proposed stormwater management plan, including;

    1. Size and location of any building or other structures
    2. Size and location of all driveways and walkways
    3. Location of septic tank and drain field, if applicable
    4. Location and dimensions of drywells or drip line trenches (or alternative stormwater management system)
    5. Show location of sediment fence. SEDIMENT MUST BE RETAINED ON SITE
    6. Other site specific features if required by Town of Oak Island – Community Development Services

- If the project meets or exceeds any of the three (3) conditions listed below, the stormwater management system must be stamped, signed, and dated by a licensed professional engineer or surveyor.
    1. Impervious surface area of 30% or greater
       (See Stormwater Management Worksheet, Appendix E)
    2. Addition of 6" or more of uncompressed fill material
    3. Grading resulting in a slope of 5% (6" of fall over a 10' horizontal distance or greater)

- If the project **does not** exceed any of the above listed conditions and is located in an area that is not governed by a State issued stormwater permit, the owner, contractor, or authorized agent may prepare the stormwater management application using the **standard method** outlined below or another method that complies with State and local requirements. Projects located in an area governed by a state issued stormwater permit must comply with those requirements.
- The stormwater management application must be approved before any work begins.

The Standard Method

- The standard method requires routing roof runoff from all structures into infiltration devices (e.g., downspout drywells or drip line trenches) and installation of a driveway channel with drywells. Drywells and drip line trenches are small, excavated pits, filled with stone or gravel that temporarily stores stormwater runoff until it infiltrates (soaks) into the surrounding soil. These devices help protect our tidal creeks and estuaries by infiltrating the stormwater runoff on land thereby decreasing pollution and lessening flooding impacts.
- Raised Slab Homes, Slab on Grade homes, Crawl space homes, and Piling homes with habitable enclosures under must have gutters with downspouts routed into appropriately sized pits as described in Appendix E. When gutter downspouts are routed into drywells or other stormwater management device, a bypass should be installed on the downspout. The bypass will allow water to escape in the event rainfall in excess of the design criteria is experienced preventing overflow water from backing up into downspouts.
- Piling homes with no enclosures may utilize a continuous drip line infiltration trench under all eves as described in Appendix E.
- Size of drywells: All infiltration devices must comply with Town approved sizing and design guidelines.
- Sediment must be retained on site.
- The following site conditions must be met in order for infiltration devices to be installed.

    1. A site on the property must be available for the drywells and/or drip-line trenches with required setbacks from structure foundations, water wells or septic drain fields. Minimum horizontal setbacks from a septic system are as follows: upslope 10 feet, side slope 15 feet, down slope 25 feet. Minimum setback from foundations is 5 feet.
    2. Soils must be sufficiently permeable.
    3. Water table depth allows for construction of drywells. If the seasonal water table is within 12" of the bottom of the bottom of the excavation, alternative stormwater control devices are recommended. Contact the Stormwater Administrator (910.201.8008) for more information.

- If site conditions such as slope, soil type, high ground water levels exist that prevent any of the above conditions from being met or an alternative method of stormwater management is desired, the stormwater management application must describe the method to be used.
- All infiltration devices (e.g., downspout drywell, drip line trenches, driveway drywells, etc.) must be filled with clean AASHTO #57 Stone (or equivalent washed drain rock – 0.75-3.0 inches in diameter).
- To extend the useful life of the system, filter fabric must line sides and top of the infiltration device to prevent fine soils from migrating into the drain rock.
- Infiltration systems should be equipped with cleanout sumps or downspout screens to collect leaves, needles, roof grit and other debris or leaf guards should be installed on gutters to prevent leaves and other plant material from entering downspouts and clogging the dry well.
- Infiltration devices connected to downspouts must have a four (4) or six (6) inch perforated pipe, placed in the upper portion of the rock fill and extending the length of the trench. Any number of drywells/trenches may be used, provided the volume of voids in each drywell is adequate to receive the rain runoff from that portion of roof area being routed to it.
- Community Development Services must inspect all infiltration devices prior to certifying the structure for occupancy. Do not backfill over any underground installation until it has been inspected.
- The applicant/homeowner shall maintain in good condition all stormwater practices constructed in accordance with the stormwater ordinance.