



Town of Oak Island  
One and Two Family Dwelling Building and Development Combined Permit Application  
Plan Submittal Checklist

**Please use this checklist to ensure that all submittal requirements are met.**

The following is to be used for the review of all structures. Plans and application data must be complete when submitted for plan review.

**Incomplete plans and/or applications will be returned without review**

Revisions after permit issuance will require re-review and may be subject to additional fees. The permit application package is divided into four categories:

1. Application Requirements
2. Survey - if project requires a building permit and/or permanent foundation
3. Stormwater, Vegetation and Land Development
4. Building

**1. Application**

Appendix A - a Town of Oak Island building permit application. This application must be completed in its entirety.

Appendix B - a Town of Oak Island Property Description sheet.

Two (2) hard copy and one digital set of construction plans drawn to scale with sufficient detail to

- i. All plans must be dated and signed by the designer. Professional seals, when applicable, must appear on each sheet and be signed and dated.
- ii. All plans must be submitted in a clear and legible format. **DO NOT ROLL PLANS.** Plans must be folded to a size to fit an 8 ½" x 14" folder. Please size your building plans accordingly.

A survey drawn to engineering scale (example 1"=20')

See number 2 below for specific survey requirements.

A clear and legible copy of the Authorization for Construction from the Brunswick County Health Department (if applicable)

Appendix E - A Town of Oak Island Stormwater Runoff Worksheet

Copy of approved CAMA Permit, if applicable

V-Zone certificate, if applicable

Preliminary Elevation Certificate, if property is located within a SFHA (flood zone). Habitable structure must meet 1' freeboard. Subsequent Elevation Certificates will be needed throughout the process.

## 2. Survey

### Size of survey may not exceed 11" x 17"

The following minimum information must be clearly shown on the survey:

#### Part 1.

The actual survey showing the dimensions and elevations of the lot to be built upon.

The size of the building to be erected.

The location of the building on the lot.

The location of existing structures on the lot, if any.

The number of dwelling units the building is designed to accommodate.

The setback lines of buildings on adjoining lots.

The parking facilities, landscaping design, location and size of all signs for all plot plans and site development plans not subject to the special requirements stipulated in division 8 of this article.

In addition to the plot plan, if the lot is in an area of environmental concern, as established by the coastal resources commission, the applicant will supply to the building inspector a certificate issued by the appropriate CAMA Permit Officer stating that the proposed development is in compliance with AEC guidelines and standards.

Such other information as may be essential for determining whether the provisions of this article are being observed; and any use of such building.

Location of poly cart rack if structure is being used as vacation rental.

#### Part 2.

Dimensions of proposed primary structure(s) including and proposed cantilevers.

Components of the proposed primary structure should be properly labeled and proper dimensions shown (i.e. open deck, covered porch, attached garage...)

Driveways, steps, decks, landings, walkways, sidewalks, patios, gazebos, garages, carports, swimming pools and other accessory structures and/or uses of the property must be properly labeled and proper dimensions shown.

Location and dimensions of septic system area.

Location of proposed fill being added to site and pre/post elevations.

Total square footage of all impervious surfaces.

Stormwater Design

Ridge height letter or certification from surveyor for structures within 1 foot of the maximum building height

## 3. Stormwater, Vegetation and Land

### Use Part 1. Stormwater

The stormwater worksheet included in the application package must be completed in its entirety. The following guidelines should be followed:

If property is located on the island proper or on the mainland and not located within an approved PUD stormwater runoff should be calculated as follows:

1. The total square footage of all impervious surfaces under the drip line (include overhangs in your calculation) of any roofed structure including outbuildings.
2. The total square footage of driveways, sidewalks, patios to the property line. You do not have to include the impervious surfaces located on the street right of way

(driveway connections). If property is located in South Harbor Village and/or another approved PUD that is governed by a state stormwater permit, stormwater runoff should be calculated as provided for in the permit. Otherwise, it should be calculated as follows

1. The total square footage of all impervious surfaces under the drip line (include overhangs in your calculation) of any roofed structure including outbuildings.
2. The total square footage of driveways, sidewalks, patios to the edge of the street pavement. All driveways subject to these state stormwater permits must be calculated as impervious surfaces regardless of their finished treatment.

If you exceed 30% of the total lot area by placement of impervious surfaces. Provide engineering details on the retention of the additional stormwater runoff on your property.

## Part 2. Vegetation

The vegetation worksheet included in the application package must be completed in its entirety.

## Part 3. Land Use

In some cases substantial grading and/or the addition of fill material is necessary to make the lot viable for development. In cases where fill or grading is necessary **an erosion control plan shall be required**. You will be required to stabilize the site by placement of seeding and straw and or by other means deemed necessary to retain soils, sediment and/or stormwater runoff. It is at the discretion of the Stormwater Administrator to determine which of the methods is necessary to achieve retention. Stabilization will be required before Certificate of Occupancy is issued.

## 4. **Building Plans**

- Plans must be drawn to architectural scale (example 1/4" = 1')
- All structural plans for buildings located within a **VE flood zone must be approved by a licensed architect or structural engineer**. The approval must be accompanied by a V-Zone certificate.
- **All properties located within a SFHA (flood zone) must provide a preliminary elevation certificate and the residence must meet a minimum 1' freeboard.**
- All structural elements shall be designed to meet the 150 mph wind zone.

Title Box containing the name, address and telephone number of the designer  
Footings and Foundation plan including wall footing, foundation dimensions, pier footing, masonry pier dimensions, concrete slab thickness, anchor bolt details (size and embedment), crawl space ventilation calculations (vents shown) and piling design.

Framing plan including wall sections; include size, grade and species of girders, floor joists, ceiling joists and rafters,

Header schedule must be shown with grade and species identified or referenced under the structural notes section unless engineered. Show all point loads. Show all knee walls, indicate whether the wall is load bearing or non-load bearing.

Exterior wall detail including stud size, spacing, grade, insulation, sheathing, siding or brick veneer.

Complete building floor plan with elevations. Identify all rooms and show dimensions, identify walk up attic space (if applicable).  
Elevations on all sides. Indicate height to highest peak of roof.  
Window and Door details. Indicate proper DP rating. Reference  
Special engineering. Provide any special engineering required on garage door beams, laminated beams, engineered floor or roof truss systems and any three story structure. **A professional engineer or architect must sign, date and seal these drawings.**

If you have any questions concerning the checklist or the various application worksheets, please call. Incomplete applications will be returned to you without review.

Return application and plans to:  
Development Services  
Town of Oak Island  
4601 E. Oak Island Dr.  
Oak Island, NC 28465

**Please note that Silt Fence and Temporary Driveways must be inspected and approved prior to building activity on the site.**

**Development activity may not begin until permit is approved.**

## 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.
- D. 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

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Date

**Appendix A - Town of Oak Island Permit Application New  
Construction of One and Two Family Dwellings**

Property Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Property Owner Phone Number (required): \_\_\_\_\_

General Contractor Contact Person: \_\_\_\_\_

General Contractor Telephone Number (required): \_\_\_\_\_

General Contractor Email Address (required): \_\_\_\_\_

**Project Description**

| Dwelling Type     |      | One Family |                       | Two Family            |  |
|-------------------|------|------------|-----------------------|-----------------------|--|
| Bedrooms          | One  | Two        | Three                 | Other (Specify) _____ |  |
| Bathrooms         | One  | Two        | Three                 | Other (Specify) _____ |  |
| Number of Stories | One  | Two        | Other (Specify) _____ |                       |  |
| Foundation        | Slab | Crawlspace | Piling                | Other (Specify) _____ |  |

**Dimensions**

Heated Space \_\_\_\_\_

Unheated Space Garage \_\_\_\_\_ Attached Unattached

Storage \_\_\_\_\_ Attached Unattached

Total Unheated Space \_\_\_\_\_

Other Space Open Decks \_\_\_\_\_

Covered Porch \_\_\_\_\_

Walkways \_\_\_\_\_

Other Space \_\_\_\_\_ Specify \_\_\_\_\_

Total Other Space \_\_\_\_\_

Total Space \_\_\_\_\_

Proposed Building Height \_\_\_\_\_

Total Project Construction Cost \$ \_\_\_\_\_  
(including subcontract costs)

NOTE: Incomplete applications will be returned to the applicant without review.

## **Building**

Contractor: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

NC License #: \_\_\_\_\_ Class: \_\_\_\_\_ Expiration: \_\_\_\_\_

Privilege License #: \_\_\_\_\_

## **Design Professionals**

Contractor: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

NC License #: \_\_\_\_\_ Class: \_\_\_\_\_ Expiration: \_\_\_\_\_

Privilege License #: \_\_\_\_\_

## **Grading**

Contractor: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

NC License #: \_\_\_\_\_ Class: \_\_\_\_\_ Expiration: \_\_\_\_\_

Privilege License #: \_\_\_\_\_

## **Electrical**

Contractor: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

NC License #: \_\_\_\_\_ Class: \_\_\_\_\_ Expiration: \_\_\_\_\_

Privilege License #: \_\_\_\_\_

## **Plumbing**

Contractor: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

NC License #: \_\_\_\_\_ Class: \_\_\_\_\_ Expiration: \_\_\_\_\_

Privilege License #: \_\_\_\_\_

## **Mechanical**

Contractor: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

NC License #: \_\_\_\_\_ Class: \_\_\_\_\_ Expiration: \_\_\_\_\_

Privilege License #: \_\_\_\_\_

## **Gas**

Contractor: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

NC License #: \_\_\_\_\_ Class: \_\_\_\_\_ Expiration: \_\_\_\_\_

Privilege License #: \_\_\_\_\_

**\*Please note that Trade Cards will be required upon request for inspections\***

# Appendix B

## Site Data

Lot \_\_\_\_\_ Block \_\_\_\_\_ Section \_\_\_\_\_ Tax Parcel \_\_\_\_\_

Physical Address \_\_\_\_\_

Lot Size \_\_\_\_\_ sq ft Acreage \_\_\_\_\_

Is Property Located in a Special Flood Hazard Area (Flood Zone) Yes No

If Yes, Specify the Zone:

Shaded X 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? Yes No

Oak Island Zoning District \_\_\_\_\_

## Ownership Information

Property Owner \_\_\_\_\_

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

City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

## Utilities

Water          Public          Private          If private, permit number \_\_\_\_\_

Water Tap Size \_\_\_\_\_

Location      Left              Front              Center

If double frontage lot, specify street \_\_\_\_\_

Wastewater (Septic and/or Sewer)

Public          Indicate Service Provider          Oak Island          SEBSD          Brunswick County

Private          BCHD permit Number \_\_\_\_\_

WW Tap Size \_\_\_\_\_

**CERTIFICATION AS TO STATUS OF LICENSURE TO THE TOWN OF OAK ISLAND**  
**GENERAL CONTRACTOR**

I understand that I am signing this document under oath; I certify that I am making a truthful statement. I have entered into a construction contract where the cost of the undertaking exceeds \$40,000.00; the contract, whether written or oral is in the exact name as listed with the North Carolina Licensing Board for General Contractors. I am not in partnership (including any "joint venture" with any unlicensed entity unless in compliance with 12NCAC 12.0207). I certify that I am presently licensed under the name: \_\_\_\_\_ and my license number is # \_\_\_\_\_. My license is active and in good standing. I am not presently under any disciplinary order issued by the Licensing Board which disqualifies me for entering into a construction contract. I certify to this building inspections department that I have paid any license tax as required by the North Carolina Department of Revenue. I have in effect all required worker's compensation insurance coverage and I agree to submit certificates of such coverage to the building inspector upon request. I understand that I am responsible for ascertaining whether I am obligated by law to obtain worker's compensation coverage and to assure that my insurance coverage is adequate. I understand that a licensed general contractor must pay a \$10.00 fee upon issuance of a residential building permit pursuant to NCGS 87-15.3 the Homeowner's Recovery Fund Act of North Carolina; \$9.00 of which the permitting official will forward to the Licensing Board. I understand that under North Carolina case law, an unlicensed practitioner may be barred from recovery of any civil damages if the job owner refuses to pay. I have been informed that any authority issuing a building permit to an unlicensed contractor where a license is required may be found guilty if a misdemeanor and I certify to this department that they may rely on my statement as truthful regarding the status of my license.

**AFFIDAVIT OF WORKER'S COMPENSATION COVERAGE**

The undersigned applicant or authorized agent for a building permit being the contractor, owner, or agent for owner or contractor do hereby affirm under penalties of perjury that the person(s), firm(s), or corporation(s) performing the work set forth in the permit:

- Have three (3) or more employees and have obtained worker's compensation insurance to cover them.
- Have one or more subcontractors and have obtained worker's compensation insurance to cover them.
- Have one or more subcontractors who have their own policy of worker's compensation covering them.
- Have no more than two (2) employees and no subcontractors.

While working on the project for which this permit is sought it is understood that the inspection department issuing the permit will require certificates of coverage of worker's compensation insurance prior to issuance of the permit and at any time during the permitted work from any person, firm, or corporation carrying the work.

Firm Name: \_\_\_\_\_ Date: \_\_\_\_\_

By: \_\_\_\_\_ Title: \_\_\_\_\_  
Printed name of agent

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

STATE OF NORTH CAROLINA  
COUNTY OF BRUNSWICK

I, a notary of said County and State, do witness my hand and official stamp this day \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Commission expiration

# North Carolina Administrative Codes and Policies

## 101.3 Scope

**101.3.1 Requirements of other state agencies, occupational licensing boards or commissions.** The North Carolina State Building Codes do not include all additional requirements for buildings and structures that may be imposed by other state agencies, occupational licensing boards or commissions. It shall be the responsibility of a permit holder, design professional, contractor or occupational license holder to determine whether any additional requirements exist.

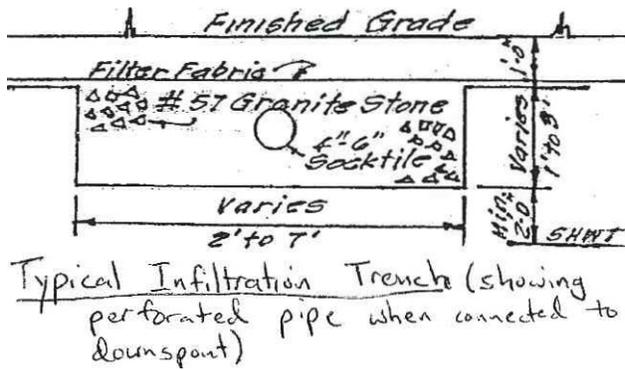
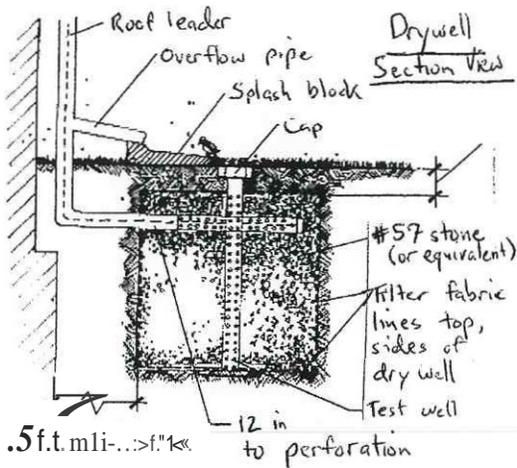
*Commentary: Many State agencies, occupational licensing boards or commissions have specific design and construction requirements that are not incorporated into the North Carolina State Building Codes and are not enforced by code enforcement officials. Permit holders, design professionals, contractors or occupational license holders should consult with any relevant boards or agencies to determine whether there are any additional construction and design requirements for their projects.*

APPENDIX E  
STORMWATER MANAGEMENT WORK SHEET  
 Single-Family or Duplex Residences

| <u>Impervious Surface</u>   |                                       |
|---|---------------------------------------|
| New   | Existing                              |
| Structures (all roof area) _____  | Structures (all roof area) _____sq/ft |
| Driveway, sidewalks and patios _____sq/ft   | Driveway, sidewalks and patios _____  |
| Other _____t  | Other _____sq/ft                      |
| Total New _____   | Total Existing _____t                 |
| 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)

**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** \_

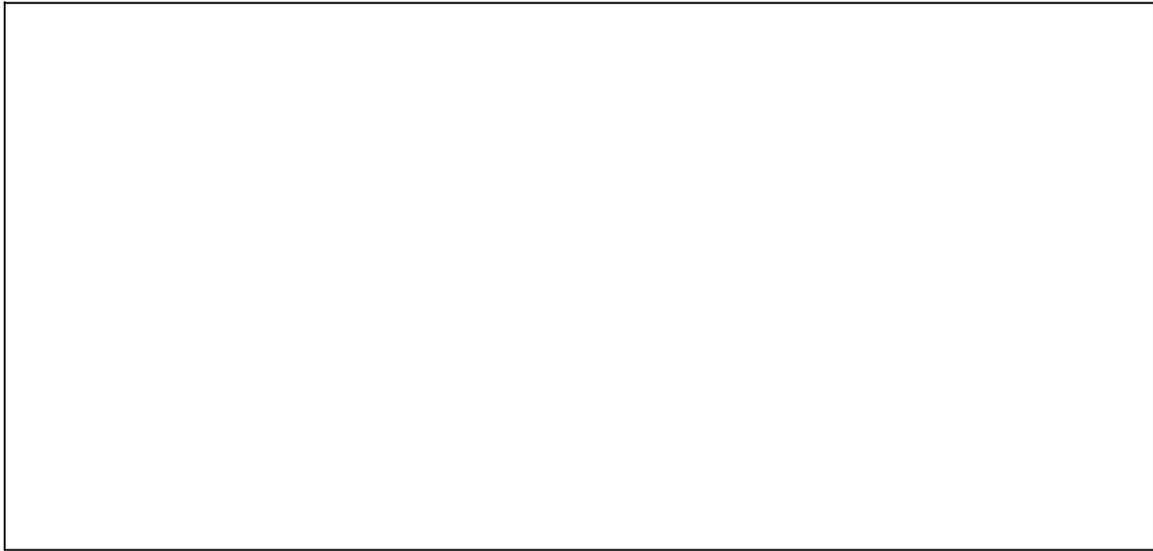
*Required Attachments: Vegetation Work Sheet*

## Town Oak Island Retained Tree Worksheet

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

Property Address: \_\_\_\_\_

Lot Size (square feet): \_\_\_\_\_ Required Dbh for Retention: \_\_\_\_\_



Map Key Symbols

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

S - Existing Tree Retained (Show & list DBH on map)

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

| Lot Size (square feet) | Dbh to be retained (inches) |
|------------------------|-----------------------------|
| 6600                   | 22                          |
| 7500                   | 25                          |
| 10000                  | 33                          |
| 20000                  | 66                          |

Oceanfront and second row properties as well as third row properties west of SE 40<sup>th</sup> St 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 Development Services Department prior to any development or building permits being issued. New plantings shall be spaced a minimum of 10 feet from 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.

## Retention Calculation:

Interior Lots: A minimum of one-inch dbh per 300 square feet of lot area shall be preserved.

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

\*Note 3-inch IDbh minimum tree size for credit\*

| Lot Size (square feet) | Dbh to be retained (inches) |
|------------------------|-----------------------------|
| 6600                   | 22                          |
| 7500                   | 25                          |
| 10000                  | 33                          |
| 20000                  | 66                          |

Ocean front, 2-Row lots, as well as third row lots that are west of SE 40<sup>th</sup> St: 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.

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.

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:

Alt 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.

| <u>Botanical Name</u>   | <u>Common Name</u>           | <u>Traits</u>    | <u>Aerosol Salt Tolerance</u> |
|---|------------------------------|------------------|-------------------------------|
| <b>Large (Shade) Tree installed at minimum 2-inch caliper; mature height typically greater than 30 feet</b> |                              |                  |                               |
| <u>Quercus virginiana</u>   | <u>Live Oak</u>              | <u>E, N, D</u>   | <u>M</u>                      |
| <u>Magnolia grandiflora</u>   | <u>Southern Magnolia</u>     | <u>E, N, D</u>   | <u>M</u>                      |
| <u>Persea borbonia</u>  | <u>Red Bay</u>               | <u>E, N, D</u>   | <u>H</u>                      |
| <u>Carya glabra</u>   | <u>Pignut Hickory</u>        | <u>N, D</u>      | <u>M</u>                      |
| <u>Quercus falcata</u>  | <u>Southern Red Oak</u>      | <u>N, D</u>      | <u>M</u>                      |
| <u>Quercus shumardii</u>  | <u>Shumard Oak</u>           | <u>N, D</u>      | <u>M</u>                      |
| <u>Pinus palustris</u>  | <u>Long Leaf Pine</u>        | <u>E, N, D</u>   | <u>H</u>                      |
| <u>Nyssa sylvatica</u>  | <u>Black Gum</u>             | <u>N</u>         | <u>M</u>                      |
| <u>Taxodium distichum</u>   | <u>Bald Cypress</u>          | <u>N, D</u>      | <u>M</u>                      |
| <u>Juniperus virginiana</u>   | <u>Eastern Red Cedar</u>     | <u>E, D, *N,</u> | <u>H</u>                      |
| <u>Pinus Taeda</u>  | <u>Loblolly Pine</u>         | <u>E, N, D</u>   | <u>H</u>                      |
| <u>Pinus echinata</u>   | <u>Short Leaf Pine</u>       | <u>E, N, D</u>   | <u>H</u>                      |
| <u>Acer rubrum</u>  | <u>Red Maple</u>             | <u>N, D</u>      | <u>M</u>                      |
| <u>Liriodendron tulipifera</u>  | <u>Tuplip Poplar</u>         | <u>E, N, D</u>   | <u>M</u>                      |
| <u>Gleditsia triacanthos</u>  | <u>Thornless Honeylocust</u> | <u>N, D</u>      | <u>M</u>                      |
| <u>Betula nigra</u>   | <u>River Birch</u>           | <u>N, D</u>      | <u>M</u>                      |
| <u>Thuja occidentalis</u>   | <u>American Arborvitae</u>   | <u>E, N</u>      | <u>S</u>                      |
| <u>Quercus lyrata</u>   | <u>Overcup Oak</u>           | <u>N</u>         | <u>S</u>                      |
| <u>Quercus palustres</u>  | <u>Pin Oak</u>               | <u>N</u>         | <u>S</u>                      |
| <u>Taxodium distichum var. imbricarium</u>  | <u>Pond Cypress</u>          | <u>N</u>         | <u>M</u>                      |
| <u>Quercus bicolor</u>  | <u>Swamp White Oak</u>       | <u>N, D</u>      | <u>M</u>                      |
| <u>Quercus phellos</u>  | <u>Willow Oak</u>            | <u>N</u>         | <u>M</u>                      |
| <b>Understory Trees- installed at a minimum 1 DBH; mature height typically less than 50 LF.</b>             |                              |                  |                               |
|   |                              |                  |                               |
| <b>Understory Tree installed at minimum 1-inch caliper; mature height typically less than 30 feet</b>       |                              |                  |                               |
| <u>Magnolia grandiflora</u>   | <u>'Little Gem" Magnolia</u> | <u>E, N, D</u>   | <u>M</u>                      |
| <u>Quercus geminata</u>   | <u>Sand Live Oak</u>         | <u>E, N</u>      | <u>H</u>                      |
| <u>Ilex vomitoria</u>   | <u>Yaupon Holly</u>          | <u>E, N, D</u>   | <u>H</u>                      |
| <u>Ilex opaca</u>   | <u>American Holly</u>        | <u>E, N, D</u>   | <u>S-M</u>                    |
| <u>Diosporos virginiana</u>   | <u>Common Persimmon</u>      | <u>N, D</u>      | <u>H</u>                      |
| <u>Myrica cerifera</u>  | <u>Southern Wax Myrtle</u>   | <u>E, N, D</u>   | <u>H</u>                      |
| <u>Cornus florida</u>   | <u>Flowering Dogwood</u>     | <u>N</u>         | <u>S</u>                      |
| <u>Magnolia virginiana</u>  | <u>Sweetbay Magnolia</u>     | <u>N</u>         | <u>M</u>                      |
| <u>Chionanthus virginicus</u>   | <u>American Fringetree</u>   | <u>N</u>         | <u>S</u>                      |
| <u>Asimina Triloba</u>  | <u>Pawpaw</u>                | <u>N</u>         | <u>S</u>                      |
| <u>Cersis Canadensis</u>  | <u>Redbud</u>                | <u>N</u>         | <u>S</u>                      |
| <u>Amelanchier arborea,</u><br><u>Amelancier canadensis</u>   | <u>Serviceberry</u>          | <u>N</u>         | <u>M</u>                      |
| <u>Ilex x attenuate</u>   | <u>Topal Holly</u>           | <u>E, N, D</u>   | <u>M</u>                      |
| <u>Lagerstroemia indica</u><br>(standard)   | <u>Standard Crepe Myrtle</u> | <u>D</u>         | <u>S</u>                      |
| <b>Seaside Planting</b>   |                              |                  |                               |
| <u>Ilex vomitoria "Nana"</u>  | <u>Dwarf Yaupon Holly</u>    | <u>E, N, D</u>   | <u>H</u>                      |

|                                     |                              |                |          |
|-------------------------------------|------------------------------|----------------|----------|
| <u>Ilex vomitoria "Pendula"</u>     | <u>Weeping Yaupon Holly</u>  | <u>E, N, D</u> | <u>H</u> |
| <u>Yucca filamentosa</u>            | <u>Yucca</u>                 | <u>E, N, D</u> | <u>H</u> |
| <u>Sorghastrum nutans</u>           | <u>Indiangrass</u>           | <u>N, D</u>    | <u>H</u> |
| <u>Schizachyrium scoparium</u>      | <u>Little Bluestem Grass</u> | <u>N, D</u>    | <u>H</u> |
| <u>Muhlenbergia capillaris</u>      | <u>Pink Muhly Grass</u>      | <u>N, D</u>    | <u>H</u> |
| <u>Uniola paniculata</u>            | <u>Sea Oats</u>              | <u>N, D</u>    | <u>H</u> |
| <u>Ammophila breviligulata</u>      | <u>American Beachgrass</u>   | <u>N, D</u>    | <u>H</u> |
| <u>Sabal minor</u>                  | <u>Dwarf Palmetto</u>        | <u>E, N, D</u> | <u>M</u> |
| <u>Lagerstroemia indica (dwarf)</u> | <u>Dwarf Crepe Myrtle</u>    | <u>D</u>       | <u>S</u> |



## **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 from Dev. Services \_\_\_\_\_

### Information to be filled in by Owner/Contractor

|  |                    |
|--|--------------------|
| Type of Construction                                     | Tax Parcel Number  |
| NSF  |                    |
| Irrigation Meter   | Water Service Size |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | 3/4"   1"   2"     |

| Lot Block Section Description |         |                   |
|-------------------------------|---------|-------------------|
| # of Fixture Units            | # Baths | # Habitable Rooms |
|                               |         |                   |

|                                  |     |
|----------------------------------|-----|
| Was lot previously combined?     | NO  |
| If Yes- Original Parcel # below? | YES |
| Original Parcel #:               |     |

| Water Tap Location (Facing Property)                         |
|--|
| <input type="checkbox"/> Left <input type="checkbox"/> Right |
| Previously installed Utilities may effect location           |

PROJECT ADDRESS:

|                  |  |
|------------------|--|
| Owner of Record: |  |
|------------------|--|

|                  |  |
|------------------|--|
| Billing Address: |  |
|------------------|--|

|      |  |       |  |     |  |
|------|--|-------|--|-----|--|
| Town |  | State |  | Zip |  |
|------|--|-------|--|-----|--|

|              |  |
|--------------|--|
| Phone / Cell |  |
|--------------|--|

|       |  |
|-------|--|
| Email |  |
|-------|--|

|                  |  |
|------------------|--|
| Contractor/Agent |  |
|------------------|--|

|              |  |
|--------------|--|
| Phone / Cell |  |
|--------------|--|

|       |  |
|-------|--|
| Email |  |
|-------|--|

BELOW INFORMATION TO BE FILLED IN BY TOWN OFFICIAL ONLY

| Water Impact (30-372-0000) |  |
|----------------------------|--|
| Cost                       |  |

|                     |     |
|---------------------|-----|
| Pre Paid Water Tap? | No  |
| If Yes Lot Number   | Yes |

| Water Tap (30-373-0000) |  |
|-------------------------|--|
| Cost                    |  |

| Irrigation Tap (30-373-0000) |      |
|------------------------------|------|
| Size                         | 3/4" |
| Cost                         |      |

STREET SIDE

| Sewer Impact (31-372-0000)   |  |
|------------------------------|--|
| Cost (1st 4 Habitable Rooms) |  |
| Cost EXTRA Habitable Rooms   |  |

| Sewer Tap (31-373-0000) |     |         |
|-------------------------|-----|---------|
| Type                    | Vac | Gravity |
| Size                    |     |         |
| Cost                    |     |         |

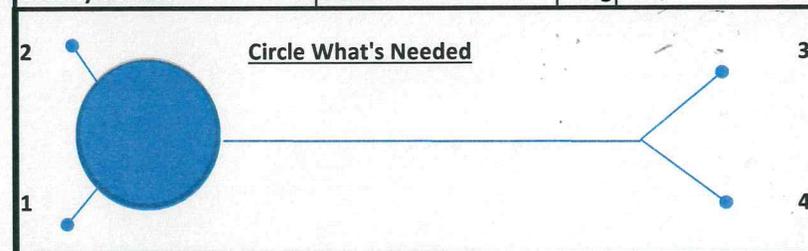
Staff Locations of Services New / Existing  
W-Water, I-Irrigation, S-Sewer

| FEES COLLECTED BY:  | Amount | Initials/Date |
|---------------------|--------|---------------|
| 30-372-0000         | \$     |               |
| 30-373-0000         | \$     |               |
| 31-372-0000         | \$     |               |
| 31-373-0000         | \$     |               |
| 31-380-0000         | \$     |               |
| (Other)             | \$     |               |
| <b>Total Amount</b> | \$     |               |

| Contracted Price* Plus 25%    |     |
|-------------------------------|-----|
|                               |     |
| * For work deeper than 6 feet |     |
| Sewer Assessment Paid?        | No  |
| (31-380-0000)                 | Yes |
| Amount Owed                   |     |
| Other Sewer Info:             |     |

BELOW FOR OFFICIAL TOWN USE ONLY:

|                 |       |      |
|-----------------|-------|------|
| Water Service   | Short | Long |
| Gravity Service | Short | Long |



NOTES FOR OFFICIAL TOWN USE ONLY:

Public Utilities Department Reviewed By \_\_\_\_\_

Date \_\_\_\_\_