

PERMIT APPLICATION FOR A MULTI-UNIT RESIDENCE



TOWN OF ORIENTAL
PO Box 472,
507 CHURCH STREET, ORIENTAL, NC 28571
(252) 249-0555 FAX (252) 249-0208
MANAGER@TOWNOFORIENTAL.COM

Please submit the following information *in addition* to a completed and signed application form (Please reference the Growth Management Ordinance, available online at www.townoforiental.com, for more detailed information on the specific requirements):

1. Required - A sealed site plan or sealed survey which shows the following information:
 - a. Lot dimensions and area
 - b. Footprint with dimensions of all existing structures
 - c. Footprint with dimensions of proposed project
 - d. Number of residential units in each building
 - e. Setbacks from property line
 - f. Building height – above grade and above mean sea level (if applicable)
 - g. Roof pitch
 - h. Eave height – measured from adjacent grade
 - i. Impervious surface areas (all structures, sidewalks, driveways, patios, etc. Uncovered decks are not considered impervious. Impervious surfaces also include areas consisting of crushed stone smaller than $\frac{3}{4}$ ".)
 - j. CAMA setback lines, if applicable
2. Please refer to the sections of the GMO listed below for important information:
 - a. Parking (Section 90-96)
 - b. Landscaping plan (see Section 93 – Landscaping of Parking Lots)
 - c. Drainage plan (see Section 78 – Drainage Requirements)
 - d. Enclosed is a quick reference guide. (See GMO for complete details)
3. Please refer to Section 80 of the GMO:
 - a) At streets, multi-unit dwelling setback lines shall be 15 feet from the right-of-way. At all other property lines, multi-unit setback lines shall be 7 feet. If a multi-unit dwelling abuts an R-1, R-2 or R-3 lot, the multi-units setback shall be 20 feet from any R-1 or R-2 property line.
 - b) Each multi-unit dwelling shall set back 14 feet from other dwelling structures within the same development, unless greater setbacks are required by the North Carolina State Building Code.
 - c) For all driveways, parking areas and other impervious surfaces serving multi-unit dwellings, no setback from the property line is required in the MU district. If a driveway, parking area or other impervious surfaces serving a multi-unit development abuts an R-1 or R-2 lot, the setback line for such driveway, parking area or other impervious surface shall be 7 feet from any R-1, R-2 or R-3 property line.

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- d) A fence or a screen of dense plant material not less than 6 feet high is required where multi-unit development abuts a single-family residential lot. This provision may be waived by the abutting property owners' consent at the time of permitting.
 - e) The developer/owner of a proposed multi-unit project shall have an informational meeting with property owners whose property is within three-hundred (300) feet of the property line of a proposed multi-unit project as reflected on the current Pamlico County tax roles. The notification of this meeting shall also be given to the administrator to be distributed to the Planning Board and to the Town Board and take place prior to submitting an application to the town for a special use permit and shall include a brief description of the project, the date, time, and location of the meeting. The notice shall be sent by first class mail at the expense of the owner/developer a minimum of ten (10) days prior to the date of the informational meeting.
- 4. Two sets of building plans and specifications to show materials and methods of construction.
 - 5. A permit will be required for any signs to be associated with the proposed development.

Failure to provide all of the above required information will result in the return of the application.

Please submit the complete application to Town Hall 10 days before the next scheduled Planning Board Meeting for review. All applicable fees must be paid at the time the application is submitted.

Plans requiring a Pamlico County Building Permit will first be approved and stamped by the Town of Oriental. The same set of plans must be presented to the County Inspection Department to obtain a building permit.

All building parameters and uses will be reviewed to insure compliance with the Growth Management Ordinance (GMO) of the Town of Oriental. There may be covenants governing the use of the subject property which may be more or less restrictive of the GMO. A permit issued by the Town of Oriental may not be construed so as to allow the holder of the permit to build or otherwise use the subject property in any manner contrary to such covenants.

The applicant will be notified of the dates and times of meetings if the project will require a Special Use permit.

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1. Applicant:

Name

Phone

Mailing Address, City, State, Zip

Alternate Phone

E-mail Address

Fax

2. Owner:

Name

Phone

Mailing Address, City, State, Zip

Alternate Phone

E-mail Address

Fax

3. Project Contact:

Name

Phone

Mailing Address, City, State, Zip

Alternate Phone

E-mail Address

Fax

4. Physical Job Location: _____

5. Located in the following Zoning District(s): _____

6. Has this lot been replatted in the last 12 months? YES NO *If yes*, date: _____

7. Previous use of land: _____

8. Lot area: _____ sq. ft. Lot width: _____ ft.

9. Description of Proposed Project:

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10. Will this project impact any trees in the Town's street right-of-way? YES NO

11. Does the project involve a change in land use? YES NO *If yes*, describe: _____

12. Does the project involve a combination of uses? YES NO *If yes*, describe: _____

13. Does the project continue a non-conforming situation? YES NO *If yes*, describe: _____

14. Will the project be completed in phases? YES NO

15. Number of Buildings: _____ Number of Residential Units: _____

16. Square footage of proposed structures: _____ sq. ft.

17. Square footage all structures (existing & proposed): _____ sq. ft.

18. Floor Area Ratio (Building Area/Lot Area x 100): _____

19. Square footage of surfaces impervious to water (all structures, sidewalks, driveways, patios, gazebos, etc.*): _____ sq. ft.

*(*Not including uncovered decks or surfaces of stone 3/4" or larger and permeable pavement)*

20. Impervious Surface Ratio (Impervious Surface Area/Lot Area x 100): _____

21. Height of new building: _____

Above grade: _____ Above mean sea level: _____ Eave height: _____

22. Setbacks: Front: _____ Back: _____ Side: _____ Side: _____

PLEASE READ BEFORE SIGNING

I certify that all of the above information and that contained in the attachments hereto is true and accurate to the best of my knowledge and that all work will comply with state and local codes, laws and ordinances. I understand that any plan modifications may require a new application in compliance with the Town of Oriental Growth Management Ordinance, and failure to report such changes may result in permit revocation. I certify that I am the property owner or that I am authorized to act on the property owner's behalf.

Signature

Date

OFFICE USE ONLY

Revised 10/10

Approval Required: Land Use Permit _____	Special Use Permit _____
Received by: _____	Reviewed for Completeness By: _____
Date: _____	Date Deemed Complete and Accepted: _____
Date Approved by Administrator: _____	Date Approved by Recycling: _____
Date Approved by Planning Bd.: _____	Date Approved by Tree Bd.: _____
Date Approved by Commission: _____	Date Approved by Fire Marshal: _____