

REQUIREMENTS FOR RESIDENTIAL DEVELOPMENT PERMIT

Set forth below are the requirements for a Residential Development Permit Application. **Until all of the requirements are met, no action by the Administrator is required.** The Architectural Review Board shall meet to review and approve or disapprove the residential plans within two-weeks of the completed submission.

1. Number of copies.

All residential applications shall contain three (3) paper copies of all materials plus one digital copy of the site plan (in .pdf format). When approved, two (2) copies of the plans will be stamped 'Approved' and given a permit number, a Moore County stamped temporary power request, and returned.

2. Application fees.

The application processing fee and the application review deposit (See Section 3.1.2) must accompany the permit application. All fees are listed in the Permit and Fee Schedule in the Code of Ordinances, Chapter A, Article III, Section 4.

3. Contents of Initial Application: The Application must contain the documents listed below:

Residential Permit Application

Driveway Permit Application

Grading Permit/Soil & Erosion Control Compliance Form (Grading Permit/Soil & Erosion Control Compliance Forms are not required for DENR pre-approved subdivisions)

Landscape Plans and an existing conditions or tree survey

Elevation drawings of front rear and sides of the structure 24" x 36"

Exterior materials and colors

Surveyor stamped site plan (at least 8.5" x 14" in size) with a scale of at least 1"=40' (details of the site plan are listed below).

Requirements for Residential Development Permit

4. Site Plan: The site plan, prepared and sealed by a licensed surveyor, shall contain the following:

- Developer/builder name, address, fax and telephone number, and date;
- Designer's name, address and telephone number;
- Scale and North arrow;
- Vicinity Map-must be legible and site easily located;
- Adjoining lot lines, lot number, subdivision name, and Land Record Key (LRK) number;
- Title block with site name and location;
- Zoning of property and adjoining properties;
- High quality water area if applicable;
- Floodplain, wetlands and stream delineations: applications for development in a floodplain requires all the necessary information provided in Chapter 5.9.17, in addition to the stated requirements;
- All required buffer areas;
- Total acreage including area and dimensions of the entire tract;
- Existing and proposed impervious surface areas including the calculations on new construction and additions/alterations, with 24% maximum lot coverage allowed;
- All existing and proposed easements;
- Contour lines at two (2) foot intervals, existing and proposed.

- Existing and proposed lot drainage patterns, including drainage pattern for downspouts and any erosion control or drainage devices;
- Road frontage and lot width at the building line;
- Front, side and rear building setbacks;
- Driveway, deck, sidewalk locations;
- Proposed location of accessory structures to include pools, dog runs, fences, LPG tank(s), HVAC unit(s), irrigation systems, wells, and screening devices;
- Erosion control fence locations;
- Soil disturbance in excess of 10,000 square feet requires an additional fee and a licensed engineer or land surveyor's stamped plans detailing the locations of all silt fences or other erosion control devices.

5. Architectural Requirements

- a. Heated square footage and total square footage
- b. Elevations (front, rear, and sides) shown with finished grade, to scale
- c. Addition/Alteration elevations (front, rear, and sides) shown with finished grade, to scale
- d. Location of existing drainage and structures
- e. Foundation plans, signed and sealed by a licensed surveyor or engineer
- f. Roof framing plan for stick-built only
- g. Show distance from the bottom of the fascia board of the main entranceway, measured
- h. from the bottom of the fascia board of the main roof line to the bottom of the fascia board of the entranceway
- i. Dimension of fascia, rake, and frieze
- j. Colors and materials or combinations of each to be used on each elevation
- k. Draw and label all architectural elements to be used and the length of water table returns at the base of a gable and roof pitch
- l. Indicate the depth of roof overhang
- m. Indicate dimensions of any columns used on the front elevation
- n. Indicate the roof pitch ratios, roofing materials, and color
- o. Indicate any chimney flues and/or pipes
- p. Indicate drainage pattern for roof downspouts
- q. Indicate any roof mounted solar panels or equipment

6. Landscape Plan Requirements

- Landscape plans detailing the plant location, plant name, and size;
- Indicate all permanent stream and wetland buffers
- For sites of one-acre or less, an existing conditions plan is required, a tree survey, or tree preservation plan and a root preservation plan is required showing trees that will remain, protected, on-site;
- Indicate required screening around utilities and all equipment.
- 5-year maintenance agreement for the buffer and all required landscaping per Sections 5.8.4 and 8.2 of the Land Development Ordinance.

7. Appendix to Site Plan

- a) An approved permit from Moore County Environmental Health for the proposed on or off-site wastewater system;

b) Driveway Plans. Driveways that slope to the street must include a drain or culvert or a design profile delineating the flow of water away from the street;

c) Any required state or federal permits, i.e., DENR, Army Corp, etc.

8. Pre-Issuance Conference

After a review of the Application, and prior to the issuance of the Residential Development Permit, the Administrator shall schedule a meeting with the Applicant. In that conference, the application will be reviewed and any deficiencies noted. If there are no deficiencies, the Residential Development Permit shall be issued.

9. Posting of Permit

During construction, the Residential Development Permit and the Soil Erosion Compliance Form shall be posted conspicuously on the property.

10. Final Submissions

1. Final Survey. A survey prepared by a licensed surveyor showing compliance with building setbacks and the approved plan.
2. Moore County Building Inspections shall supply a Municipal Compliance Verification Certificate.
3. The applicant shall ensure that the street address is properly posted on the mailbox or address marker. (LDO Section 4.7) (Refer to U.S.P.S. standards for mailbox placement)
4. An emergency light switch must be installed at the front door to flash emergency lights on the front of the house or garage, whichever is most conspicuous.

11. Post Construction Conference

Prior to the issuance of the Certificate of Compliance, the Applicant shall arrange for the property to be inspected by the Administrator, or their designee, to ensure that all of the conditions required by Village ordinances have been met. Upon completion of this inspection, and receipt of the Moore County Compliance form, the Administrator shall issue a Village Certificate of Compliance.

By signing this application, Applicant agrees to be bound, and shall abide by the Zoning Permit Intake and Review Procedure, a copy of which is attached hereto.

Applicant: _____

Date: _____

**THE VILLAGE OF WHISPERING PINES
RESIDENTIAL APPLICATION / PERMIT**

**10 Pine Ridge Drive
Whispering Pines, NC 28327
910-949-3141 ext. 10**

for Village use only

___ Approved _____, 20___ Permit # _____

Zoning Administrator

not valid without
red stamp

Date _____

Proposed Construction (Check one)

_____ Single Family Residential _____ Multi-Family Residential

Property Address: _____ Par ID _____

Property Owner: _____ Phone: _____

Contractor: _____ Phone: _____

Contractor Address: _____ fax: _____

Contractor Email: _____

Total Square Footage _____ Heated Space (sq. ft.) _____ Bedrooms ____ Baths ____

*A Soil and Erosion Control, Grading Permit and Landscape Plans are required with all Residential applications.

*Plans must include an overall site drainage plan to include the roof and downspouts.

*A Tree Survey and Tree Protection Plans must accompany plans for lots less than one acre.

All approved trees and landscaping must be maintained for five (5) years. Agreement is noted by signing below

Additional information: _____

TO THE OWNER AND CONTRACTOR:
PLEASE NOTE THIS APPLICATION AND PERMIT IS ISSUED SUBJECT TO
THE CONDITIONS AND TERMS SET FORTH ON PAGES ONE & TWO

Owner _____

Contractor _____

INSPECTIONS: The Moore County Code Enforcement Office is authorized to issue required permits and perform inspections specified by the N.C. State Building Code including amendments and revisions. Contact the Building Code Enforcement office at (910) 947-2221 or fax at (910) 947-6253 for information regarding permits and inspections. If the work to be performed under this application for permit costs less than \$5000.00 and no load bearing is changed and no plumbing, heating, air-conditioning, or electrical work is done, no Building Code inspection is required. Exception: any deck larger than 100 square feet requires a permit and must be permitted and inspected.

EXPIRATION OF PERMIT: This permit expires six (6) months after the date of issuance if the work authorized by the permit has not commenced. If work is discontinued for a period of one year, the permit expires and no further work may be done until a new permit is issued.

CERTIFICATE OF COMPLIANCE: No building may be occupied or used until a Certificate of Compliance has been issued by the Village Zoning Administrator. A final inspection by the Village is made after a final code inspection by Moore County and receipt of a Certificate from that office. Authorization for permanent power is then sent to the electric utility company by Moore County.

Toilets: Each site must have a self-contained sanitary toilet with a door, for use by workers. It should be located in an obscure area, and removed immediately after construction is completed.

Debris/Trash: Building sites must be kept clean and neat at all times. Unless a dumpster is used, all debris must be removed on a daily basis. All debris must be removed from the site prior to the issuance of the Certificate of Compliance.

Fires: A "warming fire" during cold weather is permitted only when inside a metal container, and must be completely extinguished whenever the site is unattended. No permit is required. (This provision only applies within the Village limits.)

Parking: Vehicles/Equipment must be parked off public roads so that traffic is not obstructed or safety hazards created. No overnight parking is permitted on public rights-of-way.

Drainage: The flow of surface water from any source must be controlled and not diverted onto the street or adjacent property. Erosion control measures are the responsibility of the property owner and contractor. Any erosion onto adjoining properties, streets, culverts, drainage basins, golf courses, and waterways must be cleaned and sediment removed immediately, and preventive measures taken to avoid a recurrence.

Road Damage: The Village will inspect the condition of paved roads, shoulders, and ditches at the building site before and after construction. The contractor must repair any damage noted immediately after completing the work. If damage is not repaired within 60 days, the Village will make repairs and invoice the contractor for the full cost. (This provision only applies within the Village limits.)

HVAC Units: Ground mounted mechanical equipment shall be located on the rear or side of the residential structure and must be screened from view.

Utilities: Public utility service lines must be underground.

Property Identification: Properties must be identified using three inch (3") high reflective numbers that are to be attached to both sides of a mailbox or on an address marker located in the front yard, prior to the Certificate of Compliance being issued.

Setbacks: All setbacks are measured from the relevant property line or Right-of-Way to the nearest portion of the building, including overhangs, gutters, etc. Setbacks are listed in the zoning district description.

Construction Hours: No construction activity involving noise is permitted except between the hours of 7:00 AM and 8:00 PM Monday through Saturday. This applies only within the Village limits.

*Landscape Plans and Tree Survey and protection plan guidelines may be found in Ch. 8 of the Land Development Ordinance