

**APPENDIX A**  
**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 Administrator shall review and approve or disapprove the residential plans within two-weeks of their completed submission.**

1. Number of copies.

All residential applications shall contain one (1) copy of Village application / permit forms\* listed below in subsection 3 and three (3) paper copies of all other required 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 and returned to the applicant.

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
- \*Residential Permit Requirements
- \*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"
- 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).

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;
- Scale and North arrow;
- Vicinity Map-must be legible and site easily located;
- Adjoining lot lines, lot number, subdivision name, and Parcel ID 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. Show distance from the bottom of the fascia board of the main entranceway, measured from the bottom of the fascia board of the main roof line to the bottom of the fascia board of the entranceway;
- g. the length of water table returns at the base of a gable and roof pitch;
- h. Indicate the depth of roof overhang;
- i. Indicate any chimney flues and/or pipes;
- j. Indicate drainage pattern for roof downspouts;
- k. 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 survey 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, 8.2 and 8.3 of the Land Development Ordinance.

#### 7. Appendix to Site Plan (Amended 10/11/17)

- a) An approved permit from Moore County Environmental Health for the proposed 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., DEQ, Army Corp, etc.
- d) Endangered species evaluation report from USFWS or a qualified independent consultant

#### 8. Posting of Permit.

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

#### 9. Final Submissions.

1. Final Survey. A survey prepared by a licensed surveyor showing compliance with building setbacks, impervious surface areas (including house, driveway, sidewalks, porches / patios and accessory structures) 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 front of the structure and on the mailbox or address marker. (LDO Section 4.7) (Refer to U.S.P.S. standards for mailbox placement)
4. All dwellings shall be equipped with a 'Slater Lifelite' type switch to activate a post lamp or front entry light.

#### 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.