



102 Dolphin Street
Cape Carteret, NC 28584

Town of Cape Carteret Zoning Permit Application Submission Requirements Checklist

- The following information must be provided when you submit a Zoning Permit Application.
- Additional information may be requested to process your Zoning Permit Application.
- All drawings **MUST** be to scale and identify property lines, bodies of water, public streets and rights-of-way, and any other relevant information.
- **Any submitted Zoning Permit Application lacking all required documentation will not be processed.**

New Construction

- Survey stamped by a NC Licensed Surveyor _____
- Floor Plans labeled with each of the rooms and any other applicable information _____
- Site Plan drawn to scale _____
 - Site plan must include square footage of proposed structure _____
 - Identify setbacks from property lines _____
 - Show Driveway and indicate dimensions including culvert pipe size _____
 - Indicate Septic tank location _____
 - Label name of street frontage _____
 - Identify any adjacent water bodies if applicable _____
 - Location and size of any accessory structures on lot _____
 - Show easement locations _____
- Valid Septic Permit _____
- CAMA Permit if applicable _____
- CAMA Minor permit if applicable _____
- ***Foundation Survey must be submitted when foundation is poured** _____
- Elevation Certificate at time of Zoning Permit Application and completion (before C.O.) _____
- Engineered Flood Certificate for flood vents (before C.O.) _____
- ***Signed approval letter from HOA/ARC** _____

Expansion or Enlargement of Existing Structures in Floodplain

- Survey stamped by a NC Licensed Surveyor _____
- Site Plan drawn to scale _____
 - Site plan must indicate square footage of proposed structure _____
 - Identify setbacks from property lines _____
 - Draw Driveway and indicate dimensions _____
 - Indicate septic tank location _____
 - Label name of street frontage _____
 - Identify any adjacent water bodies _____
 - Location of any accessory structures on the lot _____
 - Show Easement Locations _____
- ***Signed approval letter from HOA/ARC** _____
- Floor Plans labeled with each of the rooms and any other applicable information _____
 - Must show BFE + 2ft freeboard _____
- Must have a valid CAMA Permit _____
- Valid Septic Permit _____



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Accessory Structures and Decks (Sheds, Generators, Patios, Decks, Pools, etc.)

- Site Plan drawn to scale
 - Dimensions of accessory structure(s) _____
 - Location of property lines, streets, rights-of-way _____
 - Location of primary structure, measurements to accessory structures _____
 - Location of septic tank / septic system _____
 - Location of pool equipment / components _____
 - ***Signed approval letter from HOA/ARC**
 - Proposed use of structure _____
 - Elevation Certification, if applicable _____
 - CAMA permit if applicable _____

Driveways

- Site Plan drawn to scale
 - Dimensions of driveway, parking area _____
 - Location of existing drainageways, swales _____
 - Location of property lines, streets, rights-of-way _____
 - Culvert size, 12" or greater for existing drainageways _____
 - ***Signed approval letter from HOA/ARC**

Fences

- Site Plan drawn to scale
 - Identify height of fence (front yard 4' maximum height) _____
 - Describe type of fence _____
 - Location of property lines, streets, rights-of-way _____
 - Location of utility easements that fence may block or impede _____
 - ***Signed approval letter from HOA/ARC**

Signs

- Site Plan drawn to scale
 - Site Plan depicting proposed sign location _____
 - Location of property lines, streets, rights-of-way _____
 - Detailed scaled drawing of sign including dimensions _____
 - Describe sign illumination level in NITS (indicate daytime & nighttime, if applicable) _____

Other

- Please contact jshambaugh@capecarteret.org for Zoning Permits falling outside of these categories.