



Single-Family Detached & Two-Family Residential Development

This Project's Address	
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RESIDENTIAL ZONING CHECKLIST



	Zoning Permit Application
	Application fee
	Copy of contract, or notarized statement from property owner, if applicant is not the property owner
	Survey < 2 yrs. old (prepared by a licensed surveyor)
	Plot Plan (drawn from a survey < 2 yrs. old & prepared by a licensed surveyor). Plot plan shall include the following information as a minimum requirement: (a) Property owner information (b) Total square footage/acreage of the lot and lot lines with dimensions (c) All existing and proposed buildings, including porches, decks, patios, roof overhangs, etc., with overall dimensions and setbacks from all property lines (required setbacks & proposed setbacks) (d) Existing and proposed driveways with distance to side property lines, dimensions, and surface material described (e) Location of all utilities (well, septic, drainage field, etc.) (f) Location and description of environmental features (streams, buffers, flood zone boundaries and designation, etc.) (g) Table containing the size and species of all trees >7.9" DBH (diameter at breast height)
	Wastewater ~ Improvement Permit, Authorization to Construct, or Operational Permit
	Driveway Permit Application
	If subject property is located within a cluster or foraging partition for the red-cockaded woodpecker ("red" or "blue" zones), a letter from US Fish & Wildlife Service must be submitted prior to the issuance of a lot clearing permit
	Elevation Certificates (for structures located within a Special Flood Hazard Area)
	NOTE: A foundation survey shall be submitted upon completion of the building foundation. A final as-built survey shall also be required upon completion, prior to the Issuance of a Zoning Compliance Certificate and a Certificate of Occupancy

 Please contact Richard Christensen, Brunswick County Stormwater Engineer, at 910-253-1716, to obtain a stormwater permit if any of the following activities will take place:

- Disturbing more than one (1) acre;
- Any filling or excavation that will result in a change of land surface of 4" or more;
- Disturbing any area within thirty feet of a the banks of a stream or other natural waterway;



If wetlands may exist on the property, contact a local Environmental Consultant, or the U.S. Army Corps of Engineers, Wilmington Regulatory Field Office

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Building Permit Checklist



- All other trades must apply for and sign their own permits.
- Please allow at least five (5) business days for plan review.

	Zoning Permit
	Completed Building Permit Application
	Wastewater Authorization to Construct ~ Issued by Brunswick County Environmental Health Department
	Well Authorization to Construct if County Water is Unavailable
	Brunswick County Water and/or Sewer Receipts (if using County water and/or sewer)
	Floor Plan with Dimensions and Room Use
	Lien Agent Information
	Proof of Workman's Compensation Insurance
	Truss Plans as Soon as Possible

Before Certificate of Occupancy



	Zoning ~ Compliance Certificate
	Energy Efficiency Certificate ~ Must be Affixed Permanently in Building
	Wastewater Operational Permit ~ Issued by Brunswick County Environmental Health Department
	Well Certificate of Completion (if using private well) ~ Issued by Brunswick County Environmental Health Department

Lot Clearings ~

Lot clearing procedures will follow these guidelines:

1. Authorization from Brunswick County to construct a wastewater system.
2. Driveway permits will be issued with lot clearing permit.
 ~ **Driveway culverts will be installed by City Public Works Department.**
3. Logs and debris removed from lot shall not be placed in the city's right-of-way (including ditches) Logs and debris must be removed from the site within five (5) days.
4. Silt screen required. A silt screen or other approved type of debris barrier shall be in place prior to any soil disturbing activity on any lot or parcel of land. That such screen or barrier shall remain in place during the lot/parcel clearing and during the building construction process. That this section shall also apply to all persons wishing to make improvements to their properties, which would result in soil or debris being introduced into any lake within the city.

Construction debris must be contained.