



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 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

~ IMPORTANT NOTES ~

ADDRESS MUST BE POSTED ON JOB SITE AND BE VISABLE FROM THE STREET

Sec. 4-26. General requirements for new construction projects.

All new construction projects located within the jurisdiction for the city shall comply with the following:

- (1) Temporary toilet facilities. All temporary toilet facilities shall be located on the property they serve and not on public street rights-of-way. The facility will be installed on the property as follow:
 - a. With the door facing away from the public street or if a corner lot, at a forty-five (45) degree angle;
 - b. Away from the construction access point: and
 - c. Enclosed on three (3) sides by lattice secured to twelve (12) foot 4 × 4 post installed a minimum of three (3) feet in the ground.

Sec. 4-79. - Drainage.

- (a) Every home constructed within the City of Boiling Spring Lakes shall have a 16-inch wide by 4-inch deep trench filled with gravel centered on the roof dripline or other approved devices. If gutters are to be installed, all water from the downspouts shall be carried a minimum of five (5) feet from the structure before release.
- (b) All gutters, pipes or leaders used for conducting rainwater shall be constructed so that no runoff shall be allowed to flow upon or across an adjoining property at any point; and such water shall be carried or directed to flow to a proper drainage area.

Sec- 9.90 Certain noises expressly prohibited.

- (8) The erection, construction (including excavation), demolition, alteration or repair of any building or structure in a residential or business district other than between the hours of 7:00 AM to 8:00 PM

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.
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.

Sec. 7-40. – LOT DRAINAGE PLAN

Sec. 7-40-1. – Purpose

The purpose of this section is to ensure that development on individual residential lots created prior to the adoption of stormwater regulations does not result in adverse stormwater impacts, such as flooding, erosion, or nuisance drainage, and that proper grading and drainage infrastructure are incorporated into site design. Stormwater runoff shall not be increased, or in a manner that causes flooding or erosion, and the alteration of existing drainage patterns shall not obstruct drainage flow.

Sec. 7-40-2. – Applicability

A drainage plan shall be required for all new single-family & two-family residential construction on standalone lots, and for projects on residentially zoned lots that introduce more than 400 square feet of new impervious surface.

For purposes of this section, a standalone lot is a lot of record that is not covered by an approved stormwater management plan and is not subject to State or County stormwater permitting requirements. The issuance of an Erosion and Sediment Control permit alone shall not be construed to exempt a lot from the requirement to submit a lot drainage plan under this section.

Sec. 7-40-3. – Plan Submission Requirements

A drainage plan, to be approved by the City's Stormwater Department, shall be submitted as part of the building permit application. An engineered drainage plan shall not be required unless the City's Stormwater Engineer determines that site specific conditions warrant preparation of a plan by a licensed professional engineer. Drainage plans shall include the following information:

(A) Site Information

- a. Lot address and parcel ID number;
- b. Property lines, easements, and setback lines;
- c. Location and footprint of proposed and existing structures;
- d. Location and dimensions of driveways, walkways, patios, and other impervious areas;
- e. North arrow and scale;
- f. Total square footage and percentage of site comprised of impervious surfaces;
- g. Existing and proposed ground elevations, shown via spot elevations or contour lines at 2-foot intervals.

(B) Drainage Features

- a. Existing and proposed stormwater flow directions;
- b. Location, dimensions, and invert(s) of proposed drainage infrastructure, including:
 - i. Graded swales;
 - ii. Culverts;
 - iii. Ditches;
 - iv. Inlets, where applicable;
- c. Points of discharge or tie-in to public or natural drainage systems;
- d. Location and spot elevation(s) of any low points or areas of potential water ponding.

(C) Erosion and Sediment Control

- a. Temporary erosion control measures shall be installed and maintained during construction, including but not limited to:
 - i. Silt fencing: Shall be installed at the perimeter of construction sites, around disturbed slopes and stockpiles, and at all existing and proposed stormwater features to capture sediment before it can leave the site. Installation shall happen before major soil disturbance occurs and shall continue until the site is permanently stabilized. Install silt fence on contour, 18 to 24 inches in height, trenched six (6) inches wide by six (6) inches deep and posts set at six (6) feet on center (4 feet on center without wire backing). Maintain regularly and remove sediment when it reaches one-third the height of the fence.
 - ii. Inlet protection: Provide inlet protection at all new or existing drains using pine bags, gravel bags, block and gravel, or approved inserts with overflow. Maintain regularly and clean when sediment reaches one-third of capacity.
 - iii. Construction entrance stabilization: Construct stabilized entrance a minimum of 20 feet long by 10 feet wide with 6 inches thick of 2 to 3 inch washed stone placed over geotextile fabric. Sweep streets daily or as needed to remove tracked sediment (do not wash into inlets).