

Pender County Planning and Community Development

Planning Division

805 S. Walker Street
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Burgaw, NC 28425



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www.pendercountync.gov

SITE DEVELOPMENT APPLICATION

THIS SECTION FOR OFFICE USE							
Date:		Permit Number:		Permit Fee:		Receipt Number:	
*Zoning Approval ONLY: YES / NO				Final Zoning Compliance Approved: YES / NO / N/A			
Type of Site Development Plan		<input type="checkbox"/> Major		<input type="checkbox"/> Minor		<input type="checkbox"/> Up-Fit	
Change of Current Use:		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Does Not Apply		Previous Use:	
SECTION 1: GENERAL INFORMATION							
Applicant's Name:			Owner's Name:				
Applicant's Address:			Owner's Address:				
City, State, & Zip			City, State, & Zip				
Phone Number:			Phone Number:				
Legal relationship of applicant to land owner:							
SECTION 2: PROJECT INFORMATION							
PIN (Property Id #):			Total property acreage:				
Zoning :			Acreage to be disturbed:				
Directions to Site:							
Lot Size:			Sq Ft of Building:		Building Height:		
Setbacks	Front :		Side :		Rear:		
NAICS Code/Use:							
Business Name:							
Describe activities to be undertaken on project site:							
Ownership:	Number of Employees:		Number of Members:		Seating Capacity:		
<input type="checkbox"/> Private <input type="checkbox"/> Public							

** If the applicant is not the owner of the property, a notarized letter from the property owner may be required.*

**Zoning approval is for the use being proposed ONLY, other department approvals may be required i.e. Fire Marshal, Environmental Health, Permitting, etc...*

SECTION 3: CONDITIONS OF PERMIT (STAFF ONLY) *Check all that apply*

Subject to compliance with all local, state and federal regulations		
Compliance with the site plan and application submitted for this permit		
Compliance with setbacks		
Located within the Special Flood Hazard Area (SFHA):	<input type="checkbox"/> No	<input type="checkbox"/> Yes
SFHA Zone: AE, A , VE, AEFW (circle one) <input type="checkbox"/> Flood-proofing Certification Required <input type="checkbox"/> Elevation certificate required <input type="checkbox"/> No-Rise Certification Required <input type="checkbox"/> Electrical and Mechanical to be Elevated <input type="checkbox"/> Hydrostatic Openings Required		
Foundation survey required		
Pender County Environmental Health Approval <input type="checkbox"/> Septic Permit <input type="checkbox"/> Well Permit		
Community Water System Approval <input type="checkbox"/> Pender County Utilities (PCU) Water <input type="checkbox"/> Private Water		
Community Wastewater Approval <input type="checkbox"/> Pender County Utilities (PCU) Sewer <input type="checkbox"/> Private Wastewater		
Sediment and Erosion Control Permit (if required)		
Storm Water Permit (if required)		
NC DOT Driveway Permit		
Army Corp Engineers Wetland Permit		
CAMA permit required		
Landscape, buffer, parking compliance required		
Compliance w/ Special Use Permit (Case Number : _____ if already issued)		
Variance approval		
Sign Permit		
Additional Use Plot Plan		
Additional Conditions (staff or TRC):		
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SECTION 4: ADDITIONAL COMMENTS

SECTION 5: SIGNATURES

Applicant:		Date:	
Owner:		Date:	
Planning Staff:		Date:	
Permit Technician:		Date:	
Final Zoning Compliance Approved By:		Date:	