



THE TOWN OF PINE KNOLL SHORES

100 Municipal Circle
Pine Knoll Shores, NC 28512
Telephone (252) 247-4353

MAJOR LANDSCAPE PERMIT APPLICATION

A Major Landscape Permit Application applies when there is a significant change in the topography of a lot that affects drainage, tree removal, and/or vistas of adjacent properties. This type permit shall be issued in conjunction with a Building Permit. Any proposed development shall make effective use of existing terrain and environment, preserve to the extent possible the maritime forest and shrubbery indigenous to the town and employ designs and materials that harmonize with the natural environment. Representatives of the Community Appearance Commission shall review a completed major landscape permit application and accompanying building permit application within 30 days of receipt by the town and either approve, approve with conditions, or disapprove. An approved or approved with conditions permit application shall be acted upon by the Planning Board following a site inspection and quasi-judicial hearing at its next scheduled meeting after all adjacent property owners have been given at least 14 days prior written notice sent registered mail return receipt. Approval of the application requires a Planning Board finding that:

- (1) No drainage adverse to adjacent properties (including streets) will result from altering the natural grade;
- (2) Vegetation will not be unduly destroyed;
- (3) Erosion will not result;
- (4) The vistas from other properties will not be unduly blocked by grade changes that may permit a taller structure to be constructed than on natural grade;
- (5) The resulting height of structures that will be permitted on the lot or tract as a result of grade changes will be compatible with the neighborhood; and
- (6) All requirements and standards of Chapter 74 of the Town's ordinances have been met.

A major landscape permit shall expire 90 days after issuance unless work authorized by the permit has started. If after commencement of work there is a work discontinuance for a period of twelve months, the major landscape permit and building permit shall immediately expire. No work authorized by any permit that has expired shall thereafter be performed until new permits are secured. The Town Manager may require, at the owner's expense, restoration of the property to its appearance before re-issuance of the now-expired permits. Removal of unauthorized trees may result in town fines and/or tree replacement requirements by owner.

Owner Applicant: _____ **Phone:** _____

Address: _____

E-mail: _____

Authorized Agent: _____ **Phone** _____

Address: _____

E-mail: _____

Address of Project Location: _____

Oceanfront Property _____ **Sound Front Property** _____ **Canal Front Property** _____

Description of Project (List all proposed construction and land disturbance): _____

Entity performing work:

Anticipated date of completion: _____

NOTIFICATION OF ADJACENT PROPERTY OWNERS:

I furthermore certify that the following persons are owners of properties adjoining this property. I affirm that I have given **ACTUAL NOTICE** via registered return receipt mail to each of them concerning my intent to develop this property and to apply for Landscape and Building permits.

(Name)

(Address)

(Date of Notification)

(1) _____

(2) _____

(3) _____

(4) _____

Signature of Owner: _____ **Date** _____

APPLICATION CHECKLIST

- _____ Site Plan drawn to a scale of one inch = 20 feet to include:
- _____ Physical dimensions of lot
 - _____ Current structures to include any building or anything constructed or erected requiring location on land including fences, swimming pools, driveways, and septic fields
 - _____ Existing and proposed topography, clearly representing the extent of any grading, excavation, and fill
 - _____ Proposed structures including driveways, swimming pools, and septic fields
 - _____ The impervious surface area calculation after the improvements are made
 - _____ Inventory of specimen trees, heritage trees, and other trees or groups of trees having trunks of six inches or greater, measured 3.5 feet above grade
 - _____ Existing trees, shrubs, and other native plants proposed to be removed
 - _____ Tree Preservation Plan to include:
 - _____ Trees to be disturbed
 - _____ Location of protective barriers (fencing three feet high, clearly marked with tape)
 - _____ Tunneling locations
 - _____ The location and design of proposed landscape areas and varieties and sizes of plant materials to be planted, including the sizes and quantities of trees and shrubs
 - _____ The tree density per 1,000 sq. ft. of pervious area, excluding septic field area, prior to development and the resulting tree density after development
- _____ Certification from a registered surveyor or professional engineer that normal and natural drainage patterns on adjacent properties (including streets) will not be changed and that the amount of stormwater runoff on or over adjacent properties (including streets) will not be increased.
- _____ Building Permit Application
- _____ For Oceanfront Properties
- _____ Areas where existing dunes, swales, berms, maritime cover shall remain undisturbed
 - _____ Plans for re-stabilizing and re-vegetating disturbed areas

APPROVALS

Community Appearance Commission (CAC) Site Inspection: _____ Date

CAC Site Photographs: _____ Date

CAC Action: _____ Approved _____ Disapproved _____ Approved with Conditions:

Date of CAC Action: _____ Signatures: 1. _____

2. _____

Planning Board Site (PB) Inspection: _____ Date

PB Action: _____ Approved _____ Disapproved _____ Approved with Conditions:

Date of PB Action: _____ Signatures: 1. _____

2. _____

Signature of Building Inspector: _____ Date: _____

ACTIONS UPON COMPLETION OF WORK REQUESTED IN MINOR LANDSCAPE PERMIT APPLICATION

CAC Site Photographs: _____ (Date)

Date of CAC Inspection: _____ Signatures: 1. _____

2. _____

Comments: _____

Date of PB Inspection: _____ Signatures: 1. _____

2. _____

Comments: _____

Certificate of Occupancy Issued: _____ (Date)