



THE TOWN OF PINE KNOLL SHORES
100 Municipal Circle
Pine Knoll Shores, NC 28512
Telephone (252) 247- 4353

MINOR LANDSCAPE APPLICATION

A Minor Landscape Permit applies when construction takes place having little or no land disturbance, no adverse drainage impact on adjacent properties, little or no tree removal, or other adverse impact on adjacent properties as determined by the Building Inspector. This type permit shall be issued in conjunction with a Building Permit. Representatives of the Community Appearance Commission and the Planning Board shall review a completed minor landscape permit application and accompanying building permit application within 30 days of receipt by the town and either approve, approve with conditions, or disapprove.

A minor 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 minor 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:	
Email:	

Authorized Agent:	Phone:
Address:	
Email:	

Address of Project Location:		
Oceanfront <input type="checkbox"/>	Sound Front <input type="checkbox"/>	Canal Front <input type="checkbox"/>

Description of Project (List all proposed construction and land disturbance):
Entity Performing Work:

Anticipated Date of Completion:	
Signature of Owner:	Date:

APPLICATION CHECKLIST

- An 8 ½" x 11" or larger sketch of the property showing:
 - Physical dimensions of lot
 - Current structures to include any building or anything constructed or erected requiring location on land including fences, swimming pools, and septic fields
 - The proposed improvement

- Tree Preservation Plan to include:
 - Location of heritage trees, specimen trees, existing trees or groups of trees having trunk diameters of six (6) inches or greater, measured 3.5 feet above grade that are in work area
 - Trees to be disturbed
 - Location of protective barriers (fencing three feet high, clearly marked with tape)
 - Tunneling locations
 - Plantings to be added

- Building Permit Application

APPROVALS

Community Appearance Commission (CAC) Site Inspection

CAC Site Inspection: YES NO <i>IF YES, THEN GIVE DATE</i>		
Photographs: YES NO <i>IF YES, THEN GIVE DATE</i>		
Action: (circle)	Approved	Denied
Approved with Conditions:		
Date of CAC Action:		

CAC Signatures:
1)
2)

Planning Board (PB) Site Inspection

PB Site Inspection: YES NO <i>IF YES, THEN GIVE DATE</i>		
PB Action: (circle)	Approved	Denied
Approved with Conditions:		
Date of PB Action:		

PB Signatures:
1)
2)

Signature of Building Inspector:	Date:
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ACTIONS UPON COMPLETION OF WORK REQUESTED IN MINOR LANDSCAPE PERMIT APPLICATION

Community Appearance Commission (CAC) Site Inspection

CAC Site Inspection: YES NO <i>IF YES, THEN GIVE DATE</i>		
Photographs: YES NO <i>IF YES, THEN GIVE DATE</i>		
Action: (circle)	Approved	Denied
Did Project Meet Conditions:	YES	NO
Comments:		
Date of CAC Action:		

CAC Signatures:
1)
2)

Planning Board (PB) Site Inspection

PB Site Inspection: YES NO <i>IF YES, THEN GIVE DATE</i>		
PB Action: (circle)	Approved	Denied
Did Project Meet Conditions:	YES	NO
Comments;		
Date of PB Action:		

PB Signatures:
1)
2)