



THE TOWN OF PINE KNOLL SHORES

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

SINGLE FAMILY LANDSCAPE PERMIT APPLICATION

A Single Family Landscape Permit Application applies when there is a significant change in the topography of a lot that affects drainage and/or tree removal pertaining to the construction of a new single-family home or similar development. This type permit shall be issued prior to receiving 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. The Zoning Administrator will review a completed Single-Family Landscape Permit application within 30 days of receipt by the town and either approve, approve with conditions, or disapprove. The review process will also require a site consultation visit by the Community Appearance Commission which acts in an advisory role to the Zoning Administrator. Approval of the application requires the Zoning Administrator to find that the proposed development:

- (1) Will not produce stormwater runoff that is adverse to adjacent or other properties, to include streets in town.
- (2) Will not cause the removal or destruction of trees or vegetation in excess of the standards of this chapter; and
- (3) Meets all requirements and standards of Chapter 74 for single-family homes and development on lots for the zoning district in which the property is located.

A single-family 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 single-family 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 activity): _____

Entity performing work: _____

Anticipated date of completion: _____

ADJACENT PROPERTY OWNERS:

List all adjacent property owners below. This includes all properties which abut the property that is the subject of this application as well as and properties located across a street or roadway from the subject property.

(Name) (Address)

(1) _____

(2) _____

(3) _____

(4) _____

(5) _____

Signature of Owner: _____ **Date:** _____

APPLICATION CHECKLIST (must complete)

- _____ 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
 - _____ Location, dimensions and design of any proposed dock, pier or beach accessway
 - _____ The impervious surface area calculation after the improvements are made
 - _____ Inventory of specimen trees, heritage trees, and other trees having trunks of six inches or greater, measured at 3.5' above grade (oceanfront) measured at 4.5' above grade (all others)
 - _____ 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 professional engineer or landscape architect 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 (Staff Use Only)

Community Appearance Commission (CAC) Site Consultation: _____ Date

CAC Site Photographs: _____ Date

CAC Recommendation: _____

Zoning Administrator Site Inspection: _____ Date

Action: _____ Approved _____ Disapproved _____ Approved with Conditions:

Signature of Zoning Administrator: _____ Date: _____

ACTIONS UPON COMPLETION OF WORK REQUESTED IN SINGLE FAMILY PERMIT APPLICATION

Date of CAC Inspection: _____ CAC Signature: _____

Comments: _____

Signature of Zoning Administrator: _____ Date: _____