

Development Permit(s) Application Form

Town of Nags Head

Submittal Date: _____

Permit Application For (Please check all that apply):

- Building Zoning Sign
 Flood Hazard Zone * Land Disturbance Storm Repair

*Additional permit application form may be required per FEMA



Please Note:

Building and/or Zoning Permits are required for most site improvements including but not limited to:

- Single Family/Duplex Construction - Includes additions/expansions, enclosures, stairs, ramps
- Commercial Development - Includes additions/expansions, storage, renovations or changes of use
- Accessory Structures - Includes pool, storage buildings, gazebo, dune deck, tennis courts
- Driveways, parking and parking additions or reconfigurations
- Fences and pool barriers
- Signs
- Satellite Dishes/Minor Communication Towers
- Bulkheads, Retaining Walls, Fountains, Extensive Landscaping
- Outdoor Showers, HVAC & Pool Equipment Platforms
- Land Disturbing Activity

Property Owner:

Name _____
 Mailing _____
 Address _____
 Email _____
 Phone/Cell _____
 Fax No. _____

Applicant:

Name _____
 Mailing _____
 Address _____
 Email _____
 Phone/Cell _____
 Fax No. _____

Development Permit Submittal Checklist:

For an Application to be accepted as complete, you will need to provide:

1. Dare County Health Department (Septic) Improvement Permit for projects outside The Village at Nags Head, or letter of connection approval from Carolina Water Service Co. for projects within The Village (Also see survey requirements).

2. Copy of CAMA Permit (if Applicable)

3. NFIP – V-Zone Certification (if Applicable)

4. Written Detailed Description of Project Scope and Use

5. Completed Residential Design Guidelines Point Tabulation Form (If Applicable)

Applicants for the construction of a Large Residential Dwelling (3,500 SF or > of enclosed habitable living area) should indicate whether they elect to follow the Town of Nags Head Residential Design Guidelines per Town Code Section 48-370 (d). This excludes properties located within The Village at Nags Head or in the SED-80 zoning district.

I, _____, owner of the property at the address listed on this form, elect / do not elect (circle one) to follow the Town of Nags Head Residential Design Guidelines for the construction of a large residential dwelling per Town Code Section 48-370 (d).

6. Survey – Including Following Items:

- A blue-line survey (to scale) of the property prepared by a registered North Carolina land surveyor
- Location and Dimensions of existing and/or proposed dwelling
- Location and Dimensions of all proposed or existing structures
- Existing or proposed driveway with dimensions
- Existing & proposed lot elevation at corners of proposed structure (where fill has not been proposed)
- When proposing fill – average elevation of 4 corners of lot – see Fill Requirements below in #8
- All building setbacks dimensioned
- Flood Zone boundary lines shown (if applicable)
- CAMA setbacks, dated first line of stable vegetation or static line, bulkheads, rip-rap, and total AEC area (if applicable)
- Septic System location indicating tank, drain fields and repair areas
- Dated Army Corp Wetland delineation (if applicable)
- Health Dept. stamp on plans and survey for projects outside The Village at Nags Head
- Fence or pool barrier location
- HVAC and pool equipment platform location

7. Two sets of Building Plans with the following info:

- Foundation Plan – to scale
- Elevations Drawings: to scale and label front, rear and sides, proposed grade, BFE, elevation of lowest floor, overall height
- Fence or Pool Barrier detail
- Wall cross section – to scale
- Floor Plan of all levels – to scale (stamped by Health Dept. for projects outside The Village)
- Engineer/Architect Seal – must be original seal, signature and date
- Appendix B for commercial projects

8. Sedimentation and Erosion Control for Disturbance >5000 SF

- Location of silt fence and/or sand fence (shown on site plan or stormwater plan)
- Seeding schedule(s)
- Financial Responsibility/Ownership Form

<input type="checkbox"/> 9. Stormwater Plans (If Applicable) <ul style="list-style-type: none"> Stormwater calculations Location and description of BMPs, plan and profile view Maintenance Certification 	
<input type="checkbox"/> 10. Signs – Include dimensioned renderings and foundation or attachment details	
<input type="checkbox"/> 11. Other Information as Required by Local Ordinance, CAMA or State Codes	
Property Information: Project Address: _____ Property ID No (PIN): _____ Subdivision: _____ Lot Area: _____ Lot No.: _____ Block: _____ Section: _____ Flood Zone: V AE X Base Flood Elevation: _____ Elevation of Natural Grade _____	
CAMA Permit Required: Yes ___ No ___ CAMA Permit # _____	
Sewage Information (Attach Approvals) Septic Permit No. _____ Dated: _____ Fill Use: Y N Village Sewer <input type="checkbox"/> CWS Approval: Y N	
Project Description: (Attach sheets, drawings and other associated permits as needed) _____ _____	
Proposed Construction Information: Commercial <input type="checkbox"/> Residential <input type="checkbox"/> Rental? Yes No New Construction <input type="checkbox"/> Addition <input type="checkbox"/> Remodel/Repair/Other <input type="checkbox"/> Demo <input type="checkbox"/> House Move <input type="checkbox"/> Square Footage: Heated Living Area _____ Deck/Porch/Walkway _____ Storage _____ Garage _____ Gazebo/Dune Deck _____ Other _____ No. Bedrooms _____ No. Baths : Full _____ Half _____ Storage Enclosure Below Yes <input type="checkbox"/> No <input type="checkbox"/> Size _____ Foundation Type _____ Roofing Material _____ Outside Finish _____ Inside Finish _____ A/C _____ Heat Type _____ Window Make/Type _____ Insulation (R-Factor) Walls: R- _____ Floors: R- _____ Ceiling: R- _____ Elev. of Lowest Floor (V or AE Zones): _____ Proposed Elev. at grade: _____ Fill to be brought in? Yes <input type="checkbox"/> No <input type="checkbox"/> Amount: _____ Area (in sq. feet) of land to be disturbed: _____ Lot Coverage(in sq. feet): _____ Includes (Circle): Sed. Control Plan Stormwater Plan	
Estimated Construction Cost: _\$ _____	
Contractor Information: Business Name: _____ Address: _____ Office No. _____ Fax No. _____	NC G. C. License No. _____ License Classification _____ E-Mail Address: _____ Agent: _____ Mobile No. _____
See Permit Submittal Checklist (on reverse) for required attachments and application information. Application <u>will not</u> be accepted until all required information is provided. Please contact the Planning and Development Department to confirm requirements for your particular project: 5401 S. Croatan Highway, Nags Head, NC 27954, 252-441-7016 www.nagsheadnc.gov	
Property Owner Signature _____	Applicant Signature _____
Staff Use: Review Fees Paid _____ Acceptance: Y N By: _____	