



City of Havelock

Planning and Inspections Department

PO Box 368 1 Governmental Ave.

Havelock, NC 28532

(252) 444-6643 Email: permits@havelocknc.us

OFFICIAL USE ONLY

Received By: _____

Date: _____

Application #: _____

TRC Review: _____

PB Approval: _____

BOC Approval: _____

Conditional Zoning District Application

****This application must be completely filled out. Thank you!****

Applicant ✓: ☐ **Property Owner** ☐ **Corporation** ☐ **Engineer/Architect** ☐ **Surveyor/Planner**

Property Owner Information

Owner Name: _____

Email Address: _____

Phone: _____

Corporation Information

Corporation: _____

Contact Name: _____

Email Address: _____

Phone: _____

Engineer/Architect Information

Company: _____

Contact Name: _____

Email Address: _____

Phone: _____

Land Surveyor/Land Planner Information

Company: _____

Contact Name: _____

Email Address: _____

Phone: _____

Project Information

Address of Proposal: _____

Tax Parcel ID #: _____

Deed Book Page: _____

Description of Project: _____

Land Clearing Required: ☐ Yes ☐ No If yes, the amount of land to be disturbed: _____

Existing Structures on Site: _____

Existing Structures in Compliance with Zoning Ordinance: ☐ Yes ☐ No

If No, please explain: _____

Proposed Structures on Site: _____

of Required Parking Spaces: _____

of Parking Spaces Provided: _____

% of Lot Covered by Impervious Surface: _____

Acreage: _____

Flood Zone: _____

Elevation of Site: _____

The undersigned applicant does hereby request a Conditional Zoning District to allow the following land use as listed in the Havelock Unified Development Ordinance, Chapter 155 Use Regulations and Standards, Table 155-8 Table of Permitted Uses:

Applicant Signature: _____ Date: _____

Owner/Agent Signature: _____ Date: _____

****NOTE: Only ORIGINAL signatures will be accepted. NO photocopies or facsimiles****

Further submittal information is on the following pages

****FOR OFFICE USE ONLY****

Utilities: Water/Sewer: Public Private Health Dept Permit # _____
Zoning District: _____ Requires Flood Zone Certificate: YES NO Zone: _____ Panel: _____ Date: _____
APZ: Yes No Zone: _____ Noise Contour: _____ Sound Attenuation* Req'd: Yes No NLR: _____

*Based on standards set forth in §154.07

Planning Department Approval: _____ Date: _____
Board of Commissioners Hearing Date: _____ Approved: _____ Disapproved: _____

Conditional Zoning District Application Applicant Submittal Checklist

X	Applicant	Staff	X
	Complete application submitted		
	Paid Fees – per current fee schedule		
	Application submitted at least seven (7) day prior to the Technical Review Committee (TRC) meeting		
	Written narrative of the use/site plan		
	Names/mailling addresses of opposite and abutting property owners		
	One (1) set of mailing labels for all adjoining property owners		
	Ten (10) complete site plans		
	One (1) 11" x 17" site plan		
	One (1) digital site plan		
Site Plans Must Include The Following Items			
	Format		
	Prepared by a professional engineer or professional land surveyor		
	Drawn at a scale of 1" = 60' or larger		
	Size is at least 18" x 24"		
	Multiple sheets are collated and stapled		
	Property lines distinctly and accurately represented, all bearings and distances shown, with the ratio of precision in accordance with the Standards of Practice for land surveying as adopted by the North Carolina Board of Examiners for Engineers and Surveyors		
	Elevation and benchmarks referenced to National Geodetic Vertical Datum (NGVD)		
	Title Block		
	Name, address and telephone number of the land owner(s)		
	Name, address and telephone number of the developer		
	Name, address, telephone number and signature of the person/firm preparing the plan		
	North arrow and location map showing the project area in relation to major and minor streets, natural features, existing city limit lines and other obvious references		
	Date of original preparation and/or revision(s)—clearly indentifying revisions		
	Number of sheets		
	Scale denoted both graphically and numerically utilizing engineering scale only		
	Add owner's certification: I (We) hereby certify that I am (we are) the owner(s) of the property shown and described here on and that I (we) hereby approve this development plan. I (we) further certify that all exterior improvements, including but not limited to paving and landscaping, as shown on the site plan will be maintained in accordance with this plan and the City of Havelock Code of Ordinances. _____ Owner(s) Signature		
	If the site is outside the city limits, indicate if a petition for annexation is required to be submitted to the City		
	The following in tabular form:		
	Total area in site		
	Current zoning		
	Subdivision name; block and lot number; tax map number; parcel number and street address; if applicable		
	Acreage in common area(s), if applicable		
	Acreage in recreation area(s) and the like, if applicable		
	Total number of units/bedrooms, if applicable		
	Gross floor area		
	Building lot coverage (existing and proposed)		
	Building height in feet and stories		
	Total number of parking spaces (required and provided)		
	Total number of handicapped parking spaces (required and provided)		
	Total sq. ft. of impervious area (existing and proposed)		
	Indicate the proposed linear footage of roads		
	Indicate the proposed linear footage of water lines		
	Indicate the proposed linear footage of sewer lines		
	Existing Natural Features		
	Topographic survey showing mean sea level elevations at one-foot (1') intervals		

	Location of lakes, marshes, wetlands, wooded areas and other natural features	
	Indicate streams/ditches subject to Neuse buffer rules	
	Location, name, direction of flow, centerline elevations and cross-sections of water courses	
	Existing Manmade Features	
	Boundary survey and easements	
	Location and exterior dimensions of existing structures including signs on the site	
	Name, location and widths of all public and private streets, rights-of- way and/or easements	
	Location and distances separating all driveways and intersections on or adjacent to, or across a street from, the site	
	Location of railroads, bridges, culverts, storm drains and ditches	
	Zoning information (for project site and adjacent parcels)	
	Show floodway zone and flood fringe zone, indicating base flood elevations for all lots adjoining such zones	
	Location of FEMA floodway and flood hazard limits (for projects sites located within Zone AE)	
	Indicate whether the site is located within a Noise Overlay (AICUZ) area or within the Accident Potential Zone for Cherry Point Marine Air Corps Station	
	Proposed Site Development	
	Provide and label the required building setbacks	
	Location, first floor elevation and height of structures	
	Location and size of parking spaces and sidewalks	
	Parking details indicated on plans to include, parking spaces sizes (width and length), details of separation lines i.e. type of paint, width, angle, etc.) and aisle width between parking stalls	
	Location and widths of roads and driveways, including interconnectivity access drives with adjoining sites	
	Show vision clearance triangles at street intersections	
	Location, arrangement and dimension of all truck-unloading docks, ramps and spaces	
	Location of refuse areas and screening detail	
	Location and dimensions of proposed signs, fences, walls, docks, ramps, pools, patios, mechanical equipment and impervious areas	
	Location of the closest fire hydrant	
	Location of disturbed area for construction purposes	
	Location of outdoor storage or display areas	
	Location and size of all public utility lines (water, sanitary sewer, storm sewer and gas) within all adjacent rights-of way and easements	
	Location and size of water taps denoting the size of lines	
	Location of water meters	
	Location and type of backflow protection provided	
	Location of electrical service connections, meters, transformer base and poles. Adjacent overhead electric lines shall be denoted as to type: transmission; distribution; service drop	
	Storm water drainage plan to include site surface drainage, pipe sizes with direction of flow, yard drains, catch basins, curb inlets, detention ponds, ditches, and topographic features	
	Additional Requirements (if applicable)	
	A traffic impact analysis	
	Nitrogen control plan	
	Storm water drainage plan	
	Landscaping plan	
	Copies of any interconnectivity easements or agreements	
	Color rendering of the building elevation detailing building materials and colors—Shopping centers and commercial uses exceeding 30,000 sq. ft. are subject to this requirement	

DISCLOSURE: By signing below, I am acknowledging that I have included **ALL** applicable information required on the plan in order to be considered "Complete and ready for review." If it is discovered that required information is not included on the plans or I have not provided some required information, I understand that the above referenced project may be deemed "Not ready for review" and may require additional staff time or may be rejected. Additionally, I understand that the City of Havelock reserves the right to request any additional information as necessary.

Owner/Agent Signature: _____ **Date:** _____



**Havelock Department of Planning and Inspections
Conditional Zoning District
Adjoining Property Owners List**

**List should include abutting property owners as per UDO Section 160.05(C).
(Properties are abutting even if separated by a street, railroad or other transportation
corridor)**

Owner: _____ Address: _____

Owner: _____ Address: _____

Owner: _____ Address: _____

Owner: _____ Address: _____

Owner: _____ Address: _____

Owner: _____ Address: _____

Owner: _____ Address: _____

Owner: _____ Address: _____

Owner: _____ Address: _____
