



**Town of Emerald Isle
Site & Commercial Plan, Subdivision, & Special Use Review Checklist**

Project Name: _____

Physical Address of Project: _____ Date Submitted: _____

Applicant/Developer: Name _____

Address _____

Telephone # _____

Applicants Email Address _____

Contact Person: Name _____

Address _____

Telephone # _____

Applicants Email Address _____

____ Sketch Plan ____ Preliminary Plat ____ Final Plat ____ Site/Commercial Plan Review

A. Property is located in:

Floodplain

____ AE
____ VE

Area of Environmental Concern

____ Ocean Hazard
____ Inlet Hazard
____ ORW Shoreline

Zoning District

____ R2 ____ B ____ VE
____ RMF ____ C ____ VW
____ MH ____ G ____ MV

Overlay District

____ AICUZ ____ VW-C ____ Eastern End Overlay
____ VE-C ____ MV-C ____ Reed Drive Overlay

Adjacent Property Zoning(s): _____

Adjacent Property Use(s): _____

B. General Information (check all applicable)

- | | |
|---|---|
| ____ 1. Date of Drawing | ____ 7. Name/Address Owner/Developer |
| ____ 2. Name of Development/Subdivision | ____ 8. North Arrow, Bar Scale, State Plane |
| ____ 3. Name/Address of Engineer/Surveyor/Architect | ____ 9. Total Acreage |
| ____ 4. Drawn to Engineer Scales | ____ 10. PIN (Parcel Identification Number) |
| ____ 5. Location/Vicinity Map | ____ 11. Certificates |
| ____ 6. Title of Plan/Plat | |

C. Existing Site Information (check all applicable)

- 1. Property Lines/Control Corners
- 2. Easements
- 3. Streets, Curbs, Sidewalks
- 4. Buildings
- 5. Watercourses
- 6. Utilities
- 7. Frontal, Primary Dunes
- 8. Storm Drain/Management System
- 9. Existing TOPO Data at 2-Foot Contour Intervals
- 10. Ocean Hazard AEC, Location of First Line of Vegetation, CAMA Setback, Limits of Disturbance
- 11. Location of marsh, estuarine water, 404 Wetlands
- 12. Existing Impervious Area Calculations
- 13. Location of Flood zone(s)

D. Site Improvements (check all applicable)

- 1. New/Existing Property Line(s) or Lot(s)/Control Corners
- 2. Setback/MB Lines ([Section 5.1](#))
- 3. Proposed Streets & Easements ([Section 6.1.5](#))
- 4. Proposed Sidewalks ([Section 6.1.6](#))
- 5. Proposed Driveways ([Section 6.1.6](#), [6.7.1](#))
- 6. Proposed Drive Isles ([Section 6.7.1](#))
- 7. Materials for Parking Lot ([Section 6.7.1](#))
- 8. Proposed Parking/Handicap Spaces ([Section 6.7.3](#))
- 9. Off-Street Loading Areas ([Section 6.7.4](#))
- 10. Buffers/Landscaping ([Section 6.1.2](#))
- 11. Proposed Signage ([Section 6.6](#))
- 12. Lighting ([Section 6.1.2](#), [6.1.3](#))
- 13. Garbage Areas ([Chapter 13](#))
- 14. Fire Hydrants ([Section 6.1.2](#))
- 15. Utilities
- 16. Stormwater ([Section 6.3](#))
- 17. Natural/Vegetative Area ([Section 5.1](#))
- 18. Finished Grades
- 19. Planned Unit Development ([Section 6.1.4](#))
- 20. Subdivisions of Land ([Section 6.1.1](#), [Section 7.1](#))
- 21. Mobile Home Parks & Recreational Vehicle Parks ([Section 4.2.2](#))
- 21. Proposed Building Elevation(s)/Square Feet
- 22. Building Height(s) ([Section 5.1](#))
- 23. Commercial Structures ([Section 6.1.3](#))
 - A. Direct Exterior Lighting Prohibited
 - B. Permitted Exterior Colors
 - C. Decorative Construction Prohibited
 - D. Outside Wall Facings
 - E. Dry Stack Board Storage Roofs
- 24. Propose Signage ([Section 6.6](#))

E. Typical Site Plan Sheet Index

- Cover Sheet
- Site Plan
- Utility Plan
- Grading and Drainage Plan
- Soil Erosion/Sedimentation
- Stormwater Plan
- Landscape Plan
- Lighting Plan
- Topographic Survey

Note to Applicants

This checklist is a representation of the Town of Emerald Isle’s requirements for subdivision, commercial development, rezoning and special use request. While this checklist contains many of the Town’s significant requirements, it is not intended to replace the Town Code of Ordinances. Compliance with all requirements of this checklist does not eliminate the applicant’s responsibility for compliance with other Town Ordinances not included on this checklist. This checklist has been developed solely for the purposes of communicating many of the significant requirements to applicants and assist Town staff, the Planning Board and Town Board of Commissioners in their review of commercial, site plan, and subdivision review as well as rezoning and special use applications.

The acceptance of this application shall give approval for Town of Emerald Isle Planning Staff, Town Manager, Planning Board Members, and Town Board of Commissioner members to enter the property for the express purposes of gaining an understanding of site conditions prior to consideration of this application and to determine whether all approved work is being completed in accordance with approved development plans.

Any person making such visit must disclose that he/she visited the site and disclose his/her findings at the next regularly scheduled meeting, or sooner to allow the applicant to respond to the findings.

APPLICANT’S SIGNATURE DATE

OWNER’S SIGNATURE DATE

REVIEWED BY TOWN STAFF:

TOWN PLANNER DATE

FIRE CHIEF DATE

POLICE CHIEF DATE

PUBLIC WORKS DIRECTOR DATE

TOWN MANAGER DATE

TOWN ENGINEER DATE