



**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      \_\_\_\_ EEO

\_\_\_\_ VE-C      \_\_\_\_ MV-C

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)**

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

- |   |   |
|---|---|
| <input type="checkbox"/> Cover Sheet                | <input type="checkbox"/> Stormwater Plan    |
| <input type="checkbox"/> Site Plan                  | <input type="checkbox"/> Landscape Plan     |
| <input type="checkbox"/> Utility Plan               | <input type="checkbox"/> Lighting Plan      |
| <input type="checkbox"/> Grading and Drainage Plan  | <input type="checkbox"/> Topographic Survey |
| <input type="checkbox"/> Soil Erosion/Sedimentation |   |

**F. Additional Agency Approvals**

- \_\_\_\_ US Army Corps of Engineers
- \_\_\_\_ NC Division of Coastal Management
- \_\_\_\_ NC Division of Environment Quality
- \_\_\_\_ NC Department of Transportation
- \_\_\_\_ Carteret County Environmental Health Department

**G. Review Fees**

- \_\_\_\_ Commercial Review (\$250)
- \_\_\_\_ Site Plan (\$250)
- \_\_\_\_ Special Use Application (\$250)
- \_\_\_\_ Installation of Roads/Streets (\$250)
- \_\_\_\_ Large Stormwater (\$750)

**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