



**OCRACOKE  
DEVELOPMENT  
PERMIT  
APPLICATION**



DATE \_\_\_\_\_

PERMIT NUMBER \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHYSICAL ADDRESS OF THE PROPERTY: \_\_\_\_\_  
(IF NO PHYSICAL ADDRESS A 911 APPLICATION MUST BE FILLED OUT AND  
SUBMITTED)

NEXT PHYSICAL ADDRESS CLOSEST TO THE LOCATION: \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

OWNER'S NAME \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

**PERMIT TYPE (CIRCLE ONE):**

SINGLE FAMILY, DUPLEX, TOWNHOUSE, CONDO, APTS, MODULAR, TIME-SHARE, CO-OP,  
MANUFACTURED, COMMERCIAL, INDUSTRIAL, ADDITION, NEW, RELOCATION,  
EXCAVATION, FILL, ALTERATION, REPAIR, GRADING, ACCESSORY STRUCTURE,  
TEMPORARY STRUCTURE, CAMPER, TRAVEL TRAILER, CHANGE OF USE, HOTEL, MOTEL, INN,  
COTTAGE, RENTAL PROPERTY, PIER, DOCK, BULK HEAD, STORE, CAMPGROUND,  
RESTAURANT, ADULT BUSINESS, OFFICE, SEAFOOD ESTABLISHMENT.

IF HOTEL, MOTEL, INN, COTTAGE OR OTHER LODGING ESTABLISHMENT THE NUMBER OF HOUSE KEEPING UNITS THE BUILDING CAN ACCOMMODATE: \_\_\_\_\_

THE NUMBER OF FAMILIES THE BUILDING CAN ACCOMMANDATE: \_\_\_\_\_

THE NUMBER OF RENTAL UNITS THE BUILDING CAN ACCOMMANDATE: \_\_\_\_\_

IS THE SEWAGE DISPOSAL APPROVED OF BY THE HYDE COUNTY HEALTH DEPARTMENT: \_\_\_

IF SO A COPY OF THE PERMIT MUST ACCOMPANY THIS APPLICATION

DOES THE PROPERTY HAVE CITY WATER: \_\_\_\_\_

IF SO A LETTER MUST ACCOMPANY THIS APPLICATION

### **SQUARE FOOTAGE OF THE LOT**

*MINIMUM LOT SIZE SHALL BE SUFFICIENT TO MEET THE REQUIREMENTS OF THE COUNTY HEALTH DEPARTMENT AND TO PROVIDE FOR ADEQUATE PLACEMENT OF STRUCTURES AND NECESSARY PARKING SPACES BUT NOT LESS THAN:*

*SINGLE FAMILY AND TWO FAMILY RESIDENCES INCLUDING THOSE WITH 400 SQUARE FEET OF FLOOR AREA IN COMMERCIAL USE:*

*5000 SQUARE FEET EXCEPT FOR UNDEVELOPED LOTS OF LESS THAN 5000 SQUARE FEET IN EXISTENCE ON APRIL 21, 1986:*

*THE APPLICANTS LOT SIZE IS: \_\_\_\_\_*

*WAS IT UNDEVELOPED AND IN EXISTENCE ON APRIL 21, 1986: \_\_\_\_\_*

*IF THE APPLICANT IS PLANNING ON BUILDING MORE THAN ONE SINGLE FAMILY RESIDENCE IS THE LOT SIZE 10,000 SQUARE FOOT OR GREATER: \_\_\_\_\_*

*IF SO WHAT SIZE IS THE LOT: \_\_\_\_\_*

*DOES IT MEET THE REQUIREMENTS OF THE OCRACOKE DEVELOPMENT ORDINANCE: \_\_\_\_\_*

*DOES THE LOT INCLUDE 5000 SQUARE FEET MINIMUM PER RESIDENCE: \_\_\_\_\_*

*DOES THE LOT HAVE A MINIMUM OF 16 FEET BETWEEN MAIN STRUCTURES: \_\_\_\_\_*

*WHICH OF THE FOLLOWING DOES THIS LOT SIZE FIT INTO?*

*THE LOT SIZE SHALL BE 7500 SQUARE FEET FOR ANY BUILDINGS USED FOR ANY PURPOSE OTHER THAN SINGLE FAMILY OR TWO FAMILY RESIDENCES WITH **LESS** THAN 1500 SQUARE FEET OF FLOOR AREA.*

*THE LOT SIZE IS: \_\_\_\_\_*

*THE LOT SIZE SHALL BE 10,000 SQUARE FEET FOR ANY BUILDINGS USED FOR ANY PURPOSE OTHER THAN SINGLE FAMILY OR TWO FAMILY RESIDENCES WITH **LESS** THAN 3000 SQUARE FEET OF FLOOR AREA BUT MORE THAN 1500 SQUARE FEET OF FLOOR AREA.*

*THE LOT SIZE IS: \_\_\_\_\_*

*THE LOT SIZE SHALL BE 25,000 SQUARE FEET FOR ANY BUILDINGS USED FOR ANY PURPOSE OTHER THAN SINGLE FAMILY OR TWO FAMILY RESIDENCES WITH **MORE** THAN 3000 SQUARE FEET OF FLOOR AREA.*

THE LOT SIZE IS: \_\_\_\_\_

**SQUARE FOOTAGE OF THE BUILDING**

WHAT IS THE SQUARE FOOTAGE OF EACH BUILDING ON THE LOT: \_\_\_\_\_

WHAT IS THE SQUARE FOOTAGE OF THE PROPOSED STRUCTURE: \_\_\_\_\_

WHAT IS THE SQUARE FOOTAGE OF THE EXISTING BUILDING: \_\_\_\_\_

IS THERE MORE THAN 1 FLOOR, IF SO WHAT IS THE SQUARE FOOTAGE OF THE 2<sup>ND</sup> STORY:

\_\_\_\_\_

**PARKING SPACES:**

*RESIDENTIAL: 1 PER BEDROOM*

THE APPLICANT HAS PROVIDED \_\_\_\_\_ SPACES FOR THIS PROPERTY AT THIS

LOCATION: \_\_\_\_\_

*MOTELS, INNS HOTELS AND OTHER BUILDINGS DESIGNED TO ACCOMMODATE THREE OR MORE FAMILIES SHALL PROVIDE 1.5 SPACES FOR EACH LODGING UNIT AND 1 SPACE FOR EACH BEDROOM WITHIN THE DWELLING UNIT.*

THE APPLICANT HAS PROVIDED FOR \_\_\_\_\_ SPACES FOR THIS PROPERTY AT THIS

LOCATION: \_\_\_\_\_

*RESTAURANTS SHALL PROVIDE 1 SPACE FOR EACH 4 SEATS.*

THE APPLICANT HAS PROVIDED \_\_\_\_\_ SPACES FOR THIS PROPERTY AT THIS

LOCATION: \_\_\_\_\_

*ALL OTHER COMMERCIAL STRUCTURES, HOME OCCUPATIONS OR COTTAGE INDUSTRIES WITH UP TO 200 SQUARE FEET OF FLOOR AREA SHALL PROVIDE 2 SPACES.*

THE APPLICANT HAS PROVIDED \_\_\_\_\_ SPACES FOR THIS PROPERTY AT THIS

LOCATION: \_\_\_\_\_

*FOR EACH ADDITIONAL 200 SQUARE FEET OF FLOOR AREA 1 SPACE SHALL BE PROVIDED.*

THE APPLICANT HAS PROVIDED \_\_\_\_\_ SPACES FOR THIS PROPERTY AT THIS

LOCATION: \_\_\_\_\_

*BOAT SLIP OWNERS SHALL PROVIDE PARKING SPACE FOR SERVICE AND LOADING.*

*BOAT SLIP OWNER SHALL PROVIDE USERS OF THE BOAT SLIPS PARKING ON SITE OR ELSEWHERE.*

THE APPLICANT HAS PROVIDED \_\_\_\_\_ SPACES FOR THIS PROPERTY AT THIS

LOCATION: \_\_\_\_\_

**SET BACKS:**

*\* MINIMUM SET BACK FROM PROPERTY LINES, PUBLIC RIGHTS OF WAY AND ALL BODIES OF WATER FOR SINGLE FAMILY, TWO FAMILY RESIDENCES INCLUDING THOSE WITH **LESS** THAN 400 SQUARE FEET OF FLOOR AREA IN COMMERCIAL USE SHALL BE 8 FEET ON THE FRONT SIDE AND REAR.*

THE APPLICANT HAS: \_\_\_\_\_ FRONT \_\_\_\_\_ REAR  
\_\_\_\_\_ SIDES

*MINIMUM SET BACKS FROM PROPERTY LINES, PUBLIC RIGHTS OF WAY AND ALL BODIES OF WATER FOR BUILDINGS USED FOR ANY OTHER PURPOSE THAN SINGLE FAMILY OR TWO FAMILY RESIDENCES INCLUDING THOSE WITH **LESS** THAN 1500 SQUARE FEET OF FLOOR AREA. THE SET BACKS SHALL BE: 30 FEET ON THE FRONT, 10 FEET ON THE SIDES AND REAR.*

THE APPLICANT HAS: \_\_\_\_\_ FRONT \_\_\_\_\_ REAR  
\_\_\_\_\_ SIDES

*MINIMUM SET BACKS FROM PROPERTY LINES, PUBLIC RIGHTS OF WAY AND ALL BODIES OF WATER FOR BUILDINGS USED FOR ANY OTHER PURPOSE THAN SINGLE FAMILY OR TWO FAMILY RESIDENCES INCLUDING THOSE WITH **LESS** THAN 3000 SQUARE FEET BUT MORE THAN 1500 SQUARE FEET OF FLOOR AREA. THE SET BACKS SHALL BE: 30 FEET ON THE FRONT, 10 FEET ON THE SIDES AND REAR.*

THE APPLICANT HAS: \_\_\_\_\_ FRONT \_\_\_\_\_ REAR  
\_\_\_\_\_ SIDES

*MINIMUM SET BACKS FROM PROPERTY LINES, PUBLIC RIGHTS OF WAY AND ALL BODIES OF WATER FOR BUILDINGS USED FOR ANY OTHER PURPOSE THAN SINGLE FAMILY OR TWO FAMILY RESIDENCES INCLUDING THOSE WITH **MORE** THAN 3000 SQUARE FEET OF FLOOR AREA. THE SET BACKS SHALL BE: 30 FEET ON THE FRONT, 20 FEET ON THE SIDES AND REAR.*

THE APPLICANT HAS: \_\_\_\_\_ FRONT \_\_\_\_\_ REAR  
\_\_\_\_\_ SIDES

*MINIMUM DISTANCE BETWEEN STRUCTURES ON A LOT. THE SET BACKS SHALL BE: 8 FEET ON THE FRONT, SIDES AND REAR FOR ALL SIZES OF FLOOR AREAS.*

THE APPLICANT HAS: \_\_\_\_\_ FRONT \_\_\_\_\_ REAR  
\_\_\_\_\_ SIDES

**\*\*MAXIMUM HEIGHT FOR ALL STRUCTURES IS 35 FEET.**

WHAT IS THE HEIGHT OF THIS STRUCTURE: \_\_\_\_\_

DOES THE STRUCTURE HAVE ANY CHIMNEYS, ANTENNAS OR WEATHER INSTRUMENTS ATTACHED?

IF SO WHAT IS THEIR HEIGHT: \_\_\_\_\_

DOES THE TOTAL HEIGHT OF THE BUILDING AND OTHER EXEMPTED STRUCTURES EXCEED 40 FOOT: \_\_\_\_\_

*MAXIMUM LOT COVERAGE BY ALL STRUCTURES AND ANY SURFACE IMPERVIOUS TO WATER SHALL NOT EXCEED 50% FOR ALL SQUARE FOOTAGES OF STRUCTURE AREA.*

WHAT IS THE PERCENTAGE OF IMPERVIOUS SURFACE AREA ON THE LOT: \_\_\_\_\_

*THE PRIMARY ROOF OF A MAIN STRUCTURE SHALL HAVE A MINIMUM SLOPE OF 4" PER FOOT. THIS REQUIREMENT SHALL APPLY TO ACCESSORY STRUCTURES OVER 15 FEET IN HEIGHT AS MEASURED FROM 8 FEET LESS 3 FEET OF THE BUILDING SITE AS SHOWN ON THE ELEVATION CERTIFICATE. THE PRIMARY ROOF OF A MAIN STRUCTURE IS THAT WHICH SHELTERS THE MAJOR PERCENTAGE OF HEATED SPACE WITHIN THE STRUCTURE.*

WHAT IS THE SLOPE OF THIS STRUCTURE'S ROOF: \_\_\_\_\_

*WHERE THE RIGHT OF WAY IS IN EXCESS OF 100 FEET THE MINIMUM SET BACK TO ANY PART OF THE STRUCTURE SHALL BE FIVE FEET.*

DOES THE STRUCTURE MEET THIS SET BACK: \_\_\_\_\_

**\*EXEMPTION FROM THE WATER SET BACK REQUIREMENT ARE STRUCTURES NOT EXCEEDING 256 SQUARE FEET IN TOTAL FLOOR AREA AND NOT EXCEEDING 15 FEET IN HEIGHT AND USED PERMANENTLY AND PRIMARILY TO PROTECT, STORE, BUILD OR REPAIR BOATS, NETS AND OTHER FISHING OR WATER RELATED EQUIPMENT OF THE LAND OWNER.**

DOES THE APPLICANT HAVE THIS EXEMPTION: \_\_\_\_\_

WHAT IS THE TOTAL SQUARE FOOTAGE IN FLOOR AREA: \_\_\_\_\_

WHAT IS THE HEIGHT OF THE STRUCTURE: \_\_\_\_\_

**\*FENCES, BULKHEADS, DRIVEWAYS, BOARDWALKS NOT EXCEEDING 5 FEET IN WIDTH AND 1 FOOT IN HEIGHT AND OTHER LIKE STRUCTURES ARE EXEMPTED FROM SET BACK REQUIREMENTS.**

DOES THE APPLICANT HAVE THIS EXEMPTION: \_\_\_\_\_

WHAT LENGTH AND HEIGHT ARE THE STRUCTURES: \_\_\_\_\_

**\*\*NO STRUCTURE OR APPURTENANCE ATTACHED TO ANY STRUCTURE EXCEPT CHIMNEYS, ANTENNAS AND WEATHER INSTRUMENTS SHALL EXCEED THE 35 FOOT MAXIMUM BUILDING HEIGHT AND NO EXEMPTED STRUCTURE SHALL EXCEED 40 FEET.**

### **PLOT PLAN OF THE LOT**

ALL APPLICATIONS MUST HAVE A PLOT PLAN OF THE LOT, SHOWING THE SHAPE, NAMES OF THE ROAD ON WHICH IT IS TO BE LOCATED. THE DIMENSIONS OF THE PROPERTY.

THE PLOT PLAN MUST BE DRAWN TO SCALE AND THE SCALE SHOWN.  
THE LOCATION AND SIZES OF ANY BUILDINGS THAT ARE PRESENTLY LOCATED ON THE LOT AND ANY ALTERATIONS MUST BE ON THE PLOT PLAN AND SHOWN TO SCALE.  
IF PARKING PLACES ARE REQUIRED, THE REQUIRED NUMBER AND WHERE THEY ARE TO BE LOCATED ON THE PLOT PLAN.  
THE TOTAL AREA OF PARKING REQUIRED IS TO BE SHOWN ON THE PLOT PLAN.  
ANY AND ALL SURFACES THAT ARE IMPERVIOUS TO WATER MUST BE SHOWN ON THE PLOT PLAN.  
IF THE PROPERTY IS LOCATED ADJACENT TO A BODY OF WATER OR MARSH AREA, THE DISTANCE FROM THE DEVELOPMENT TO THE BODY OF WATER OR MARSH AREA MUST BE SHOWN ON THE PLOT PLAN.  
DISTANCE FROM THE PROPOSED DEVELOPMENT TO ALL PROPERTY LINES AND/OR RIGHT OF WAYS.  
FULL SET OF STRUCTURAL DRAWINGS.

### **SECTION DRAWING**

SHOW BY DIMENSION THE ELEVATION OF THE FIRST FLOOR FROM THE AVERAGE GRADE OF THE PROPERTY.  
SHOW THE HEIGHTS OF ADDITIONAL FLOORS AND THE ROOF.  
SHOW ANY ALLOWABLE STRUCTURE PROPOSED TO EXTEND ABOVE THE ROOF LINE, WITH THEIR DIMENSIONS AND HEIGHT.

### **CAMA PERMITS**

OBTAIN A CAMA PERMIT IF THE DEVELOPMENT IS LOCATED WITHIN 75 FEET OF ANY SHORELINE, CANAL, WATERWAY OR MARSH.

### **ELEVATION CERTIFICATE**

BEFORE A CERTIFICATE OF OCCUPANCY CAN BE WRITTEN A FINAL ELEVATION CERTIFICATE MUST BE MADE.