

# DEVELOPMENT CHECKLIST:

- Survey/Site Plans showing:**
  - Seal of NC Licensed Professional Surveyor, Engineer, Architect, or other duly authorized person duly authorized by the state to prepare such plans
  - Zoning: setbacks and existing and proposed lot coverage
  - **Location and Dimensions of all existing and/or proposed structures and development**, including but not limited to: building footprint, structures, driveway, parking, turnaround, fences, walls, hvac and pool equipment platforms
  - CAMA setback and total AEC lines— Ocean Hazard 60'/155' with dated first line of stable natural vegetation (FLSNV), Public Trust/Estuarine Shoreline 30'/75'
  - Certified Army Corp of Engineers (ACOE) 404 Wetland Delineation (if applicable)
  - Proposed septic system location - Dare County Environmental Health Dept. stamped approval on survey/site plan
  - Proposed driveways, parking, turn around and walkways
  - The Flood Zone(s) boundary lines shown and the Datum date (if applicable)
  - Total lot area square footage

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- Two (2) sets of Building Plans** - (with the Dare County Environmental Health Dept. stamped approval, if applicable)
  - **Engineer/Architect Seal – must be original seal, with signature and date**
  - **Elevation Drawings: to scale, labeled, existing and finished grade, BFE, elevation of lowest floor, max height and top plate height**
  - Docks, Bulkheads, Piers and Jetties require **engineered plans**
  - NFIP – Pre and Post Construction V-Zone Certification, if applicable
  - Foundation Plan – to scale
  - Fence or pool barrier detail - w/ V-Zone breakaway design certified, if applicable
  - Wall cross section – to scale
- Copy of Lot Disturbance Permit, if applicable**
- Surety Bond made payable to: Town of Southern Shores in the amount of \$5,000.00**
- Building Plan Specification Form, if applicable**
- Proof of Workers Compensation or a signed Affidavit**
- Lien Agent Information Form, if applicable**
- Owner Exemption Affidavit, if applicable**
- Building/Floodplain Development Permit Application**
- Signed Mandatory Inspections**
- Copy of CAMA Minor/Major Permit, Exemption or General Permit, if applicable**