



## TOWN OF SOUTHERN SHORES PLANNING AND CODE ENFORCEMENT

5375 N Virginia Dare Trl, Southern Shores, NC 27949  
(252) 261-2394 phone (252) 255-0876 fax

### **BUILDING/FLOODPLAIN DEVELOPMENT PERMIT**

This packet and other pertinent information is available for download by visiting the  
Town's website at: [www.southernshores-nc.gov](http://www.southernshores-nc.gov)

Copies may also be obtained from the Planning and Code Enforcement Department located at Town Hall.  
Office hours are 8:30 AM to 5:00 PM, Monday – Friday

This packet provides instructions, checklists, forms and applications required to process a Building, Zoning, Floodplain, and/or Lot Disturbance Permit for development including but not limited to:

- **Single Family/Duplex/Multi-Family Development** – Includes new construction, additions/expansions, remodel/renovation/repair, enclosures, storage
- **Commercial Development** – Includes new construction, additions/expansions, remodel/renovation/repair, storage, changes of use
- **Accessory Structures** – Includes pools, storage buildings, gazebo, dune decks, tennis courts, garages, docks, piers, boat lifts, outdoor showers, HVAC and pool equipment stands
- **Bulkheads, Retaining Walls**
- **Pool Barriers and Fences**
- **Signs**
- **Driveways, Parking, Expansions or Reconfigurations**
- **Lot Disturbance**
- **Demolition**
- **Electrical, Mechanical, Plumbing and LP Gas work**

A complete Development/Floodplain Permit Application provides all of the information necessary for the Code Officials to determine conformance with the provisions of the Town Ordinance and NC State Building Code regulations. For an application to be accepted as complete, please refer to the requirements in the Development/Floodplain Permit Submittal Checklist. Upon receipt of a complete application, plan review will then be conducted.

### **HOMEOWNERS ASSOCIATION COVENANTS**

Although the Town of Southern Shores does not enforce or consider the effect of covenants in the various subdivisions of Southern Shores, applicants for a development permit should be advised that their building plans may be affected by subdivision covenants and are advised to consult with the appropriate Property Owners' Association. A list of Associations and contact persons is included in this packet. **You are strongly urged to obtain approval from the appropriate association before you apply for a permit and begin construction. Failure to do so could result in legal action by the association to enforce the covenants.**

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## LOT DISTURBANCE-STORMWATER MANAGEMENT

If applicable, in all town zoning districts, including all areas within the extraterritorial jurisdiction, no grading, filling, or other alteration of the topography or elevation of any unimproved lot, or demolition and clearing of improved property, nor any manmade change to any improved real estate resulting in the discharge of stormwater onto adjacent property and requiring a building permit, shall be undertaken prior to the issuance of a **Lot Disturbance-Stormwater Management Permit** by the Zoning Administrator.

All applications for lot disturbance and stormwater management shall be accompanied by a survey/site plan of the proposed improvements showing the actual dimensions and shape of the lot, and showing the surveyed pre-disturbance ground elevation at the corners of the proposed structure referenced to mean sea level. The application shall also describe the disturbance or development activity which is proposed for the lot. The application and accompanying survey shall be sufficiently detailed for the zoning administrator to confirm that following construction of the proposed improvements the property will retain all stormwater generated by a 1.5 inch rain event and will not adversely affect any stormwater management system previously constructed by the town.

The purpose of the required site-visit prior to the issuance of the permit is to discuss zoning restrictions regarding setbacks, building height, potential storm water runoff impacts, possible impacts to adjacent properties and trees to be removed. Additional information may be required on surveys depending on location. Once the **Lot Disturbance-Stormwater Management Permit** is issued, site disturbance is permissible and a **Building/Floodplain Development Permit** application may be submitted for review and approval of proposed development.

## SUB-CONTRACTOR/TRADE WORK

**Sub-Contractors are required to obtain a permit or sign off for their trade prior to installation of any plumbing, mechanical, electrical or gas systems.** The permit fee is \$100 and there is no fee required for a Sub-Contractor Sign Off when a Building Permit has been issued for the project.

***\*\*\*The proximity of your property to wetlands, surface waters and flooding has the potential to significantly impact the permit process and development of your property.***

## COASTAL AREA MANAGEMENT ACT (CAMA)

If your property is adjacent to water (Ocean, Sound, Creek, Canal) a **CAMA** permit or exemption letter **may** be required depending upon the proposed development. The application fee for a CAMA Minor development permit is \$100 if the project is within the Ocean or Estuarine/Public Trust AEC and does not qualify for an Exemption. **CAMA approval is required prior to submitting an application for a Development/Floodplain Permit.**

## FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)

The Federal Emergency Management Agency (**FEMA**) has mapped Special Flood Hazard Areas (**SFHA's**) in our community on a Flood Insurance Rate Map (**FIRM**) with Base Flood Elevations (**BFE's**) determined above mean sea level (msl).

An application for a **Building/Floodplain Development Permit** shall be made when submitting an application for any development activities located within a SFHA. Floodplain Development Permit approval is required and is part of the review process. **Floodplain Development Permit** means any type of permit that is required in conformance with the provisions of the Town Code Flood Damage Prevention Ordinance, prior to the commencement of any development activity.

Proposed development to be constructed within the VE flood zone will be required to provide a pre and post construction V-Zone Certification prepared by a licensed design professional duly authorized by the state to prepare such certification.

The mapped Flood Zones located within the Town are: **AE 7FT, AE 9FT, VE 12ft, VE 14ft and Shaded X.** The Town of Southern Shores enforces 2ft of freeboard above the BFE and flood depth. The base flood elevation plus the freeboard establishes the regulatory flood protection elevation.

Flood map information may be obtained by visiting FEMA's Flood Map Service Center website: <https://msc.fema.gov/portal> or by viewing the FIRM map displayed in the Planning and Code Enforcement office.

## DARE COUNTY ENVIRONMENTAL HEALTH DEPARTMENT

Wetlands, poorly drained soils and or subsurface soil conditions can impact permissible locations and size of septic system tanks and drain fields. The Dare County Health Department makes site evaluations and issues permits for wastewater systems. **Environmental Health Department Permits are required prior to submitting an application for a Building/Floodplain Development Permit.** Please call 475-5080 for further information or visit the Dare County Satellite Office at 2601 N. Croatan Hwy, Kill Devil Hills.

## ZONING

No building or other structure shall be erected, moved, added to, or structurally altered, without a permit issued by the building inspector and/or zoning administrator. No building or zoning permit shall be issued except in conformity with the provisions of the Town of Southern Shores Code of Ordinances. A zoning permit, if required, shall be issued by the zoning administrator prior to the issuance of a building permit.

All areas within the Town of Southern Shores are zoned. An official zoning map has been adopted and copies of the zoning map are available and specific questions about how a property is zoned may be answered by contacting the Planning and Code Enforcement Department office at 252-261-2394 ext 4.

The majority of the Town is zoned **RS-1 Single Family Residential**, which is a zoning district that is established to provide for the low-density development of single-family detached dwellings in an environment which preserves sand dunes, coastal forests, wetlands, and other unique natural features of the coastal area.

### ZONING REQUIREMENTS FOR RS-1 DISTRICT:

Minimum lot size:	20,000 square feet
Minimum lot width:	100 feet (measured at the building setback line)
Minimum front yard:	25 feet
Minimum side yard:	Fifteen (15) feet; an additional five (5) foot side yard adjacent to the street is required for a corner lot.
Minimum rear yard:	25 feet
Maximum lot coverage:	Maximum allowable lot coverage 30%. In the case of an oceanfront lot, only that area landward of the first line of stable natural vegetation (as defined by CAMA) shall be used for calculating lot coverage.
Height limitation:	HEIGHT, TOP PLATE; 26 feet (a) HEIGHT, MAXIMUM; 35 feet (b) Height Certification may be required for detached structures.
Minimum living space:	1,000 square feet of enclosed living space.
Maximum Occupancy	7 bedrooms or occupancy of 14 persons (max septic tank 1500 gpd)
Parking Spaces	3 parking spaces required for up to 4 bedrooms 4 parking spaces required for 5 or 6 bedrooms 5 parking spaces required for 7 bedrooms. Parking spaces must be separate from drive aisle and sufficient maneuvering space is required to turnaround (no backing into street).

- (a) Measured from average of the natural grade elevations or finished grade elevation whichever is lower.
- (b) Measured from lowest adjacent natural grade elevation or finished grade elevation whichever is lower.