



# TOWN OF SOUTHERN SHORES

"A Town of Volunteers"

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## Ordinance #2004-03-01

### AN ORDINANCE OF THE SOUTHERN SHORES TOWN COUNCIL RELATING TO APPLICATION SUBMITTALS TO PLANNING BOARD

#### Article I. Construction

For purposes of this Ordinance, underlined words (underline) shall be considered as additions to existing Ordinance language and strikethrough words (~~strikethrough~~) shall be considered deletions to existing language. Language of an adopted ordinance shall be shown in italics (*italics*).

#### Article II. Application Deadlines Amended

Section One. Section 10.04 (Application for Building Permits and Site Plan Requirements) is hereby amended to read as follows:

##### *Section 10.04 Application for Building Permits and Site Plan Requirements*

##### *B. All Uses other than One and Two Family Dwelling Units.*

##### *2. Site Plan Requirements.*

*Twelve (12) copies of the site plan shall be submitted no later than ~~fourteen (14) days~~ thirty (30) days prior to the Planning Board meeting at which the plan is to be reviewed. All plans shall be prepared, stamped and endorsed by a North Carolina registered engineer, surveyor or architect, or other person duly authorized by the State to prepare such plans. All plans shall contain at least the following information.*

Section Two. Section 10.05 (Application for Permit for Conditional Uses) is hereby amended to read as follows:

##### *Section 10.05 Application for Permit for Conditional Uses*

*A. Written application for a conditional use permit shall be submitted to the Planning Board no later than ~~fourteen (14) days~~ thirty (30) days prior to the Planning Board meeting at which the plan is to be reviewed. Such written application shall indicate the section of this Ordinance under which a permit is being sought and shall contain the information required by the appropriate section and such other information as may be required to insure compliance with this Ordinance.*

Section Three. Section 12.04B.1. (Powers and Duties of the Board of Adjustment) is hereby amended to read as follows:

*Section 12.04 Powers and Duties of the Board of Adjustment*

*B. Variances: Conditions Governing Applications, Procedures, Fees*

*When practical difficulties or unnecessary hardships would result from carrying out the strict letter of this Ordinance, the Board of Adjustment may, in passing upon appeals, vary or modify any regulation or provisions of the ordinance relating to the height, area, and size of structure, or size of yards and open spaces, or required parking spaces so that the spirit of the ordinance is observed, public safety and welfare secured, and substantial justice is done. A fee in accordance with a regularly adopted fee schedule of the town shall be paid to the town for each application for variance to cover the administrative expenses involved. A variance from the terms of this ordinance will not be granted by the Board of Adjustment unless and until:*

- 1. A written application for a variance is submitted thirty (30) days prior to the meeting at which it is first heard to be reviewed and demonstrating:*

Section Four. Section 12.04 (Planning Board Action) is hereby amended to read as follows:

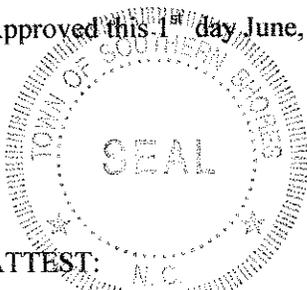
*Section 14.03 Planning Board Action*

*Every proposed amendment, supplement, change, modification, or repeal to this Ordinance shall be referred to the Planning Board for its recommendation and report at least ~~fourteen (14) days~~ thirty (30) days prior to its monthly meeting. The Planning Board shall have forty-five (45) days within which to submit its recommendation to the Council. All petitions for a change in the zoning map shall include a legal description for the property involved, the names and addresses of current abutting property owners, and a copy of all or a portion of the applicable tax or zoning map with the applicable property outlined.*

**Article III. Effective Date**

This Ordinance is effective immediately.

Approved this 1<sup>st</sup> day June, 2004.



ATTEST:

*Carrie Gordin*  
Carrie Gordin, Town Clerk

*Hal Denny*  
Mayor Hal Denny

Public notice published in Coastland Times newspaper on May 18 and May 25, 2004.

Approved as to Form:

*Ike McRee*  
Ike McRee, Town Attorney