

Zoning Permit Instructions for Residential Properties

In order to obtain a zoning permit, you will need to submit the following:

- 1) Completed Zoning Permit Application
- 2) A site plan and additional documentation as specified in the appropriate section below
- 3) Application not complete without payment of permit fee of \$50.00

For projects other than the construction of a new residence:

The site plan should show and label all of the following:

- 1) Lot shape and approximate boundary dimensions
- 2) All adjoining roads
- 3) All existing structures
- 4) Proposed development
- 5) Septic system (as existing or approved by Carteret County Health Department)
- 6) Location of all applicable setbacks
- 7) Distances of all proposed development from property lines.
- 8) Approximate location of any FEMA flood zones
- 9) Approximate location of any Section 404 wetlands
- 10) For additions or construction of accessory structures, a copy of the Septic permit must be provided.

For construction of a new residence, you must also provide:

- 1) Written authority from the owner of the property for the applicant to apply for the permit if the applicant is not the owner.
- 2) A survey, in duplicate, or scaled drawing, showing:
 - a. Dimension of the lot and lot numbers.
 - b. Flood Zones as determined by the latest FEMA flood insurance rate map
 - c. Existing and proposed structures.
 - d. Existing and proposed driveways
 - e. Existing and proposed septic facilities including tanks, distribution boxes, and nitrification lines.
 - f. Setbacks from all property lines.
 - g. Location of areas subject to U.S. Army Corps of Engineers 404 wetlands protection as certified and dated by the USACE, if applicable.
- 3) A CAMA permit, or CAMA exemption letter if any proposed development lies within an AEC
- 4) Scaled construction drawings showing the structure height.
- 5) A current permit for a sewage system issued by Carteret County Health Dept, or state agency

Current setbacks required by Town of Cedar Point UDO:

Zoning District	Front	Side	Rear
RA	50'	10' ¹	30'
R-20	30'	10' ¹	30'
R-15	20'	10' ¹	25'
R-15M	20'	10' ¹	25'
R-10	20'	10' ^{1,2}	25'
B-3	40' ³	10' ⁴	25'
B-2	40' ³	10' ⁴	15'
B-1	40' ⁵	10' ⁴	20'
MC	40'	10' ¹	15'
LIW	40'	20' ¹	25'
IW	50'	20' ¹	30'
HSCD	20'	10'	20'
MXD	20' ⁶	20' ⁶	20' ⁶

¹- If the side property line fronts a right of way, the side setback shall be an additional 10'.

²- If the property is bordered by both Hwy 24 and the White Oak River, the side setback shall be 5'.

³- Not applicable if the structure is mixed use.

⁴- If the side property line fronts a right of way, the side setback shall be an additional 5'.

⁵- For mixed use development or business residence, see UDO § 5.4(C)(2)(c).

⁶- For projects larger than 5 acres where the boundary adjoins a state or federal road, setback is 50'.

Accessory buildings must be located behind the front line of the principal structure and may encroach into a side yard setback or rear yard setback, not adjacent to a street right-of-way to within 5' of the property line.