

## **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 fee of \$50.00 (at time permit is issued)

### **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' <sup>1</sup>	30'
R-20	30'	10' <sup>1</sup>	30'
R-15	20'	10' <sup>1</sup>	25'
R-15M	20'	10' <sup>1</sup>	25'
R-10	20'	10' <sup>1,2</sup>	25'
B-3	40' <sup>3</sup>	10' <sup>4</sup>	25'
B-2	40' <sup>3</sup>	10' <sup>4</sup>	15'
B-1	40' <sup>5</sup>	10' <sup>4</sup>	20'
MC	40'	10' <sup>1</sup>	15'
LIW	40'	20' <sup>1</sup>	25'
IW	50'	20' <sup>1</sup>	30'
HSCD	20'	10'	20'
MXD	20' <sup>6</sup>	20' <sup>6</sup>	20' <sup>6</sup>

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

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

<sup>3</sup>- Not applicable if the structure is mixed use.

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

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

<sup>6</sup>- 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.