

City of



Lumberton

Planning & Neighborhood Services

Rezoning process is as follows: Applications must be submitted at least two (2) weeks prior to the intended City Council Policy Committee.

- 1) Submit a completed application, along with the application fee (\$250.00 non-refundable-fees subject to change) and a detailed business plan.
- 2) Once the Planning Department receives the above information, we will review it and contact you if more information is needed. If the application is complete, the Planning Department will submit the application to the City Clerk requesting it to be placed on City Council's Agenda.
- 3) Once the meeting date(s) have been determined, it will be sent to the Council Policy Committee for review, followed by review by City Council. City Council will then decide to forward the application to the Planning Board for their recommendation, table the request for more information or deny the request based on their findings.
 - a) If the application is forwarded to the Planning Board, you will receive notification indicating the date, time and location of the meeting. Please have a representative familiar with the request plan to attend this meeting.
 - b) If the application is tabled for more information, you will be notified.
 - c) If the application is denied, you will be notified.
- 4) If the application is forwarded to the Planning Board; they will hold the public meeting, make their recommendation and forwarded it back to City Council (they, too, have the option of tabling the request for more information).
- 5) Once the Planning Board's recommendation is forwarded to City Council, a Public Hearing is scheduled. You will receive notification indicating the date, time and location of the public hearing. Please have a representative familiar with the request plan to attend this meeting as well.
 - a) If the application is denied, you will be notified.
 - b) If the application is tabled for more information, you will be notified.
 - c) If the application is approved, we will notify you. At that time, once your request has been approved, you must contact us (Planning Department and Inspections Department) to obtain the necessary permits.

City Council meets every second Monday of the month.

City Council Policy Committee meets the Wednesday before the City Council Meeting.

Planning Board/Board of Adjustments meet every third Tuesday of the month.

*** All dates and times are subject to change***

City of



Lumberton

DEPARTMENT OF PLANNING & NEIGHBORHOOD SERVICES
APPLICATION FOR ZONING MAP AMENDMENT

TO: THE CITY COUNCIL OF THE CITY OF LUMBERTON

The undersigned hereby respectfully requests that the Official Zoning Map of the City of Lumberton, North Carolina be amended as hereinafter described:

(NOTE: Please complete this application by typing or printing legibly.)

1. **Applicant:**

Owner:

Full Legal Name: _____

Full Legal Name: _____

Physical Home Address: _____

Physical Home Address: _____

Mailing Address: _____

Mailing Address: _____

Telephone: _____

Telephone: _____

Legal Name of Business: _____

2. **Description of Property:**

_____	_____	_____	_____
(Address)	(Deed Book)	(Page)	
_____	_____	_____	_____
(Map Book)	(Page)	(Frontage)	(Area)

3. **Tax Map Identification Number (parcel number):** _____

4. **Existing Zoning District Designation of Property:** _____

5. **Requested Zoning District Designation of Property:** _____

6. **Applicant's Interest In Property (check one):** Owner Owner's Agent Lease-to-Own

Tenant Family member Other (explain) _____

7. **Legal Description of Property:** Attach a running description of the portion of the property to be rezoned in metes and bounds sufficient to reconstruct the same on the property.

8. **Site Map:** Attach a map of the property in question.

9. **Application Fee:** Submit the fee payment with application. The application fee is **nonrefundable**.

City of



Lumberton

DEPARTMENT OF PLANNING & NEIGHBORHOOD SERVICES
APPLICATION FOR ZONING MAP AMENDMENT

11. Notarized Signatures:

Applicant: _____
Full Legal Name (type or print) Home Address

STATE OF _____ COUNTY OF _____

I, _____, a Notary Public in and for said County and State, do hereby certify that the following individual personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Applicant: _____
Signature

WITNESS my hand and official seal, this the _____ day of _____, 20__.

(Official Seal)

Official Signature of Notary

_____, Notary Public
Notary's printed or typed name

My Commission Expires: _____

Owner: _____
Full Legal Name (type or print) Home Address

STATE OF _____ COUNTY OF _____

I, _____, a Notary Public in and for said County and State, do hereby certify that the following individual personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Owner: _____
Signature

WITNESS my hand and official seal, this the _____ day of _____, 20__.

(Official Seal)

Official Signature of Notary

_____, Notary Public
Notary's printed or typed name

My Commission Expires: _____

Effective July 1, 2018

GENERAL INFORMATION

THE FOLLOWING PERMIT FEES ARE CURRENT AS OF JULY 1, 2018 NO BUILDING, ELECTRICAL, PLUMBING, MECHANICAL OR OTHER PERMITS ISSUED BY THE DEPARTMENT SHALL BE VALID UNTIL FEES HAVE BEEN PAID TO THE CITY OF LUMBERTON.

PERMITS WILL BE ISSUED BETWEEN THE HOURS OF 8:00 AND 10:00 A.M. AND 3:30 - 5:00 PM IN THE INSPECTIONS DEPARTMENT AT THE MUNICIPAL BUILDING, 500 N. CEDAR STREET, LUMBERTON.

FOR MORE INFORMATION ON PERMIT FEES, PLEASE CALL THE PLANNING DEPARTMENT AT 671-3838.

I. BUILDING PERMITS

A. NEW CONSTRUCTION, ADDITIONS, AND ALTERATIONS:
\$3.50 PER \$1,000 CONSTRUCTION VALUE
\$50.00 MINIMUM

B. REROOF OR REPAIR TO ROOF:
\$3.50 PER \$1,000 CONSTRUCTION VALUE
\$50.00 MINIMUM

C. BUILDING DEMOLITION:
RESIDENTIAL \$100.00
COMMERCIAL 0.1-10,000 SQFT. \$150.00
10,001+ \$250.00
D. MOVING PERMIT: \$100.00

II. INSULATION
\$0.020 PER SQUARE FOOT HEATED FLOOR
(\$40.00 MINIMUM)

III. ELECTRICAL
\$40.00 APPLICATION FEE PLUS
\$5.00 PER 220 VOLT OUTLET
\$0.50 PER 110 VOLT OUTLET
\$5.00 PER MOTOR

SERVICE CHANGE & REPAIR
UP TO 200 AMP \$40.00
201 AMP+ \$60.00

IV. PLUMBING

A. \$40.00 APPLICATION FEE PLUS:
\$5.00 PER FIXTURE
B. SPRINKLER SYSTEM
\$0.03 PER SQUARE FOOT FLOOR AREA

V. MECHANICAL

\$40.00 APPLICATION FEE PLUS:

A. AIR CONDITIONING & HEAT PUMPS
0.1 - 5 TONS \$20.00
5.1 - 50 TONS \$25.00
50+ TONS \$60.00
SPLIT SYSTEMS ADD \$ 5.00

*B. FOSSIL FUEL BURNING EQUIPMENT
0.1 - 50,000 BTU \$15.00
50,000 - 100,000 BTU \$20.00
100,000 - 200,000 BTU \$25.00
200,001+ BTU \$30.00

C. REFRIGERATION
(COMPRESSOR RATING)
0.1 - 5 TONS \$15.00
5.1 - 15 TONS \$20.00
15 + TONS \$30.00

D. COOKING EQUIPMENT HOODS
(COMMERCIAL ONLY)
0.1 - 10 SQ.FT. \$20.00
10.1 - 50 SQ.FT. \$25.00
50.1 - 100 SQ.FT. \$30.00
100+ SQ.FT. \$40.00

EXHAUST FANS \$5.00

VENTILATION EQUIPMENT
(OTHER THAN RESIDENCES) \$20.00

MODIFICATION, REPAIR OR REPLACEMENT OF DUCT
WORK \$30.00

*E. GAS PIPING \$30.00

* NO APPLICATION FEE

VI MISCELLANEOUS FEES

*A. ABC COMPLIANCE \$40.00
*B. DAYCARE COMPLIANCE \$40.00
*C. FUEL TANK PRESSURE TEST \$40.00
*D. POWER OUTS (VACANT) \$40.00
*E. COMMERCIAL FIRE ALARM \$40.00

VII. MOBILE HOMES

\$30.00 SET UP FEE
\$30.00 ELECTRICAL FEE
\$30.00 PLUMBING FEE
\$30.00 REINSPECTION FEE

VIII. SIGNS

A. NEW SIGN
1. OUTDOOR ADVERTISING
OFF PREMISES \$100.00 PER SIDE
2. PRINCIPLE USE
0 - 50 SQ.FT. \$50.00
51+ SQ.FT. \$100.00
3. COMMERCIAL ACCESSORY - \$10.00 PER SIDE
4. TEMPORARY - \$10.00 PER SIDE

B. MODIFICATION
ALL SIGNS \$25.00 PER SIDE

VIII. OTHER FEES

A. CONDITIONAL USE PERMIT
1. APPLICATION FEE \$250.00
2. SUBDIVISION - PAYABLE AT FINAL PLAT STAGE
A. PER LOT W/IMPROVEMENTS \$50.00
B. PER LOT W/O IMPROVEMENTS \$20.00

B. VARIANCE OR APPEAL TO ADMINISTRATIVE DECISION:
APPLICATION \$250.00

C. REZONING PETITION
APPLICATION \$250.00

D. ANNEXATION PETITION
APPLICATION \$100.00

E. LAND USE PERMIT (ZONING) \$ 25.00

F. ZONING CERTIFICATION LETTER \$ 5.00

G. SITE PLAN REVIEW
(LESS THAN 1 ACRE) \$ 50.00
(FROM 1 TO 4.9 ACRES) \$150.00
(5 ACRES & LARGER) \$250.00
3RD & EACH ADDITIONAL REVIEW \$ 50.00

H. LAND USE ORDINANCE \$ 30.00

COPIES
8.5" X 11" (14") \$.25
11" X 17" \$.50
18" X 24" \$ 2.00
24" X 36" \$ 3.00
30" X 42" \$ 4.00

DEPARTMENT OF PLANNING & INSPECTIONS

DEVELOPMENT REVIEW PROCEDURES

PLAN REVIEW

CHAPTER 35 OF THE LUMBERTON CITY CODE REQUIRES THE PREPARATION AND SUBMITTAL OF DEVELOPMENT PLANS FOR REVIEW AND APPROVAL PRIOR TO THE ISSUANCE OF A BUILDING PERMIT. THE DEPARTMENT COORDINATES THIS FUNCTION FOR THE CITY AND ADVISES APPLICANTS OF THEIR RESPONSIBILITIES RELATIVE TO PLAN SUBMISSION, PERMIT ISSUANCE, AND FEE PAYMENT.

MOST BUILDING PERMITS CAN BE ISSUED WITHIN 2 TO 4 WORKING DAYS WHILE MOST TRADE PERMITS CAN BE ISSUED UPON APPLICATION. THE INFORMATION REQUIRED TO BE DISCLOSED FOR THE ISSUANCE OF A PERMIT IS REFLECTED ON THE APPLICATIONS OR ON THE SITE PLAN CHECK LIST, ALL OF WHICH ARE AVAILABLE AT THE DEPARTMENT.

BUILDING PERMITS FOR CHANGE OF USE, NEW CONSTRUCTION, ADDITIONS, ETC. REQUIRE THE SUBMISSION OF DETAILED DEVELOPMENT SITE PLANS AS WELL AS CONSTRUCTION DRAWINGS AND SPECIFICATIONS.

REVIEW BY OTHER AGENCIES

THE TYPE OR LOCATION OF A DEVELOPMENT PROPOSAL MAY REQUIRE THE REVIEW OF PLANS AND SPECIFICATIONS BY STATE OR FEDERAL AGENCIES. WHILE THE APPLICANT IS RESPONSIBLE FOR ENSURING COMPLIANCE WITH THE REGULATIONS OF OTHER AGENCIES, THE DEPARTMENT WILL ROUTE PLANS TO THE RELEVANT CITY AGENCIES FOR REVIEW AND COMMENT. PERMITS MAY NEED TO BE OBTAINED FROM THESE AGENCIES AND FEES PAID.

IN ADDITION, AUTHORIZATION TO USE A TRACT OF LAND MY REQUIRE THE APPROVAL OF THE LUMBERTON CITY COUNCIL OR BOARD OF ADJUSTMENT; THESE APPROVALS ARE SUBJECT TO A PUBLIC HEARING PROCESS AND CAN REQUIRE SEVERAL MONTHS TO CONCLUDE.

OTHER FEES

FEES MY BE ASSESSED BY STATE AND FEDERAL AGENCIES AS WELL AS THE OTHER CITY AGENCIES. EXAMPLES INCLUDE THE PUBLIC WORKS DEPARTMENT FEES FOR DRIVEWAY CUTS, WATER CONNECTION, SEWER CONNECTION, AND STORM DRAINAGE, ALSO THE ELECTRIC UTILITIES DEPARTMENT FEES FOR SERVICE CONNECTIONS.

THESE FEES AS, APPROPRIATE, MUST BE PAID PRIOR TO THE ISSUANCE OF A BUILDING PERMIT.

MUNICIPAL PLANNING AUTHORITY

THE CITY OF LUMBERTON ENFORCES COMPREHENSIVE LAND USE CODES WITHIN ITS CORPORATE LIMITS AND EXTRATERRITORIAL JURISDICTION. QUESTIONS ABOUT THE LOCATION OF ITS PLANNING BOUNDARY SHOULD BE DIRECTED TO THE PLANNING DEPARTMENT AT (910) 671-3838.

MUNICIPAL UTILITIES

THE CITY OF LUMBERTON IS A FULL SERVICE UTILITY PROVIDER OFFERING WATER, SANITARY SEWER, AND ELECTRIC UTILITY SERVICES.

CONTACT PERSONS

DEPUTY CITY MANAGER

BRANDON LOVE 272-1346

INTERIM PLANNING DIRECTOR

ARTRIEL KIRCHNER 671-3977

INSPECTIONS DIRECTOR

BEN ANDREWS 671-3837

BUILDING INSPECTORS

BOBBY RAY MEARES 671-3839
671-3840

CODE ENFORCEMENT OFFICER

STEPHANIE CANADY 671-3842

FIRE INSPECTOR

JOE OLIVER 671-3841

COMMUNITY DEVELOPMENT ADMINISTRATOR

BRIAN NOLLEY 671-3844

PUBLIC WORKS DIRECTOR

ROB ARMSTRONG 671-3851

ELECTRIC UTILITIES DIRECTOR

LAMAR BRAYBOY 671-3865

Planning & Inspections Fee

CITY OF LUMBERTON



PERMIT FEE SCHEDULE EFFECTIVE JULY 1, 2018