

**City of**



**Lumberton**

*Planning & Neighborhood Services*

P.O. Box 1388 500 N. Cedar Street Lumberton, NC 28359 Phone : 910-671-3838 Fax : 910-671-3975

## **SITE DEVELOPMENT PLAN REVIEW APPLICATION**

### **When is the site plan review process applicable?**

Applications for development approval requesting a non-residential use or any multi-family dwelling unit, which is permitted by right, with supplemental standards, or conditional use in an applicable zoning district are subject to site plan review and approval.

### **Site Plan Submission**

Plans should be submitted directly to Planning and Neighborhood Services. The Planning Department is on the first floor of City Hall located at 500 North Cedar Street, Lumberton, NC 28358. When submitted, the application package should include a completed application form along with the appropriate site plan review fee. *Please note that plans requiring a third submittal will be charged an additional review fee.*

*The City of Lumberton Inspections Department is responsible for issuing all building permits. Two sets of complete building plans must be submitted directly to the City of Lumberton Inspections Department to obtain in a building permit. Building permits will not be issued without a Zoning/Land Use Permit first being issued. For further information contact the Inspections Department at (910) 671-3838.*

### **General Requirements**

- Most projects will be required to submit at least six (6) sets of complete site plans for review.
- After review, the number of corrected sets of plans will be determined by the number of departments requesting revisions.

The site plan review process does not include NC Building Code review. When you submit your site plans, you may also submit to City of Lumberton Inspections Department:

- Two (2) sets of full architectural/building plans (Required to obtain Building Permits)

**Additional Requirements:**

- Land disturbing activity of more than one acre requires an approved sedimentation control plan in accordance with G.S. 153A-357 and 160A-417. Please contact the NCDENR at 910-486-1541 for Soil and Erosion Control. A Soil and Erosion Control Permit must be issued for qualifying projects.
- Projects disturbing one acre of land or more (Cumulative) within the designated critical watershed are subject to state stormwater permitting with NCDEQ [NCDENR-DEMLR- Stormwater Permitting Unit, Land Quality Section-1612 Mail Service Center, Raleigh, NC 27699-1612](#), telephone number 919-807-6378, Attention Bradley Bennett, Stormwater Program Supervisor. The web site address is <http://portal.ncdenr.org/web/lr/stormwater>. A Post-Construction Permit must be issued for qualifying projects.
- Driveway permits are recommended to be included in the submittal package for all projects requiring new access points. In some cases, a revised Permit is required if an existing access point is going to be used. Contact [NCDOT](#) at 910-618-5546 for additional information and to find out where new access points will be permitted for the proposed project site.
- If the site is to be served by well and septic, contact the [Robeson County Health Department](#) at 910-272-6520 for additional information related to how soil suitability tests are performed and scheduled, well permits are issued and for applicable fees.
- LOMA or LOMR's issued by the Federal Emergency Management Agency (FEMA)
- Any other documents deemed necessary for the application to be considered complete (TIA, Septic Permit, Intent to Serve Letter, etc.) This is determined during the pre-application meeting.

*NOTE: Incomplete plan submittals will not be processed and will be returned to the applicant.*

**Verification of Submittal:**

Submitted by: \_\_\_\_\_

Date: \_\_\_\_\_

**Contact Name/Address**

A “contact person” shall be designated for the project. This person will receive the official correspondence to and from the City of Lumberton regarding the plan review. It shall be his/her responsibility to notify all individuals involved in the design and construction of the project of plan review comments.

Contact Name

Address

Project Name

Project Description

Office Phone

Cell Phone

Email

Owner Name

Address

Office Phone

Cell Phone

Email

Parcel Number (PIN)

Physical Address

Subdivision

Lot Number

## **List of General Requirements**

Site plans shall be prepared on maximum size sheets of 24" x 36". Plans shall be prepared at a graphic scale of no less than 1" = 100' and folded to 9" x 12". Each sheet shall include a north arrow and graphic scale.

Plans are required to include a Title Block, Location Map, Survey Map, Existing Features Plan, Development Plan and Landscape Plan. The following is a list of the minimum contents to be included in a set of submitted site plans. The items listed below may be submitted on one sheet or a series of sheets:

### **Title Block:**

Must be included on each sheet submitted:

- Development or site plan name;
- Name, address, and telephone number of the owner and/or applicant;
- Name, address, and telephone number of the architect, land planner, landscape architect, engineer, surveyor, or drafts person who prepared the drawings;
- Date of plan;

### **Location Map:**

May be drawn on the same sheet as the Survey Map and Features Plan at a scale of 1" = 2000', indicating the location of the site showing:

- The site and adjacent lots or tracts of land;
- The intersection of at least two (2) public streets nearest the property and the names of all public ways, opened or unopened, clearly indicated;
- North arrow;

### **Survey and Existing Features Map:**

Submit a map indicating bearing and distances of the boundaries of the site plus all land within twenty-five (25) feet of the site prepared by a registered engineer or NC licensed land surveyor. The Survey Map and Existing Features Map may be combined at a scale of not smaller than 1" = 100':

### **Survey Map**

- Name and address of architect, land planner, landscape architect, engineer or surveyor who prepared the map;

- Date survey was made;
- Scale, date and north arrow;
- Dimensions of the parcel and total area (square feet) of proposed site;
- Deed Book and Page Number of property;

### **Existing Features Map**

- Parcel Identification Number for site;
- Ownership, use and zone of adjacent lots or tracts of land;
- The location of existing public rights-of-way, utility easements, railroads, power lines, culverts, drain pipes, drainage channels, flood channels, water bodies, streams, swamps, parks, cemeteries, bridges, irrigation ditches, waterlines, sewer lines, and/or natural gas lines;
- All existing structures including walls, fences, and other manmade features of the site;
- Topography shown at not greater than five (5) foot contour intervals;
- Proposed finished grade at no greater than five (5) foot contour intervals;
- Delineation of the 100 year flood plain with FEMA map used and date;
- Existing driveways, walk-ways and curb-cuts;
- Any other necessary information requested by the Zoning Administrator for site plan review;

### **Development Plan Map:**

Must be drawn at a scale of no smaller than 1" = 100' showing the following data:

- Proposed use(s);
- Location of all proposed structures, fences, walls, signs, and exterior lighting; of the structure(s);  
*NOTE: Sign(s) should be shown on site. Color renderings should be submitted. Separate permit(s) required.*
- Location of required building setback lines;
- Renderings of building elevations;
- Proposed roadway improvements, if any, serving the site should be provided;
- Natural features including landscaping to be left undisturbed;
- Proposed drainage and erosion control measures;

*NOTE: Erosion control measures cannot encroach buffer yard areas;*

- Proposed location of utilities;
- Proposed location of easements, public streets and private drives, including rights-of-way and pavement widths, curb-cuts, pedestrian ways and other paths;
- Location of off-street parking areas and loading areas along with proposed paving material, include parking and loading calculations;
- Area (square feet) of building coverage, area of all impervious vehicular areas (parking areas, loading areas, access ways, etc.), total impervious coverage for all impervious structures (buildings, vehicular areas, sidewalks, etc.);

NOTE: Common open space as computed shall not include streets, drives, parking or loading areas;

- Delineation of all areas of special flood hazard and/or wetlands to encroach proposed structures;
- Location of Overlay Zones, if applicable;
- Location of solid waste containers including proposed design provisions for screening;
- Number of proposed dwelling units or commercial units by type, size, and proposed ownership;
- Height (both number of floors and linear feet) and floor area of all structures;
- Gross Leasing Floor area (for shopping centers);
- Site Triangles;
- Any other necessary information requested by the Zoning Administrator for site plan review;

**Landscape Plans:**

Landscape plans must be submitted along with development site plans and may be superimposed upon the development plan as space permits. The plan shall include:

- Landscaped areas or buffers to be created.
- Each project's calculations, i.e., dimensional attributes and resulting amount of planted areas;
- All undisturbed natural features;
- Location of required planting and screening areas, types and sizes of trees and shrubs;
- Project information including the total square footage of the property, the square footage of the building areas, parking and other vehicular use areas;
- Planting areas drawn to scale with a list of the botanical and common names, number, and size of all plants designated for each area;

- Location, name, and size of all existing trees, shrubs, groundcover and other plant materials that are to be incorporated as part of the landscape plan;
- Location and width of landscaped buffer strips, including height of berms;
- Size and /or types of planting and buffer yards;

*NOTE: Maintenance of landscaped areas is required therefore; the use of automatic watering systems is encouraged.*

**Flood Prevention Plans:**

Projects located within the 100 year flood plain shall also be required to file a Flood Prevention Plan. The plan must be prepared by or under the direct supervision of a registered land surveyor or professional engineer and certified by same. The plan must be drawn at a scale of no smaller than 1" = 100' showing the following data:

- Location of the 100-year floodplain contour or a statement that the entire lot is within the floodplain;
- Location of floodway;
- Base flood elevation of the lowest floor (including basement) of all structures;
- Where the base flood elevation data is not provided, the application must show construction of the lowest floor at least two feet above the highest adjacent grade.

**Other Required Information:**

- Projects that require supplemental standards should show them on the Development Map;
- Driveway permits from the NCDOT or Local Jurisdiction, if a new or an existing access point is going to be used driveway is required;
- Flood Elevation Certificate, if applicable;
- Army Corp of Engineers Approval for wetlands project, if applicable;
- Copy of Deed if a new property is created;
- Conditional Use case number and approval criteria, if applicable;
- Erosion Control Approval Certificate for projects exceeding one acre of disturbed area

**Phased Developments:**

For property to be developed in sections or phases, detailed site plans containing the above information need not be submitted for the entire property, only the section under review. A schematic plan, however, shall be submitted to show the relationship of the section under review to the entire project.

*City of*



*Lumberton*

*Planning & Neighborhood Services*

Project Name/Parcel # \_\_\_\_\_

**ADDITIONAL REQUIREMENTS TO OBTAIN A LAND USE PERMIT AND/OR A CERTIFICATE OF OCCUPANCY:**

- Driveway permits from the NCDOT or Local Jurisdiction, if a new driveway is required;
  - Flood Elevation Certificate, if applicable; prior to construction and again prior to CO
  - Erosion Control Approval Certificate for projects exceeding one acre of disturbed area
  - Army Corp of Engineers Approval for wetlands project, if applicable;
  - Stormwater Certification stormwater system has been installed in accordance with the approved plans.
- 
- Driveway permits must be obtained and submitted to the Planning Department. In some cases, a revised Permit is required if an existing access point is going to be used.
    - For State Roads: Contact NCDOT-Lumberton Office at 910-618-5546 for additional information and to find out where new access points will be permitted for the proposed project site.
    - For City Maintained/Local Roads: Contact the City of Lumberton's Public Works Department (if it is a City maintained road) at (910) 671-3851.
  - Flood Elevation Certificate must be obtained and submitted to the Planning Department for all projects located within the 100 year flood plain. Please be aware that the City of Lumberton requires a two foot freeboard in addition to the base flood elevation.
  - Land disturbing activity of more than one acre requires an approved sedimentation control plan in accordance with G.S. 153A-357 and 160A-417. Please contact NCDENR at 910-486-1541 (Office located at 225 Green St.; Fayetteville NC) for Soil and Erosion Control. A Soil and Erosion Control Permit must be issued for qualifying projects.
  - Projects disturbing one acre of land or more (Cumulative) within the designated critical watershed are subject to state stormwater permitting with NCDEQ NCDENR-DEMLR- Stormwater Permitting Unit, Land Quality Section-1612 Mail Service Center, Raleigh, NC 27699-1612, telephone number 919-807-6378, Attention Bradley Bennett, Stormwater Program Supervisor. The web site address is <http://portal.ncdenr.org/web/lr/stormwater>. A Post-Construction Permit must be issued for qualifying projects.

NOTE: A Land Use Permit and/or a Certificate of Occupancy will not be issued until all of the required information has been submitted to the City of Lumberton's Planning Department.

Last Updated 11/7/2018

P.O. Box 1388 ♦ 500 N. Cedar Street ♦ Lumberton, NC 28359 ♦ Phone : 910-671-3838 ♦ Fax : 910-671-3975



**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  
3<sup>RD</sup> & 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