

# Camden County

## Unified Development Ordinance Administrative Manual





## PURPOSE AND INTENT

The purpose of this manual is to assist in the administration of the Unified Development Ordinance (UDO). The manual's primary goal is to explain the documentation needed for development applications established in the UDO. The UDO contains the various Procedures and standards for development. In an effort to ease the review process, this manual also contains application forms, staff review checklists, and submittal and fee schedules. The administrative manual consolidates information in the development review process, and helps applicants understand the procedures and requirements. The intent of this administrative manual is more specifically to:

- Establish a process that is clear and understandable to all interested parties, applicants and staff;
- Clarify documentation needed for submitting complete and relevant information for development applications; and
- Provide information and tools to assist applicants during the review process.

Should you have any questions or comments about this manual please contact the Planning and Community Development Department at (252) 338-1919 ext. 235, or by email to [abarnett@camdencountync.gov](mailto:abarnett@camdencountync.gov).



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Administrative Manual Effective March 4, 2019

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# 1. Introduction

## Section 1.1: Manual Overview

The Camden County development review process is established by the Board of Commissioners to provide a framework that allows reasonable oversight by county staff and officials while ensuring development projects are consistent with the Unified Development Ordinance and adopted plans. This process provides an opportunity to not only protect the public health, safety, and welfare; but also allows the county to coordinate development impacts with the provision of services.

To help consolidate the development process and promote efficiency, the Board of Commissioners has established this Administrative Manual as an aid for citizens, public officials, engineers, and developers. The manual includes information on requirements for submitting permit applications and design/review requirements. The basic intent of this manual is to consolidate the zoning, subdivision, and site plan review and decision making processes outlined in the Unified Development Ordinance in an easy to use and understandable document.

While the Administrative Manual is not an ordinance, it is adopted by resolution of the Board of Commissioners and incorporated by reference within the Unified Development Ordinance. This allows the requirements outlined in the manual to be applied flexibly and remain reflective of changing economic and environmental conditions. If the Administrator determines the manual needs to be amended, notice of any such change will be provided via the county website and maintained by the Planning and Community Development Department.

Applicants are reminded this manual does not serve as a substitute for any of Camden County's adopted ordinances or plans and is intended only as a guide to the users of the Camden County Unified Development Ordinance. In case of conflict between this document and other county ordinances, the adopted county ordinances shall control.

The specific permit procedures, zoning, design, environmental and subdivision standards are provided in the actual Unified Development Ordinance.

A digital version of this manual is available online at the Planning and Community Development Department's webpage at:

<https://www.camdencountync.gov/departments/planning-zoning/official-plans-documents>

## Section 1.2: Links to Adopted Plans, Ordinances, and Other Useful Tools

The following is a list of adopted plans and ordinances, and tools used to help implement them. The plans, ordinances, and tools may be referenced within this manual.

### 1.2.1 Unified Development Ordinance

The purpose of the Unified Development Ordinance (UDO) is to protect the public health, safety and general welfare of the citizens and landowners of Camden County, and to implement the policies and objectives of county-adopted plans addressing the county's growth and development. The items in this manual are to assist in the administration of the rules, regulations, and review procedures of the UDO.

The UDO can be found online at:

[http://www.camdencountync.gov/phocadownload/departments/planning/udo-rewrite/Camden-County-UDO-Final\\_01152019.pdf](http://www.camdencountync.gov/phocadownload/departments/planning/udo-rewrite/Camden-County-UDO-Final_01152019.pdf)

### 1.2.2 Camden County 2035 Comprehensive Plan

The Land Use Plan is intended to provide a framework that will guide local government officials and private citizens as they make day-to-day and long-term decisions affecting development. Serving as the overall "blueprint" for development of Camden County, the Land Use Plan aims to have the most suitable and appropriate use of land and provision of public services. The goals and policies of the Land Use Plan are implemented through the Unified Development Ordinance.

Actions taken by the Board of Commissioners related to zoning map or text amendments must include a statement indicating the consistency or inconsistency of the action as it relates to the Comprehensive Plan.

The Camden County 2035 Comprehensive Plan can be found online at:

<http://www.camdencountync.gov/government/comprehensive-plan/2035-comprehensive-plan>

### 1.2.3 2005 Advance Core CAMA Land Use Plan

The 2005 Advance Core CAMA Land Use Plan is intended to provide a framework that will guide local government officials and private citizens as they make day-to-day and long-term decisions affecting development. Serving as a "blueprint" for development of Camden County, the Land Use Plan aims to have the most suitable and appropriate use of land and provision of public services. The goals and policies of the Land Use Plan are implemented through Camden County's Unified Development Ordinance.

Actions taken by the Board of Commissioners related to zoning map or text amendments must include a statement indicating the consistency or inconsistency of the action as it relates to the CAMA Land Use Plan.

The CAMA Land Use Plan can be viewed at the Camden County Planning Department office.

#### 1.2.4 2014 Comprehensive Transportation Plan

Camden's 2014 Comprehensive Transportation Plan (CTP) is a long range plan that identifies major transportation improvement needs in the study area. These needs are determined with the best information available including, but not limited to, population, economic conditions, traffic trends, and patterns of land development. The CTP is a multi-modal plan, which in addition to highway users addresses the concerns of transit users, bicyclists, and pedestrians. The plan develops long term solutions and recommendations for the next 25 to 30 years by promoting and providing safe, efficient, cost-effective and environmentally sensitive use of the transportation system, while addressing current and future travel needs.

Actions taken by the Board of Commissioners related to zoning map or text amendments must include a statement indicating the consistency or inconsistency of the action as it relates to the Comprehensive Transportation Plan.

Camden's 2014 Comprehensive Transportation Plan (CTP) can be viewed online at:

<http://www.camdencountync.gov/phocadownload/departments/planning/CamdenCountyCTPReport.pdf>

#### 1.2.5 GIS online Maps

The Camden County Geographic Information Services (GIS) Online Mapping Application gives users information on property in the county. Users can locate a specific property and access data on it such as its zoning, flood zone, and ownership, and look at aerial photography.

GIS Maps are not intended to be surveys and should not be used as such. Please note that the data reflected on the GIS maps is the most current spatial data available. Every effort has been made to insure that the information offered is correct and up-to-date, however, complete accuracy cannot be guaranteed. If you need an official record of your property boundaries, it is suggested that you have your property surveyed.

The Interactive Online Mapping can be found at

[https://maps2.roktech.net/ROKMAPS\\_Camden/](https://maps2.roktech.net/ROKMAPS_Camden/)

### 1.2.6 Camden County's Official Zoning/Floodplain Map

Camden's Official Zoning and Floodplain Map may be viewed by using the Camden County Online GIS System or by visiting the Camden County Planning Department.

Zoning is the way the governments control the physical development of land and the kinds of uses to which each individual property may be put. Zoning laws typically specify the areas in which residential, industrial, recreational or commercial activities may take place.

To view the Zoning Map on the online GIS, click "Map Layers" on the left hand side of the screen. Make sure the Layer List is showing, if it is not, click "Layer List" at the top of the sub-menu. Click on the word "Boundaries", then place a check in the box next to "Zoning". The zoning designations are color coded, to see the legend, click "Legend" at the top of the sub-menu.

Floodplain maps identify areas that experience periodic flooding from nearby rivers, lakes, and streams, and provide information on the spatial distribution of flood construction levels. These areas are designated as floodplains. Camden County utilizes the Official FEMA Floodplain Map.

To view the Floodplain Map on the online GIS, click "Map Layers" on the left hand side of the screen. Make sure the Layer List is showing, if it is not, click "Layer List" at the top of the sub-menu. Click on the words "Flood Data", then place a check in the box next to "Flood Zones". The Flood Zone designations are color coded, to see the legend, click "Legend" at the top of the sub-menu.

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## 2. PROCEDURES & APPLICATIONS

### Section 2.1: Development Review Summary Table

Table 2.1, Development Review Procedures, identifies the advisory and decision-making bodies responsible for making recommendations or decisions on development applications reviewed under the Unified Development Ordinance. The table also identifies the development applications requiring a public hearing.

**TABLE 2.3.3: SPECIFIC REVIEW PROCEDURES SUMMARY TABLE**

Pre-application Conference: "M" = Mandatory "O" = Optional "." = not applicable Type of Action: "R"=Recommendation "D"=Decision "A"=Appeal Table symbols: < >=Legislative Public Hearing / \ =Quasi-Judicial Hearing "." = not applicable [ ] = see Notes							
REVIEW PROCEDURE	SECTION REFERENCE	PRE-APPLICATION	REVIEW AUTHORITIES				
			UDO ADMINISTRATOR	BUILDING INSPECTOR	PLANNING BOARD [1]	BOARD OF COMMISSIONERS	BOARD OF ADJUSTMENT
Administrative Adjustment	2.3.4	M	D	.	.	.	/A\
Appeal	2.3.5	O	.	.	.	.	/D\
Building Permit	2.3.6	.	.	D	.	.	/A\
Certificate of Occupancy	2.3.7	.	.	D	.	.	/A\
Development Agreement	2.3.8	M	.	.	R	<D>	.
Exempt Subdivision	2.3.9	.	D	.	.	.	/A\
Expedited Subdivision	2.3.10	.	D	.	.	.	/A\
Fill Permit	2.3.11	O	D	.	.	.	/A\
Final Plat	2.3.12	O	D	.	.	.	/A\
Floodplain Development Permit	2.3.14	.	D	.	.	.	/A\
Interpretation	2.3.15	O	D	.	.	.	/A\
Major Site Plan	2.3.16	M	.	.	<D>	.	/A\
Minor Site Plan	2.3.17	O	D	.	.	.	/A\
Minor Subdivision	2.3.18	O	D	.	.	.	/A\
Planned Development	2.3.19	M	.	.	R	<D>	.
Preliminary Plat	2.3.20	M	[2]	.	R	<D>	.
Sign Permit	2.3.21	O	D	.	.	.	/A\
Special Use Permit	2.3.22	M	.	.	.	/D\	.
Temporary Use Permit	2.3.23	O	D	.	.	.	/A\
Transfer Plat	2.3.24	O	D	.	.	.	/A\
UDO Text Amendment	2.3.25	M	.	.	R	<D>	.
Variance	2.3.26	M	.	.	.	.	/D\ [3]
Vested Rights Determination	2.3.27	M	.	.	.	<D>	.
Watershed Protection Permit	2.3.28	O	.	D	.	.	/A\
Zoning Compliance Permit	2.3.29	O	D	.	.	.	/A\
Zoning Map Amendment	2.3.30	M	.	.	R	<D>	.

**NOTES:**

[1] Applications subject to a recommendation by the Planning Board shall be heard by the Planning Board during a public meeting, but public meetings are not subject to public notification requirements in Section 2.2.6, Public Notice, of the UDO.

[2] The TRC shall review applications for preliminary plats prior to consideration by the Planning Board.

[3] Applications for a major variance to the watershed protection provisions are decided by the NC Environmental Management Commission following a recommendation by the Board of Adjustment.

## Section 2.2: Building Permits

### 2.2.1 Residential Permits - Stick Built Houses

Requirements (Please Note - Newly purchased land - deed must be recorded prior to application):

- Site Plan Drawing - show where dwelling is to be placed on property, include septic system location
- Building Plans
- Elevation Certificate (if in a flood zone)
- CAMA Permit (Waterfront property only)
  - Contact info for Coastal Area Management Agency:
    - Field Representative: Lynn Mathis
    - 401 S. Griffin Street, Elizabeth City, NC, 27909
    - Phone: (252) 264-3901, Fax: (252) 331-2951
- Septic Permit (obtain from Camden County Health Department)
  - Contact info for Camden County Health Dept.:
    - Contact Person: Kevin Carver or David Sweeny
    - P. O. Box 72, 160 US Hwy 158 East #B, Camden, NC, 27921
    - Phone: (252) 338-4460, Fax: (252) 338-4475
- All Taxes on Property Must Be Paid PRIOR to Application
- Water Tap Fee Must Be Paid (or proof of existing water tap provided) PRIOR to Application
  - For Addresses in Camden and Shiloh: Camden County Water Department
    - Contact Person: Dawn Lowry
    - 117 NC 343 North, Camden, NC, 27921
    - Phone: (252) 338-1919 x 236
  - For addresses in South Mills: South Mills Water Association
    - Contact Person: Regina Russell
    - 103 Halstead Street, South Mills, NC, 27976
    - Phone: (252) 771-5620
- Liens NC - Contractors of all new residential construction (dwellings) must apply for and obtain a lien agent (title insurance) for each individual single family dwelling project undertaken.
  - Instructions for obtaining your lien agent may be found on the Planning Department landing page located at <http://www.camdencountync.gov/departments/planning-zoning/building-permits>.
  - Links to PDF documents for the Instructions, pre-application worksheet, list of agents, and designation form as well as the link to LiensNC.com are located on the webpage mentioned above.
  - Once you have completed this process, Liens NC will present you with a page which has a square QR Code (📱). This is the page you will print out and include a copy of with your building permit application.
- Fill Permit - Required for all permits regardless of whether fill is to be placed on the subject property for the purpose of raising the property's base elevation. Does not include fill placed for the septic system or the house pad. If not placing fill (other than for septic or house pad), check the "No" box at top of form and fill in applicable fields.
  - Fill Permit Application may be found at <http://www.camdencountync.gov/forms/planning/fillpermit.pdf>. And a copy of application is included after permit application for your convenience.

Full application package is available at:

[http://www.camdencountync.gov/phocadownload/departments/planning/permits/house\\_stick\\_built/SFDAppPack.pdf](http://www.camdencountync.gov/phocadownload/departments/planning/permits/house_stick_built/SFDAppPack.pdf)

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<b>COUNTY OF CAMDEN, DEPARTMENT OF INSPECTIONS</b> <b>Building Permit Application, Single Family Dwelling</b>	
Please <b>read</b> the handout(s) provided by the Planning Department for your project and initial that you have received a copy and understand the requirements.	
<u>Memos A, B, and C</u> Initial Here: _____ Storage & Disposal, Building Code, and Inspection Information	<u>Appendix G</u> Initial Here: _____ Pools, Spas & Hot Tubs

Office Use Only - Do Not Write In This Area.

LAND XFER? ☐ Yes ☐ No ; DB \_\_\_\_\_ PG \_\_\_\_\_

UDO# \_\_\_\_\_ Inspector: \_\_\_\_\_ Pin# \_\_\_\_\_ Zoning: \_\_\_\_\_  
 PERMIT NO.: \_\_\_\_\_ WORKERS' COMPENSATION  
 PERMIT ISSUED: \_\_\_\_\_ VERIFICATION: \_\_\_\_\_  
 JOB COMPLETED: \_\_\_\_\_ SUBMITTED: YES \_\_\_\_\_ NO \_\_\_\_\_  
 Construction Type: \_\_\_\_\_ WIND ZONE: 130 \_\_\_\_\_  
 PERMIT FEES: Building \_\_\_\_\_ Water Tap \_\_\_\_\_ Sewer Service \_\_\_\_\_  
 HRF FEE: \$ \_\_\_\_\_ Flood Zone: ( ) Watershed?: ( Yes / No ) CAMA District?: ( Yes / No )

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#### GENERAL INFORMATION

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Permit Type Applied For: ☐ Stick Built House ☐ Commercial BuildingOccupancy Type: ☐ Single Family ☐ Two Family ☐ Multi Family ☐ Commercial BldgTemp Pole (Yes / No)? ☐ Yes ☐ No Building Cost (Required) \$ \_\_\_\_\_

1) Owner Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

2) Is Owner Acting As Their Own Contractor ? ☐ Yes ☐ No

General Contractor: \_\_\_\_\_ Email: \_\_\_\_\_  
 Companyname: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
 General Contractor License Number: \_\_\_\_\_

3) Project Description: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Township: ☐ Camden ☐ Shiloh ☐ South Mills

Is this a corner lot? ☐ Yes ☐ No Does owner own abutting property? ☐ Yes ☐ No

Lot Width (Sqft Frontage): \_\_\_\_\_ Lot Depth (Sqft Length): \_\_\_\_\_ Total Lot Sqft : \_\_\_\_\_

Num Bldgs: \_\_\_\_\_ Num Dwelling Units: \_\_\_\_\_ Num Offstreet Parking Spaces: \_\_\_\_\_

Utilities: Water: ☐ Public - Camden County ☐ Private - WellSewer: ☐ Public - Camden County ☐ Private - Health Department ApprovalElectric: ☐ Albemarle Electric ☐ Dominion Power

Amperage: \_\_\_\_\_ Phase: \_\_\_\_\_ Voltage: \_\_\_\_\_

Square Feet of Impervious Surfaces (Commercial Permit Only): \_\_\_\_\_

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**SUB-CONTRACTORS**

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**Electrical:** Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_  
License Holder: \_\_\_\_\_  
License#: \_\_\_\_\_ License Class: \_\_\_\_\_ License Expiration: \_\_\_\_\_

**Mechanical:** Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_  
License Holder: \_\_\_\_\_  
License#: \_\_\_\_\_ License Class: \_\_\_\_\_ License Expiration: \_\_\_\_\_

**Plumbing:** Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_  
License Holder: \_\_\_\_\_  
License#: \_\_\_\_\_ License Class: \_\_\_\_\_ License Expiration: \_\_\_\_\_

**Insulation:** Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_  
License Holder: \_\_\_\_\_  
License#: \_\_\_\_\_ License Class: \_\_\_\_\_ License Expiration: \_\_\_\_\_

**Sprinkler:** Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_  
License Holder: \_\_\_\_\_  
License#: \_\_\_\_\_ License Class: \_\_\_\_\_ License Expiration: \_\_\_\_\_

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CONSTRUCTION / BUILDING DETAILS

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- 1) Number of Stories: ☐ 1 Story ☐ 1½ Story ☐ 2 Story ☐ 3 Story  
 Number Bathrooms: \_\_\_\_\_ Number Bedrooms: \_\_\_\_\_  
 Type of Construction:  
☐ Wood Frame ☐ Masonry ☐ Steel / Metal ☐ Other (Please Specify Below)  
 Other Type of Construction: \_\_\_\_\_  
 Type of Siding: ☐ Brick Veneer ☐ Vinyl / Aluminum ☐ Wood ☐ EIFS  
 Dimensions: Length: \_\_\_\_\_ Width: \_\_\_\_\_ Total Sqft: \_\_\_\_\_
- 2) Foundation: ☐ Continuous ☐ Piers ☐ Pier-Curtain Wall ☐ Slab  
 Trench Footing Size: \_\_\_\_\_ Wide X \_\_\_\_\_ Deep ; Concrete Thickness: \_\_\_\_\_ Inches  
 Pier Footing Size: \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ Deep ; Concrete Thickness: \_\_\_\_\_ Inches  
 Block Size: \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ ; Cap Block Size: \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ ;  
 Maximum Pier Height: \_\_\_\_\_ Total # Rows of Piers ; House Width: \_\_\_\_\_  
 Exterior Girder Size: \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ with a \_\_\_\_\_ Clear Span ;  
 Species: ☐ Southern Pine ☐ Spruce / Fir  
 Interior Girder Size: \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ with a \_\_\_\_\_ Clear Span ;  
 Species: ☐ Southern Pine ☐ Spruce / Fir
- 3) Crawl Space: Access Door Size \_\_\_\_\_ X \_\_\_\_\_ ; Ground Vapor Barrier IS REQUIRED
- 4) Floor System: ☐ Double Sheathing OR ☐ Tongue and Groove  
 1st Floor Joist Size \_\_\_\_\_ X \_\_\_\_\_ , \_\_\_\_\_ Inches Off Center with a \_\_\_\_\_ Clear Span  
 Species: ☐ Southern Pine ☐ Spruce / Fir ; Lumber Grade: \_\_\_\_\_  
 2nd Floor Joist Size \_\_\_\_\_ X \_\_\_\_\_ , \_\_\_\_\_ Inches Off Center with a \_\_\_\_\_ Clear Span  
 Species: ☐ Southern Pine ☐ Spruce / Fir ; Lumber Grade: \_\_\_\_\_  
 3rd Floor Joist Size \_\_\_\_\_ X \_\_\_\_\_ , \_\_\_\_\_ Inches Off Center with a \_\_\_\_\_ Clear Span  
 Species: ☐ Southern Pine ☐ Spruce / Fir ; Lumber Grade: \_\_\_\_\_
- 5) Ceilings: Joist Size \_\_\_\_\_ X \_\_\_\_\_ , \_\_\_\_\_ Inches Off Center with a \_\_\_\_\_ Clear Span  
 Species: ☐ Southern Pine ☐ Spruce / Fir ; Lumber Grade: \_\_\_\_\_
- 6) Roof System: Slope \_\_\_\_\_ / \_\_\_\_\_ , Type: ☐ Gable ☐ Hip ☐ Other  
 (If Other, Please Specify: \_\_\_\_\_ )  
 Trusses: ☐ Yes ☐ No ; \_\_\_\_\_ Inches Off Center with a \_\_\_\_\_ Clear Span  
 Ridge Board Size: \_\_\_\_\_ X \_\_\_\_\_  
 Rafter Size: \_\_\_\_\_ X \_\_\_\_\_ , \_\_\_\_\_ Inches Off Center with a \_\_\_\_\_ Clear Span  
 Species: ☐ Southern Pine ☐ Spruce / Fir ; Lumber Grade: \_\_\_\_\_

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**NOTE:** If all framing members (floor, ceiling joist and rafters) are not of the same size, then all rooms shall be listed on a separate page specifying the above framing members sizes and clear spans for each room.

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## CONSTRUCTION / BUILDING DETAILS (CONTINUED)

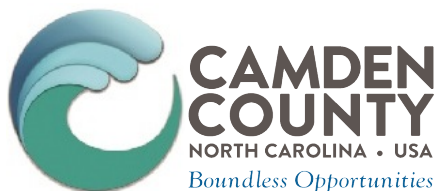
- 7) **ATTIC** Area: \_\_\_\_\_ Square Feet ; Insulation: ☐ Batts ☐ Blown-In  
 Access: ☐ Fixed Stairs ☐ Pull Down ☐ Access Hole , ( \_\_\_\_\_ X \_\_\_\_\_ )  
 Number Roof Vents: \_\_\_\_\_ with \_\_\_\_\_ Square Inches Net Free Area / Vent  
 Number Soffit Vents: \_\_\_\_\_ with \_\_\_\_\_ Square Inches Net Free Area / Vent  
 Linear Feet of Continuous Soffit Ventilation \_\_\_\_\_, with \_\_\_\_\_ Square Inches Net Free Area  
 TOTAL Net Free Area of Attic Ventilation \_\_\_\_\_ Square Inches Provided
- 8) Structural Steel I-Beam? ☐ Yes ☐ No ; Size: \_\_\_\_\_ X \_\_\_\_\_ , \_\_\_\_\_ Clear Span
- 9) Attached Garage? ☐ Yes ☐ No Door Width \_\_\_\_\_ ; Header Size \_\_\_\_\_ , \_\_\_\_\_ X \_\_\_\_\_  
 Room Over Garage? ☐ Yes ☐ No ; Proposed Use: \_\_\_\_\_  
 Floor Joist Size \_\_\_\_\_ X \_\_\_\_\_ , \_\_\_\_\_ Inches Off Center with a \_\_\_\_\_ Clear Span  
 Species: ☐ Southern Pine ☐ Spruce / Fir ; Lumber Grade: \_\_\_\_\_
- 10) Type of Heat: \_\_\_\_\_ Location of Unit \_\_\_\_\_ Number of Returns \_\_\_\_\_
- 11) Type of Water Heater: ☐ Electric ☐ Gas ; Location: \_\_\_\_\_
- 12) Fireplace Type: ☐ None ☐ Masonry ☐ Pre-Fabricated  
 Fire Place Opening: \_\_\_\_\_ X \_\_\_\_\_ ; Flue Liner Size: \_\_\_\_\_ X \_\_\_\_\_  
 Hearth Extension: ☐ 16 Inches ☐ 20 Inches ☐ Other - Please Specify: \_\_\_\_\_
- 13) Deck? ☐ Yes ☐ No Dimensions: \_\_\_\_\_ X \_\_\_\_\_ Height Above Grade: \_\_\_\_\_  
 Girder Size: \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ with a \_\_\_\_\_ Clear Span Between Posts  
 Floor Joist Size: \_\_\_\_\_ X \_\_\_\_\_ , \_\_\_\_\_ Inches Off Center with a \_\_\_\_\_ Clear Span  
 Species: ☐ Southern Pine ☐ Spruce / Fir ; Lumber Grade: \_\_\_\_\_

The applicant listed below, certifies that all information in this application is correct and hereby agrees to have the subject building(s) erected or altered in accordance with the N.C. State Building Code(s) and any other applicable local code.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Owner / Applicant)

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Inspector)

A floor plan, with all rooms and buildings indicated, shall be drawn on a site plan and submitted for approval with this application. The site plan shall show the dimensions of the property, buildings, rooms, existing and proposed buildings with existing or proposed set backs from the property lines, off-street parking spaces and any required landscaping buffer strips when applicable. Said plan shall be neat and show accurate dimensions.



## Fill Permit Application

**OFFICIAL USE ONLY:**

UDO Number: \_\_\_\_\_

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

Amount Paid: \_\_\_\_\_

Received By: \_\_\_\_\_

**WILL THE CONSTRUCTION REQUIRE FILL?    ☐ YES    ☐ NO**

(If no, fill out Applicant &amp; Project Information excluding any n/a fields. Sign &amp; Date on back.)

**Applicant Information:**

Owner(s): \_\_\_\_\_

Owner Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Fax Number: \_\_\_\_\_

**Project Information:**

Project Name: \_\_\_\_\_

 Street Address: \_\_\_\_\_  
(Obtain from GIS at 252-338-1919)

Parcel Id Number: \_\_\_\_\_

Total Tract Acreage: \_\_\_\_\_ square feet

Total Area of Land Disturbance: \_\_\_\_\_ square feet

☐ Total area of land disturbance is greater than 43,560 square feet; state permits required.

Maximum height of fill: \_\_\_\_\_ feet

*Fill shall not exceed 24 inches for the septic area and 36 inches for house pad. Fill is defined as any material placed or graded on a lot where the material has the effect of increasing the elevation of any portion of the lot.*

Description of Land Disturbance Activities: \_\_\_\_\_

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Fill Permit Required regardless of whether or not fill is being placed.

Submittal Checklist & Requirements (If placing fill to raise elevation of lot):

1. Two blue line or black and white paper prints of the land disturbance plan.
2. Fill permits application fee \$50.00.
3. A copy of the Albemarle Regional Health Services site evaluation for a septic system.
4. A copy of the North Carolina Division of Water Quality certification to fill any 401 wetlands.
5. A copy of the US Army Corps of Engineers permit to fill any 404 wetlands.
6. The stormwater management plan, prepared by a North Carolina licensed professional engineer, licensed surveyor or landscape architect, shall include, but not limited to, the following information:
  - ☐ Architectural and engineering drawings, maps, assumptions, calculations, and narrative statements as needed to adequately describe the proposed development of the property and the measures planned to comply with the requirements of the county ordinance.
  - ☐ Adjacent property grades (i.e. the highest grade measured within thirty-feet from the subject property lines into the adjoining lots).
  - ☐ Approximate depth of seasonal high water table.
  - ☐ Existing elevations sufficient to determine the drainage patterns on-site and on adjoining sites (i.e. contours in one foot intervals).
  - ☐ Locations and elevations of the adjoining street pavement, shoulder ditches, drainage systems, upstream and downstream driveway culverts.
  - ☐ Proposed elevations of the top of bank, toe of slope and limits for fill necessary to construct the dwelling, including driveway access, shall be delineated. **No fill/grading shall occur within 10 feet of any property line except for driveway improvements allowed by the UDO.**
  - ☐ Proposed stormwater management improvements; including methods for stabilization and maintenance. **At a minimum, property line swales shall be installed 12 inches deep and 3:1 slope.**
  - ☐ Location of proposed improvements including septic systems.
  - ☐ Flood zone designation, special flood hazard area, and boundary of any floodway of the proposed development area as determined on the FIRM or other flood map.
  - ☐ Detention shall be provided for a four inch rainfall event from all impervious surfaces. Drainage area shall include all built-upon area on the subject lot and any runoff received from built-upon areas within 30 feet of the subject property line. All runoff from built-upon area must be directed into the stormwater management system.
  - ☐ An operation and maintenance plan, including sediment removal, mowing and revegetation, immediate repair of erosion, debris removal, and unclogging of any structures.
  - ☐ Certification of Stormwater Management (**certification must be on the site plan**):

On the site plan entitled \_\_\_\_\_, stormwater drainage improvements shall be installed according to these plans and specifications and approved by Camden County. Camden County assumes no responsibility for the design, maintenance or the guaranteed performance of the stormwater drainage improvements.

\_\_\_\_\_  
**Engineer/Surveyor/Architect**

\_\_\_\_\_  
**Date**

The undersigned hereby agrees to conform to all county regulations, applicable state laws and the conditions of the fill permit. The undersigned further states that all information given herein is true and, authorize county staff to enter onto the property to ensure all applicable rules and regulations will be met. Compliance with restrictive covenants is the responsibility of the property owner which may or may not be more restrictive than the conditions of any permit approvals.

I hereby certify that I, the owner of the property, shown hereon will guarantee the maintenance of the stormwater conveyance measures shown on the approved plan as designed. Maintenance shall include, but not limited to, the following: removal of all sediment and debris to maintain intended grade and storage capacity and mowing and revegetation to control erosion and clogging. The immediate repair of erosion and the unclogging of any structures are necessary to maintain the intent of designed swales.

\_\_\_\_\_  
**Property Owner**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Agent/Applicant**

\_\_\_\_\_  
**Date**

Application submittals shall be filed with Camden County Planning Department located at 117 NC Hwy 343 or by mail at P. O. Box 190, Camden, NC, 27921.

Received by: _____	Date Received: _____
Permit Application Fee: _____	Reviewed by: _____
Plan Date (with revisions): _____	Approved by: _____

**An appropriate signature is required.**



## Culvert & Ditch Certification

**OFFICIAL USE ONLY:**

UDO Number: \_\_\_\_\_

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

Received By: \_\_\_\_\_

### Camden County Culvert Installation and Ditch Certification

In accordance with grades and culvert inverts as indicated on the approved grading/ drainage plan for \_\_\_\_\_ Subdivision, a \_\_\_\_\_\* inch diameter culvert, constructed of \_\_\_\_\_\*\* material, has been installed at lot \_\_\_\_\_. (Invert in = \_\_\_\_\_; Invert out = \_\_\_\_\_)

The ditch section fronting this property is in accordance with approved grading plan. **(If the ditch section is not in conformity with the approved grading plan it shall be restored to the original design grades.)**

\* Culvert to be sized by the licensed surveyor/ civil engineer, minimum 15" diameter.

\*\* Culvert material to be HDPE, corrugated metal or reinforced concrete.

If there is no approved grading/ drainage plan, the culvert shall be certified as being on grade with the existing roadside ditch as verified by upstream and downstream culvert invert elevations.

**(If there is no approved grading plan, the ditch section shall be restored to original pre-construction)**

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

Building Permit No: \_\_\_\_\_

Owner/Contractor: \_\_\_\_\_

Street Address: \_\_\_\_\_

I hereby certify that the information on this certificate is accurate and represents my best efforts to interpret the Certified Drainage Plan noted above. I understand that the intent of this certificate is to provide for proper storm water drainage.

 \_\_\_\_\_  
 Registered Land Surveyor/ Civil Engineer

 \_\_\_\_\_  
 License Number & Seal

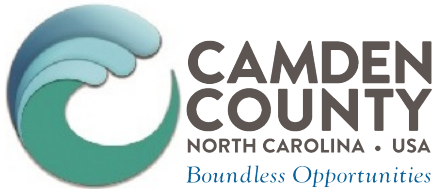
 \_\_\_\_\_  
 Address

 \_\_\_\_\_  
 City

 \_\_\_\_\_  
 State

 \_\_\_\_\_  
 Zip

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## Trade Affidavit

**OFFICIAL USE ONLY:**

UDO Number: \_\_\_\_\_

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

Received By: \_\_\_\_\_

**Per Camden County Chief Building Inspector,  
NO Rough-In Inspection will be performed UNLESS ALL TRADE  
CONTRACTORS FOR CONSTRUCTION PROJECT HAVE SUBMITTED FORMS:**

**CAMDEN COUNTY  
BUILDING INSPECTIONS DEPARTMENT  
P. O. BOX 74, CAMDEN, NC 27921  
PH: 252-338-1919 EXT 227  
FAX: 252-333-1603**

PLEASE COMPLETE ALL INFORMATION BELOW  
SUBMIT SIGNED AFFIDAVIT AT PERMIT APPLICATION OR PRIOR TO FIRST INSPECTION

☐ General Contracting ☐ Electrical ☐ Plumbing ☐ Mechanical ☐ Gas

CONTRACTOR INFORMATION

BUSINESS NAME: \_\_\_\_\_

NAME OF TRADE CONTRACTOR: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_

LICENSE INFORMATION

NC State License #: \_\_\_\_\_

License Classification: \_\_\_\_\_

License Expiration Date: \_\_\_\_\_

PROJECT INFORMATION

Project Information (property owner): \_\_\_\_\_

Job Location (project address): \_\_\_\_\_

Building Permit #: \_\_\_\_\_

Contract Cost: \$ \_\_\_\_\_

I hereby affirm or swear that I am Licensed and qualified to assume all responsibility and liability as a Contractor on this project. **If I resign or am no longer affiliated with this project, I will notify the local Inspection Office immediately by phone or in person AND in writing within three (3) working days.**

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

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## Section 2.2: Building Permits (Continued)

### 2.2.2 Residential Permits - Modular / Manufactured Dwelling Applications

Requirements (Please Note - Newly purchased land - deed must be recorded prior to application):

- Site Plan Drawing - show where dwelling is to be placed on property, include septic system location
- Building Plans / Setup Manual as applicable
- Elevation Certificate (if in a flood zone)
- CAMA Permit (Waterfront property only)
  - Contact info for Coastal Area Management Agency:
    - Field Representative: Lynn Mathis
    - 401 S. Griffin Street, Elizabeth City, NC, 27909
    - Phone: (252) 264-3901, Fax: (252) 331-2951
- Septic Permit (obtain from Camden County Health Department)
  - Contact info for Camden County Health Dept.:
    - Contact Person: Kevin Carver or David Sweeny
    - P. O. Box 72, 160 US Hwy 158 East #B, Camden, NC, 27921
    - Phone: (252) 338-4460, Fax: (252) 338-4475
- All Taxes on Property Must Be Paid PRIOR to Application
- Water Tap Fee Must Be Paid (or proof of existing water tap provided) PRIOR to Application
  - For Addresses in Camden and Shiloh: Camden County Water Department
    - Contact Person: Dawn Lowry
    - 117 NC 343 North, Camden, NC, 27921
    - Phone: (252) 338-1919 x 236
  - For addresses in South Mills: South Mills Water Association
    - Contact Person: Regina Russell
    - 103 Halstead Street, South Mills, NC, 27976
    - Phone: (252) 771-5620
- Liens NC - Contractors of all new residential construction (dwellings) must apply for and obtain a lien agent (title insurance) for each individual single family dwelling project undertaken.
  - Instructions for obtaining your lien agent may be found on the Planning Department landing page located at <http://www.camdencountync.gov/departments/planning-zoning/building-permits>.
  - PDF documents for the Instructions, pre-application worksheet, list of agents, and designation form are located just under the NC GS code as is the link to the LiensNC.com website where you will apply for your lien agent.
  - Once you have completed this process, Liens NC will present you with a page which has a square QR Code (📱). This is the page you will print out and include a copy of with your building permit application.
- Fill Permit - Required for all permits regardless of whether fill is to be placed on the subject property for the purpose of raising the property's base elevation out of the flood zone. Does not include fill placed for the septic system or the house pad. If not placing fill (other than for septic or house pad), check the "No" box at top of form and fill in applicable fields.
  - Fill Permit Application may be found at: <http://www.camdencountync.gov/forms/planning/fillpermit.pdf>. Also, a printed copy is available in this manual, see section 2.2.1.
- Trade Affidavits for Trade / Setup Contractors. See Section 2.2.1.
- Full modular dwelling application package is available at: [http://www.camdencountync.gov/phocadownload/departments/planning/permits/Modular\\_Dwelling/modular\\_app\\_pack.pdf](http://www.camdencountync.gov/phocadownload/departments/planning/permits/Modular_Dwelling/modular_app_pack.pdf)
- Full HUD dwelling (1,2,3 wide) application package is available at: [http://www.camdencountync.gov/phocadownload/departments/planning/permits/HUD\\_Dwelling/hud\\_app\\_pack.pdf](http://www.camdencountync.gov/phocadownload/departments/planning/permits/HUD_Dwelling/hud_app_pack.pdf)

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<b>COUNTY OF CAMDEN, DEPARTMENT OF INSPECTIONS</b> <b>Modular / Manufactured Dwelling Building Permit Application</b>	
Please <b>read</b> the handout(s) provided by the Planning Department for your project and initial that you have received a copy and understand the requirements. Click the links for the documents prior to printing.	
<a href="#">Memos A, B, and C</a> Initial Here: _____ Storage & Disposal, Building Code, and Inspection Information	<a href="#">Appendix G</a> Initial Here: _____ Pools, Spas & Hot Tubs

**Office Use Only**    UDO # \_\_\_\_\_    Permit # \_\_\_\_\_    Zoning: \_\_\_\_\_  
                                  Flood Zone: \_\_\_\_\_    Watershed?: [ ] Yes [ ] No  
                                  PIN # \_\_\_\_\_

#### GENERAL INFORMATION & PROJECT SUMMARY

Temp Pole (Yes / No)? [ ] Yes [ ] No

Permit Type Applied For: [ ] New [ ] Used [ ] Manufactured [ ] Modular

1) Property Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Township: [ ] Camden [ ] Shiloh [ ] South Mills

2) Owner Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

3) Who is doing the work?

Responsible Party: [ ] Property Owner [ ] General Contractor [ ] Dealer

Dealer Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

4) **MANUFACTURED**

Manufactured Type: [ ] Singlewide [ ] Doublewide [ ] Triplewide

Dimensions: Length: \_\_\_\_\_ X Width: \_\_\_\_\_ Total Square Feet: \_\_\_\_\_

Year Model: \_\_\_\_\_ Make: \_\_\_\_\_

Serial Number: \_\_\_\_\_

#### **MODULAR**

Frame Type: [ ] On Frame [ ] Off Frame

Dimensions: Length: \_\_\_\_\_ X Width: \_\_\_\_\_ X Height: [ ] 1 [ ] 1½ [ ] 2 [ ] 2½ [ ] 3 Stories

Total Square Feet: \_\_\_\_\_

#### **OTHER INFORMATION**

Number of Bedrooms: \_\_\_\_\_ Number of Bathrooms: \_\_\_\_\_ Number of Fixtures: \_\_\_\_\_

**ESTIMATED TOTAL COST OF CONSTRUCTION: \$ \_\_\_\_\_**

**SUB-CONTRACTORS**

<b>General</b>	<b>Name:</b> _____	<b>Email:</b> _____
<b>Contractor:</b>	<b>Company Name:</b> _____	
	<b>Address:</b> _____	
	<b>City:</b> _____	<b>State:</b> _____ <b>Zip:</b> _____
	<b>Phone:</b> _____	<b>Cell:</b> _____ <b>Fax:</b> _____
	<b>License#:</b> _____	
<b>Setup</b>	<b>Name:</b> _____	<b>Email:</b> _____
<b>Contractor:</b>	<b>Company Name:</b> _____	
	<b>Address:</b> _____	
	<b>City:</b> _____	<b>State:</b> _____ <b>Zip:</b> _____
	<b>Phone:</b> _____	<b>Cell:</b> _____ <b>Fax:</b> _____
	<b>License#:</b> _____	<b>Setup Bond#:</b> _____
<b>Electrical:</b>	<b>Name:</b> _____	<b>Email:</b> _____
	<b>Company Name:</b> _____	
	<b>Address:</b> _____	
	<b>City:</b> _____	<b>State:</b> _____ <b>Zip:</b> _____
	<b>Phone:</b> _____	<b>Cell:</b> _____ <b>Fax:</b> _____
	<b>License#:</b> _____	
<b>Mechanical:</b>	<b>Name:</b> _____	<b>Email:</b> _____
	<b>Company Name:</b> _____	
	<b>Address:</b> _____	
	<b>City:</b> _____	<b>State:</b> _____ <b>Zip:</b> _____
	<b>Phone:</b> _____	<b>Cell:</b> _____ <b>Fax:</b> _____
	<b>License#:</b> _____	
<b>Plumbing:</b>	<b>Name:</b> _____	<b>Email:</b> _____
	<b>Company Name:</b> _____	
	<b>Address:</b> _____	
	<b>City:</b> _____	<b>State:</b> _____ <b>Zip:</b> _____
	<b>Phone:</b> _____	<b>Cell:</b> _____ <b>Fax:</b> _____
	<b>License#:</b> _____	

**Affidavit of Application**

I hereby certify that I have the authority to make the necessary applications, that the applications are correct, and that the construction will conform to the regulations in the Building, Plumbing, Insulation, and Mechanical Codes, as well as all other Local and State laws and/or ordinances. I hereby certify and guarantee that prior to the commencement of any work performed, I / we shall have obtained the necessary permits authorizing said work and also do acknowledge that unless I fully comply with all State and Local regulations governing those permits heretofore issued, they shall be void and of no further force of effect. This shall result in the automatic revocation of all permits of authorization issued. If I / we have not obtained the necessary permits required prior to commencement of any work performed, this too shall result in automatic revocation of any permits and all authorization to proceed with work.

\_\_\_\_\_  
Issuing Officer, Permit Clerk\_\_\_\_\_  
Signature of Applicant\_\_\_\_\_  
Date

\*\*The following items shall be required before final inspection and certification of occupancy is released: (1) Certificate of Elevation (if required); (2) Certificate of authorized contractors (Electrical, Mechanical, Plumbing) attached as "Exhibit A", and by references, incorporated herein as if set forth verbatim. Please Note: If you choose to use a sub-contractor and have not listed them on your application, you will need to provide this information to the Planning Department clerk before scheduling your inspections. Failure to do so may result in reinspection fees. You may contact the Planning Department Clerk at (252) 338-1919 ext 235.

## Section 2.2: Building Permits (Continued)

### 2.2.3 Other Permit Types (Non-Commercial)

Other types of non-dwelling residential permits include but are not limited to such permit types as:

- Additions\*
- Renovations\*
- Garages (attached and detached)\*
- Storage sheds\*
- Storage buildings\*
- Signs (see requirements section [2.3](#))
- Decks
- Pole barns and car ports
- Lean to
- Covered porches
- Swimming pools and spas (above and in-ground)\*
- Bulkheads, boat lifts, piers, and any other marine structures
- Trade related permits (electrical, mechanical [hvac], plumbing, gas), etc.
- Demolitions (please include a signed & notarized statement from owner authorizing demolition of an existing structure).

These types of permits all generally require a site plan to show where the accessory structure will be placed on the property (with the exception of trade permits which are generally just an application). Building plans are also generally required to show how the construction of such accessory structure is to be undertaken.

Health Department release in the form of an "Existing Systems Check" is also generally required so that we know that you know where your septic drain lines are located so you do not build on top of them or any part of your septic system.

Site plans and building plans for these types of permits need not be computer generated, they can be hand drawn and do not have to be perfect. Certain types of these permits may require additional detail in the plan drawings, so check with the Camden County Building Inspector for requirements with regard to marine structures and larger accessory structures.

\*Some of these types of permits are or may be made into master permits which include all trades (electrical, mechanical/hvac, plumbing, etc) if the applicant pays the fees necessary to cover the trade contractors. In such events, trade contractors on such projects would need to submit a trade affidavit. See section [2.2.1](#) for the Trade Affidavit form.

The application form for these types of permits is our general permit application, images of which are located on the next 2 pages:

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<b>COUNTY OF CAMDEN, DEPARTMENT OF INSPECTIONS</b> <b>Multi-Purpose General Building Permit Application</b>	
Please read the handout(s) provided by the Planning Department for your project and initial that you have received a copy and understand the requirements.	
<b>Memos A, B, and C Initial Here:</b> _____ Storage & Disposal, Building Code, and Inspection Information	<b>Appendix G Initial Here:</b> _____ Pools, Spas & Hot Tubs

**Office Use Only**    **UDO #** \_\_\_\_\_    **Permit #** \_\_\_\_\_    **Zoning:** \_\_\_\_\_  
**Flood Zone:** \_\_\_\_\_    **Watershed?:** [ ] Yes [ ] No  
**PIN #** \_\_\_\_\_

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**GENERAL INFORMATION**

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**Permit Type Applied For:** \_\_\_\_\_

**Project Description:** \_\_\_\_\_

**Temp Pole (Yes / No)?** [ ] Yes [ ] No [ ] Not Applicable

**1) Property Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Township:** [ ] Camden [ ] Shiloh [ ] South Mills

**2) Owner Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**3) Who is doing the work? (Select Property Owner or Contractor Type [see reverse for sub-contractors])**  
**Responsible Party:** [ ] Property Owner [ ] General [ ] Electrical [ ] Mechanical [ ] Plumbing  
**Contractor Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Company Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **Fax:** \_\_\_\_\_  
**License Number:** \_\_\_\_\_

**4) Type of Materials:** [ ] N/A [ ] Wood Frame [ ] Masonry [ ] Steel or Metal

**Other:** \_\_\_\_\_

**Dimensions:** Length: \_\_\_\_\_ X Width: \_\_\_\_\_ X Height: [ ] 1 [ ] 1½ [ ] 2 [ ] 2½ [ ] 3 **Stories**

**Total Square Feet:** \_\_\_\_\_

**Electrical:** Amps: \_\_\_\_\_ **Plumbing:** # Bathrooms: \_\_\_\_\_ # Fixtures: \_\_\_\_\_

**Mechanical:** Type of Mechanical: [ ] N/A [ ] HVAC Split System Heat Pump [ ] HVAC Gas Pack

**Tonnage (if applicable):** [ ] N/A [ ] 1 [ ] 1½ [ ] 2 [ ] 2½ [ ] 3 [ ] 3½ [ ] 4 [ ] 4½ [ ] 5

**Mechanical Type / Tonnage - Other** \_\_\_\_\_

**Breaker Size Required For Mechanical Change-Out:** Indoor: \_\_\_\_\_ Amps; Outdoor: \_\_\_\_\_ Amps;

**Is this a same size change out?** [ ] N/A [ ] Yes [ ] No

**Insulation:** [ ] N/A [ ] Walls [ ] Ceilings [ ] Floors

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**SUB-CONTRACTORS**


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**Electrical:**    **Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Company Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **Fax:** \_\_\_\_\_  
**License#:** \_\_\_\_\_

**Mechanical:**    **Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Company Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **Fax:** \_\_\_\_\_  
**License#:** \_\_\_\_\_

**Plumbing:**    **Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Company Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **Fax:** \_\_\_\_\_  
**License#:** \_\_\_\_\_

**Insulation:**    **Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Company Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_ **Fax:** \_\_\_\_\_  
**License#:** \_\_\_\_\_

\*\*\*The following items shall be required before final inspection and certification of occupancy is released.

1. Certificate of Elevation (if required).
2. Certificate of authorized contractors (Electrical, Mechanical, Plumbing) attached as "Exhibit A", and by references, incorporated herein as if set forth verbatim.

**Please Note:** If you choose to use a Sub-Contractor and have not listed them on your application, you will need to provide this information to the Planning Department clerk before scheduling your inspections. Failure to do so may result in reinspection fees.

You may contact the Planning Department clerk at: (252) 338-1919 extension 235.

### **Affidavit of Application**

I hereby certify that I have the authority to make the necessary applications, that the applications are correct, and that the construction will conform to the regulations in the Building, Plumbing, Insulation, and Mechanical Codes, and all other LOCAL and STATE laws and/or ordinances.

I do certify and guarantee that prior to the commencement of any work performed, I/we shall have obtained the necessary permits authorizing said work and also do acknowledge that unless I fully comply with all STATE and LOCAL regulations governing those permits heretofore issued, they shall be void and of no further force of effect. This shall result in the automatic revocation of all permits of authorization issued. If I/we have not obtained the necessary permits required prior to commencement of any work performed this too shall result in automatic revocation of any permits and all authorization to proceed with work.

\_\_\_\_\_  
 Issuing Officer, Permit Clerk

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Date

## Section 2.2: Building Permits (Continued)

### 2.2.4 Commercial Building Permits

Commercial building permits may require many different types of documents / plans prior to application for the actual building permit. These may include but are not limited to:

- Copy of approved Site Plan Drawings
- Building Plans to include front, side and rear elevations with design details in accordance with Article 151.5 of the Unified Development Ordinance.
- Appendix B
- Elevation Certificate (if in a flood zone)
- CAMA Permit (Waterfront property only)
  - Contact info for Coastal Area Management Agency:
    - Field Representative: Lynn Mathis
    - 401 S. Griffin Street, Elizabeth City, NC, 27909
    - Phone: (252) 264-3901, Fax: (252) 331-2951
- Septic Permit (obtain from Camden County Health Department) if applicable.
  - Contact info for Camden County Health Dept.:
    - Contact Person: Kevin Carver or David Sweeny
    - P. O. Box 72, 160 US Hwy 158 East #B, Camden, NC, 27921
    - Phone: (252) 338-4460, Fax: (252) 338-4475
- If Sewer is available to location of building, mandatory hook-up required.
- All Taxes on Property Must Be Paid PRIOR to Application
- Water Tap Fee Must Be Paid (or proof of existing water tap provided) PRIOR to Application
  - For Addresses in Camden and Shiloh: Camden County Water Department
    - Contact Person: Dawn Lowry
    - 117 NC 343 North, Camden, NC, 27921
    - Phone: (252) 338-1919 x 236
  - For addresses in South Mills: South Mills Water Association
    - Contact Person: Regina Russell
    - 103 Halstead Street, South Mills, NC, 27976
    - Phone: (252) 771-5620

Full application package for commercial buildings is the same as that for the Stick Built Single Family Dwelling and is available at:

[http://www.camdencountync.gov/phocadownload/departments/planning/permits/house\\_stick\\_built/SFDAppPack.pdf](http://www.camdencountync.gov/phocadownload/departments/planning/permits/house_stick_built/SFDAppPack.pdf)

Additional forms may be required for commercial buildings that are not required for residential structures. Check with the Camden County Building Inspector or Zoning Officer for more details.

Depending on the type of commercial permit, either the stick built house permit application or the general application may be used (included herein on previous pages in their respective sections).

### 2.2.5 Additional Documents May Be Required

After issuance of a permit, but before certain inspections can be performed by the building inspector or a certificate of occupancy issued, certain types of documentation must be submitted. These include but are not limited to:

- Trade Affidavits
  - Each contractor who does work on a job that is collectively considered a master permit (such as a dwelling, commercial building, or other such permit wherein such contractor did not initiate the permit process) must fill out and submit a Trade Affidavit form which verifies by signature of contractor that such contractor is in fact the one who did the indicated work. If at any point after a trade affidavit is submitted, there is a change in contractor for the same trade, a new Trade Affidavit must be submitted with the new contractor indicated, and the date that such contractor assumed the work.
- Culvert & Ditch Certification
- Elevation Certificates - Building under construction, and Final
- Energy Forms - Energy Efficiency, Air Sealing, and Duct Leakage Test
- Termite Treatment Affidavit (from pest control company)
- Final Septic Permit / Health Department Release

All forms listed above may be downloaded from our website and are included in the SFD Application Package (pdf).

### Section 2.3: Sign Permit

Signs are an accessory use that is generally used by commercial businesses. Permits are required for the placement of signs, be they small, medium, or large in size, whether they are for temporary or permanent use, with or without electrical components, etc.

Documentation required for a sign permit is as follows:

- 2 Page General Building Permit Application (see section [2.2.3](#))
  - Indicate type of sign (e.g. On-Premise Wall Sign, Monument Sign, Freestanding Sign, etc.) in project description. Include Location, Sign Dimensions (LxWxH), and Square Footage. For more information regarding sign dimensions and square footage, refer to [UDO Section 10.2.14](#).
- Site Plan showing where sign is to be located
- Drawing / Building Plans for Sign
- If sign is electrical, indicate who electrician is and provide electrical plan

For more information regarding signage, please refer to the Unified Development Ordinance (UDO) Article 151 Chapter 5 Section 14 (5.14), which may be accessed by clicking this link:

[http://www.camdencountync.gov/phocadownload/departments/planning/udo-rewrite/Camden-County-UDO-Final\\_01152019.pdf#page=291](http://www.camdencountync.gov/phocadownload/departments/planning/udo-rewrite/Camden-County-UDO-Final_01152019.pdf#page=291).

(File is large, will take a minute to load, then will advance to page number 291).

Fees for signs are included in the fee schedule at the end of this manual.

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**Section 2.4: Land Use / Development Application**

Depending upon the type of proposal, a Zoning Permit or a Special Use Permit may be required. This form is the start of the application process.



## Land Use / Development Application (Zoning / Special Use)

**OFFICIAL USE ONLY:**

UDO Number: \_\_\_\_\_ Zoning Dist.: \_\_\_\_\_

Date Filed: \_\_\_\_\_ Flood Zone: \_\_\_\_\_

Amount Paid: \_\_\_\_\_ Watershed (Y/N): \_\_\_\_\_

Received By: \_\_\_\_\_ Taxes Pd(Y/N): \_\_\_\_\_

**Contact Information****APPLICANT**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**PROPERTY OWNER**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: \_\_\_\_\_

**Property Information**

Physical Street Address \_\_\_\_\_

Location: \_\_\_\_\_

Parcel ID Number(s): \_\_\_\_\_

Total Parcel(s) Acreage \_\_\_\_\_

Existing Land Use of Property \_\_\_\_\_

**Request**

Project Name: \_\_\_\_\_

Proposed Use of Property: \_\_\_\_\_

Deed Book / Page Number and/or Plat Cabinet / Slide Number: \_\_\_\_\_

Total square footage of land disturbance activity: \_\_\_\_\_

Total lot coverage: \_\_\_\_\_

Total vehicular use area: \_\_\_\_\_

Existing gross floor area: \_\_\_\_\_

Proposed gross floor area: \_\_\_\_\_

**Community Meeting**

Date Meeting Held: \_\_\_\_\_

Meeting Location: \_\_\_\_\_

**Purpose of the Special Use Permit and Project Narrative** (*attach separate sheet if needed*):

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**The applicant shall provide a response to each of the following** (*attach separate sheet if needed*). Staff shall prepare specific findings of fact based on the evidence submitted. Said findings shall be submitted to Board of Commissioners for their consideration.

**A. The use will not endanger the public health or safety.**

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**B. The use will not injure the value of adjoining or abutting lands and will be in harmony with the area in which it is located.**

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**C. The use will be in conformity with the Land Use Plan or other officially adopted plan(s).**

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**D. The use will not exceed the county's ability to provide adequate public facilities, including, but not limited to: schools, fire and rescue, law enforcement, and other county facilities. Applicable state standards and guidelines shall be followed for determining when public facilities are adequate.**

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*I, the undersigned, do certify that all of the information presented in this application is accurate to the best of my knowledge, information, and belief. Further, I hereby authorize county officials to enter my property for purposes of determining zoning compliance. All information submitted and required as part of this application process shall become public record.*

---

Property Owner(s)/Applicant\*

---

Date

**\*Note:** Forms must be signed by the owner(s) of record, contract purchaser(s), or other person(s) having a recognized property interest. If there are multiple property owners/applicants, a signature is required for each.

## Section 2.5: Commercial Site Plan Review

A proposed site plan for all non-residential development shall be submitted to the county for review/approval prior to issuance of required permits.

Documentation required is as follows:

### 2.5.1 Major Commercial Site Plan Review

- Land Use Application
- 10 copies (to include a pdf) of proposed Commercial Site Plan depicting requirements listed in section [3.4.2](#) of this manual.
- Proposed Drainage Plan
- Landscaping Plan

### 2.5.2 Minor Commercial Site Plan Review

- Land Use Application
- 4 copies (to include a pdf) of proposed Commercial Site Plan depicting requirements listed in section [3.4.2](#) of this manual.
- Proposed Drainage Plan
- Landscaping Plan

## Section 2.6: Residential / Commercial Subdivision:

Documentation required for Major Subdivision's is as follows:

### 2.6.1 Major Residential/Commercial Subdivision

#### 2.6.1.1 – Preliminary Plat

- Land Use Application
- 10 copies (18 X 24) and a pdf copy of Preliminary Plat depicting requirements listed in section [3.1](#) of this manual.
- Conceptual layout of Drainage Plan indicating how the development will handle stormwater runoff, nearest outfall(s) and elevation of tailwater, upstream offsite watershed area of any lead ditch running through the development.
- Perc test on all lots to be developed
- Development Impact Analysis in accordance with section [3.1.2](#) of this manual.
- Plan for completion of public and private improvements.
- Phasing Plan if applicable.

2.6.1.2 – Construction Permit

- Land Use Application
- 2 Copies and a pdf copy of approved Construction Plans depicting requirements listed in section [3.1.4](#) of this manual.
- Technical Review Committee member's approval letter(s) on Construction Plans.
- Approved State Permits (E&S, Control Plan and Stormwater Permit)
- CAMA & Army Corps of Engineers permits/approvals if required
- Approved Drainage Plan
- Remaining perc tests from Albemarle Regional Health Services (ARHS)

2.6.1.3 – Final Plat

- Land Use Application
- Mylar, 4 paper copies (18 X 24) and a pdf copy of the Final Plat depicting requirements listed in section [3.1](#) of this manual.
- As Built Drawings if there are any changes to approved Construction Plans or a letter signed and sealed by NC Engineer/Surveyor stating all improvements were constructed in accordance with approved plans.
- Restrictive Covenants approved by the County

2.6.2 Minor/Expedited Residential/Commercial Subdivision

Minor subdivisions are the creation of up to four (4) lots plus the residual. Documents required for minor subdivisions are as follows:

- Land Use Application
- Mylar plus 4 copies of plat depicting requirements listed in section [3.2](#) of this manual.
- Perc Test on each newly created lot from Albemarle Regional Health Services (ARHS) or approval by County for connection to County Sewer.
- Drainage Plan for creation of 2 lots or more. The creation of 3 and 4 lots shall be reviewed/approved by the County's Engineer. Cost of the review is listed in attached fee schedule.
- Written confirmation that a copy of the plat has been received by the postmaster for the area encompassing the subdivision.

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### Section 2.6.3: Transfer Plat

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- Parent to Child
- Child to Parent
- Grandparent to Grandchild
- Grandchild to Grandparent

Documents required for processing:

- Land Use Development Application (See Section [2.4](#) for form)
- Survey depicting requirements in accordance with Section [3.3](#) of this manual.
- Perc Test from ARHS
- Proof of relationship (Birth Certificate(s))
- Deed with restriction in accordance with Section 151.2.3.24 of the Unified Development Ordinance.

See Section [3.3](#) for Certification Block language.

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### Section 2.6.4: Exempt Subdivision

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The following forms of land division are exempt subdivisions exempted from the subdivision requirements of the Unified Development Ordinance (but not from the provisions of Article 151.2, Section 2.3.9):

- a. A combination or recombination of portions of previously subdivided and recorded lots that does not increase the total number of lots, and the resultant lots are equal to or exceed the standards of this Ordinance;
- b. The division of land into parcels greater than ten acres where no street right-of-way dedication is involved;
- c. Public acquisition involving the purchase of strips of land for the widening or opening of streets;
- d. Division of a tract of land in single ownership, where the total area of all land in the land division is no greater than two acres, the division creates no more than three lots, where no street right-of-way dedication is involved, and the resultant lots are equal to or exceed the standards of this Ordinance; or
- e. The division of a tract into parcels in accordance with the terms of a probated will or in accordance with Chapter 29 of the North Carolina General Statutes.

Please refer to Article 151.2, Section 2.3.9, Exempt Subdivision, for a description of the Purpose and Intent, and the Applicability of the Exempt Subdivision process.

[http://www.camdencountync.gov/phocadownload/departments/planning/udo-rewrite/Camden-County-UDO-Final\\_01152019.pdf#page=48](http://www.camdencountync.gov/phocadownload/departments/planning/udo-rewrite/Camden-County-UDO-Final_01152019.pdf#page=48)

For more information regarding exempt subdivisions, contact the Camden County Zoning Officer.

Documents required for processing:

- Land Use Development Application (See Section [2.4](#) for form)
- Survey

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**Section 2.7: Temporary Use Permit:**

Based on the type of temporary use / event, additional approvals as deemed necessary by the Administrator (i.e. Health Department, Sheriff, Fire Marshall, etc.) may be required. Below is the application for Temporary Use Permit:



## Temporary Use Permit Application

**OFFICIAL USE ONLY:**

UDO Number: \_\_\_\_\_

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

Amount Paid: \_\_\_\_\_

Received By: \_\_\_\_\_

**Contact Information****APPLICANT**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**PROPERTY OWNER**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: \_\_\_\_\_

**Property Information**

Physical Street Address \_\_\_\_\_

Parcel ID Number(s): \_\_\_\_\_

Existing Land Use of Property \_\_\_\_\_

(Temporary uses or structures in a special flood hazard area shall not remain on site for more than three months)

**Please check the applicable use below:**

- |  |  |
|--|--|
| <input type="checkbox"/> Construction Related Activities for New Construction (offices, storage, parking, etc) | <input type="checkbox"/> Real Estate Sales Office / Model Sales Home |
| <input type="checkbox"/> Expansion or Replacement of Existing Facilities (offices, residences, etc.)           | <input type="checkbox"/> Temporary Campground                        |
| <input type="checkbox"/> Garage or Yard Sales  | <input type="checkbox"/> Temporary Keeping of Livestock              |
| <input type="checkbox"/> Outdoor Seasonal Sales  | <input type="checkbox"/> Portable Shipping & Storage Containers      |
|  | <input type="checkbox"/> Temporary Tent                              |
|  | <input type="checkbox"/> Special Event                               |

**Temporary Use Information:**

On reverse, provide detailed description of proposed temporary use or special event, and provide timeframe of Temporary Use (if special event provide dates & hours).

\_\_\_\_\_  
Property Owner(s) / Applicant\_\_\_\_\_  
Date

**\*Note: Form must be signed by the owner(s) of record, contract purchaser(s), or other person(s) having a recognized property interest. If there are multiple property owners/applicants, all must sign.**

***Provide detailed description of proposed temporary use or special event:***

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

***Provide timeframe of Temporary Use (if special event provide dates & hours)***

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## Section 2.8: Zoning Map Amendment

Requests for Zoning Map Amendments (excluding Planned Developments) shall be submitted utilizing the Zoning Map Amendment application. Documents required:

- Zoning Map Amendment Application
- Soils Analysis stating soils are suitable for Septic
- Letter authorizing connection to County Sewer

### 2.8.1: Planned Development

- Zoning Map Amendment Application
- Master Plan submittal depicting standards listed in section [3.5](#) of this manual and Article 151.3.7 of the Unified Development Ordinance
- Preliminary Plat depicting requirements listed in section [3.1](#) of this manual.
- Conceptual layout of Drainage Plan indicating how the development will handle stormwater runoff, nearest outfall(s) and elevation of tailwater, upstream offsite watershed area of any lead ditch running through the development
- Perc test on 25% of lots to be developed unless connecting to Sewer.

**See Next Page for Zoning Map Amendment Application**

<b><i>Zoning Map Amendment Design Standards and Submittal Checklist</i></b>		
This table depicts the design standards of the site plan or map for a zoning map amendment application. Please make sure to include all applicable listed items to ensure all appropriate standards are reviewed.		
<b>Zoning Map Amendment - Site Plan Design Standards and Submittal Checklist</b>		
Date Received: _____		
Project Name: _____		
Applicant/Property Owner: _____		
<b>Site Plan or Map Design Standards Checklist</b>		<b>Checkoff</b>
1	Lot / Parcel Dimensions	
2	Zoning Designation	
3	All Existing Physical Features (structures, buildings, streets, roads, etc.)	
4	Location and Dimensions of Any Proposed Construction may be submitted.	
<b>Zoning Map Amendment Submittal Checklist</b>		
Staff will use the following checklist to determine the completeness of your application within ten business days of submittal. Please make sure all of the listed items are included. Staff shall not process an application for further review until it is determined to be complete.		
<b>Zoning Map Amendment: Staff Checklist</b>		<b>Checkoff</b>
1	Complete Zoning Map Amendment Application	
2	Application Fee (\$650 plus \$10 Per Acre Over 10 Acres)	
3	Community Meeting Written Summary, If Applicable	
4	Site Plan or Map	
5	Metes and Bounds Survey, If Applicable	
6	5 Copies of Plans or Maps	
7	5 Hard Copies of ALL Documents	
8	1 PDF Digital Copy of All Plans AND Documents (on CD, not email)	
<b>Staff Use Only</b>		
<b><i>Pre-Application Conference:</i></b>		
Held On: _____ Location: _____		
Person(s) Present: _____		
_____		
Comments: _____		
_____		
_____		
_____		



## Zoning Map Amendment Application

**OFFICIAL USE ONLY:**

UDO Number: \_\_\_\_\_

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

Amount Paid: \_\_\_\_\_

Received By: \_\_\_\_\_

**Contact Information**
**APPLICANT**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**PROPERTY OWNER**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: \_\_\_\_\_

**Property Information**

Physical Street Address \_\_\_\_\_

Location: \_\_\_\_\_

Parcel ID Number(s): \_\_\_\_\_

Total Parcel(s) Acreage: \_\_\_\_\_

Existing Land Use of Property: \_\_\_\_\_

**Request**

Current Zoning of Property: \_\_\_\_\_ Proposed Zoning District: \_\_\_\_\_

Total Acreage for Rezoning: \_\_\_\_\_ Are you rezoning the entire parcel(s): ☐ Yes ☐ NoMetes and Bounds Description Provided: ☐ Yes ☐ No

Community Meeting, if applicable: Date Held: \_\_\_\_\_; Location: \_\_\_\_\_

I, the undersigned, do certify that all of the information presented in this application is accurate to the best of my knowledge, information, and belief. Further, I hereby authorize county officials to enter my property for purposes of determining zoning compliance. All information submitted and required as part of this application process shall become public record.

\_\_\_\_\_  
Property Owner(s)/Applicant\_\_\_\_\_  
Date

**Note:** Form must be signed by the owner(s) of record, contract purchaser(s), or other person(s) having a recognized property interest. If there are multiple property owners/applicants, a signature is required for each.

## **Zoning Change Application Questions**

*The UDO requires the Board to consider principal issues when considering an application for a zoning change. Please respond to each issue in the space provided below or on a separate sheet.*

(A) How will the proposed zoning change enhance the public health, safety, or welfare?

(B) Is the entire range of permitted uses in the requested classification more appropriate than the range of uses in the existing classification?

(C) For proposals to re-zone to non-residential districts along major arterial roads:

(1) Is this an expansion of an adjacent zoning district of the same classification?

(2) What extraordinary showing of public need or demand is met by this application?

## Section 2.9: Text Amendment

Documentation required is as follow: Text Amendment Application (below).



## Text Amendment Application

**OFFICIAL USE ONLY:**

UDO Number: \_\_\_\_\_

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

Amount Paid: \_\_\_\_\_

Received By: \_\_\_\_\_

**Contact Information**

## APPLICANT

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

## REQUEST

I, the undersigned, do hereby make application to change the Camden County UDO as herein requested.

Amend Chapter(s) \_\_\_\_\_ Section(s) \_\_\_\_\_ as follows:

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\*Continue Request on Reverse if needed. Additional sheets may be attached.

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 Petitioner / Applicant

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 Date

***Text Amendment Request (continued):***

[illegible]

**Section 2.10: Variance**

Request for Variance shall be submitted utilizing the following application and include applicable fee per the current fee schedule:



## Variance Application

**OFFICIAL USE ONLY:**

UDO Number: \_\_\_\_\_

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

Amount Paid: \_\_\_\_\_

Received By: \_\_\_\_\_

**Contact Information****APPLICANT**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**PROPERTY OWNER**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: \_\_\_\_\_

**Property Information**

Physical Street Address \_\_\_\_\_

Location: \_\_\_\_\_

Parcel ID Number(s): \_\_\_\_\_

**Request**

I, \_\_\_\_\_, hereby request a variance from Section(s) \_\_\_\_\_

of the Unified Development Ordinance.

Provide a narrative of why the variance is needed and what circumstances have lead to the need for a variance:

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### Relevant Factors for Issuance of a Variance

A variance may be granted by the Board of Adjustment if it concludes that strict enforcement of the ordinance would result in practical difficulties or unnecessary hardships for the applicant and that, by granting the variance, the spirit of the ordinance will be observed, public safety and welfare secured, and substantial justice done. It may reach these conclusions if it makes detailed findings that:

- A. **The alleged hardship is suffered by the applicant as a result of the application of the Ordinance.** (Variances cannot be granted if the hardship is the result of restrictions other than those of the ordinance, restrictive covenants are an example). \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- B. **The hardship relates to the applicant's land, such as location, size, or topography, rather than personal circumstances.** (Hardships suffered by the applicant should be the result of factors directly related to the applicant's land and not ordinance requirements). \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- C. **The hardship is unique, or nearly so, rather than one shared by many surrounding properties.** (A hardship suffered by the applicant in common with surrounding neighbors does not justify a variance. The proper remedy is an amendment to the ordinance in such cases. Courts have held that boards granting variances based on such factors amounts to attempted usurpation of legislative power). \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- D. **The hardship is not the result of the applicant's own actions.** (Where a property owner has either knowingly or unknowingly violated the ordinance by erecting a forbidden structure, he/she cannot claim expenses as a hardship, otherwise no one would ever comply with the ordinance. Similarly, when a person buys property and certain restrictions exist, he/she cannot be said to suffer hardship if those restrictions are enforced; such hardship would be self imposed). \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- E. **The variance will not authorize the initiation of a nonconforming use of land.** Must show that the variance requested represents the least possible deviation from the letter of the ordinance, and that it will allow reasonable use of the property without creating a nonconforming use of same property. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

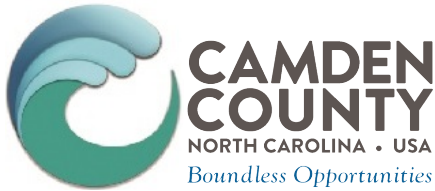
I, the undersigned, do certify that all of the information presented in this application is accurate to the best of my knowledge, information, and belief. Further, I hereby authorize county officials to enter my property for purposes of determining zoning compliance. All information submitted and required as part of this application process shall become public record.

\_\_\_\_\_  
 Property Owner(s)/Applicant

\_\_\_\_\_  
 Date

Note: Form must be signed by the owner(s) of record, contract purchaser(s), or other person(s) having a recognized property interest. If there are multiple property owners/applicants, a signature is required for each.

## Section 2.11: Administrative Adjustment Application



# Administrative Adjustment Application

**OFFICIAL USE ONLY:**

UDO Number: \_\_\_\_\_

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

Amount Paid: \_\_\_\_\_

Received By: \_\_\_\_\_

**Contact Information****APPLICANT**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**PROPERTY OWNER**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: \_\_\_\_\_

**Property Information**

Physical Street Address \_\_\_\_\_

Location: \_\_\_\_\_

Parcel ID Number(s): \_\_\_\_\_

Total Parcel(s) Acreage \_\_\_\_\_

Existing Land Use of Property \_\_\_\_\_

Proposed Land Use of Property \_\_\_\_\_

**Request**Building Height Modification

Required Maximum Height: \_\_\_\_\_ Proposed Height: \_\_\_\_\_ Percent Change: \_\_\_\_\_

Setback Modification

Required Setback: \_\_\_\_\_ Proposed Setback: \_\_\_\_\_ Percent Change: \_\_\_\_\_

Full Service: ☐ Yes ☐ No Major Arterial Street Setback: ☐ Yes ☐ No

**Narrative**

Please write a short narrative of the request including your reason for seeking an administrative adjustment.

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I, the undersigned, do hereby certify that all of the information presented in this application is accurate to the best of my knowledge, information, and belief.

Further, I hereby authorize county officials to enter my property for purposes of determining zoning compliance. All information submitted and required as part of this application process shall become public record.

---

Property Owner(s)/Applicant\*

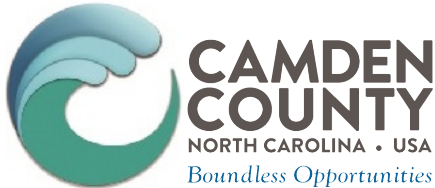
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Date

**\*Note: Forms must be signed by the owner(s) of record, contract purchaser(s), or other person(s) having a recognized property interest. If there are multiple property owners/applicants, a signature is required for each.**

**Section 2.12: Appeal Application**

An appeal from any final order or decision of the Administrator may be taken to the Board of Adjustment by any person with standing. An appeal is taken by filing the below application with the Administrator and the Board of Adjustment, a written notice of appeal specifying the grounds for the appeal. A notice of appeal shall be taken within 10 days after the date of the decision or order appealed from.



## Appeal Application

**OFFICIAL USE ONLY:**

UDO Number: \_\_\_\_\_

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

Amount Paid: \_\_\_\_\_

Received By: \_\_\_\_\_

**Contact Information****APPLICANT**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**PROPERTY OWNER**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: \_\_\_\_\_

**Property Information**

Physical Street Address: \_\_\_\_\_

Location: \_\_\_\_\_

Parcel ID Number(s): \_\_\_\_\_

**Statement of Error, or Improper Decision or Interpretation**I wish to appeal a: ☐ Decision or Interpretation ☐ Notice of Violation

Date of Decision, Interpretation, or Notice of Violation: \_\_\_\_\_

Grounds for appeal

***On the reverse side of this form, provide written notice of the grounds for your appeal.*** Please include all related support materials with the application.

I, the undersigned, do certify that all of the information presented in this application is accurate to the best of my knowledge, information, and belief. All information submitted and required as part of this application process shall become public record.

\_\_\_\_\_  
Appellant / Applicant\_\_\_\_\_  
Date

***The Board of Adjustment is limited to the following determinations in considering the appeal, which shall be based on: (a) Whether the decision maker erred in the interpretation of the Ordinance; and (b) Whether the decision maker erred in determining whether a standard of the Ordinance was met. The Board of Adjustment shall not hear any evidence or make any decision based on hardships or special conditions except as part of an application for a variance. (UDO Section 2.3.5.E)***

***Appeal of a decision by the Board of Adjustment shall be to District 1 Superior Court by proceedings in the nature of certiorari and in accordance with Section 160A-393 of the North Carolina General Statutes. Petitions for review must be filed with the Clerk of Court within 30 days of the date the decision is filed in the office of appropriate review authority and delivered by personal delivery, electronic mail, or first-class mail to the applicant, landowner, and to any person who has submitted a written request for a copy, prior to the date the decision becomes effective. (UDO Section 2.5.3.G).***

***Below, provide written notice of the grounds for your appeal.***

[illegible]

### 3. CHECKLISTS, CERTIFICATES, CERTIFICATIONS & STATEMENTS

#### 3.1 Major Subdivisions

##### 3.1.1 Checklist - Preliminary / Final Plat

<i><b>Requirements for Project; Plat Information</b></i>	<i><b>Preliminary Plat</b></i>	<i><b>Final Plat</b></i>
Name of subdivision, township, county, state	X	X
Name, signature, license number, seal and address of engineer, land surveyor, architect, planner and/or landscape architect involved in preparation of plat	X	X
Vicinity map: one inch equals 2,000 feet or larger	X	X
North arrow and scale		
Scale to be one inch equals 200 feet or larger	X	
Scale to be one inch equals 100 feet		X
<b>Property information:</b> Location and general description of existing structures, property lines, paths, streets, roads, railroads, ditches, canals, streams, water courses, bridges, culverts, storm drainage pipes, utility lines and structures, water lines, septic systems, wells, easements, rights-of-way within the property to be subdivided and within 50 feet of the exterior property lines		
Approximate location	X	
Actual location		X
Ownership of adjoining property	X	X
The boundaries of the property and the portion of the property to be subdivided, together with metes and bounds description showing dimensions, bearings and distances	X	X
Monumentation set and control corner established		X
Development notes to include total acreage, proposed # of lots, size of lots, open space, setbacks, drainage/utility easements. The zoning classification of the property and of adjacent properties.	X	X
<b>Surface and subsurface drainage area</b>		
Proposed location	X	
Actual location		X

<b><i>Requirements for Project; Plat Information</i></b>	<b><i>Preliminary Plat</i></b>	<b><i>Final Plat</i></b>
<b>Location of land to be dedicated or reserved for public or private use</b> (parks, recreational sites, open space requirements, reserved utility space and the like) and their area, accompanied by provisions concerning their future ownership and maintenance		
Approximate location and size	X	
Actual location and size		X
<b>Lot lines to be shown for the entire tract, no future development area left undefined</b>		
Approximate location	X	
Actual location with dimensions		X
Location or areas and size, if any, to be used for non-residential purposes		
Approximate location	X	
Actual location		X
<b>Development information:</b> location, widths and purpose of any proposed natural buffers, pedestrian/ bicycle/jogging trails or courses, right-of-way or other easements, location(s) of existing cemeteries; location of any proposed ponds or other storm drainage features		
Proposed	X	
Actual		X
Minimum building setback lines shall be shown on each individual lot	X	X
Layout of lot arrangement, including lot lines, dimensions and lot and block numbers		
Approximate	X	
Actual		X
Street addresses must be shown on each lot		X
<b>Community mailboxes</b>		
Proposed location	X	
Actual location		X
<b>Bus stops</b>		
Proposed location	X	
Actual location		X
Determination by the Local Coastal Area Management Act (CAMA) Permit Officer as to whether the proposal is or is not located within any area of environmental concern	X	

<b><i>Requirements for Project; Plat Information</i></b>	<b><i>Preliminary Plat</i></b>	<b><i>Final Plat</i></b>
Location and area of all designated areas of environmental concern within the subdivision or other such areas which are environmentally sensitive, such as CAMA wetlands or 404 wetlands, as defined by the U.S. Army Corps of Engineers		
Actual location and area	X	X
Location of natural features such as wooded areas, swamps, water courses, floodplains, soil types and the like on site and within 100 feet of exterior property line	X	X
NCDOT Site Triangle		X
Contour intervals of two feet flood elevation data shall be required; grading plan may be required	X	
<b>Street names</b>		
Proposed	X	
Actual		X
General Notes to include project name, owner/applicant, property data (PIN, Zoning, FIRM Data).	X	X
Appropriate certification blocks		X
Copy of homeowner's association documents and any restrictive covenants applicable to development which are to be recorded		X
Site evaluations reviewed and approved on each individual lot by the county's Health Department. If centralized or community systems are being proposed, then reviews and approvals are required by the appropriate state reviewing agency	X	
Soil erosion and sedimentation control plan, as reviewed and approved by DEHNR-Land Quality Section		X
DENR Stormwater Permit		X
County Engineer approval letter on Drainage Plan		X
NC Water Resources approval on water main ext.		X
NC Wastewater Approval Sewer (if applicable)		X

<b><i>Requirements for Project; Plat Information</i></b>	<b><i>Preliminary Plat</i></b>	<b><i>Final Plat</i></b>
Army Corps of Engineers approval (if applicable)		X
CAMA approval (if applicable)		X
Payment per lot application fee	X	X
Payment per lot connection fees for county water		X

### 3.1.2 Additional Documents

<b><i>Requirements for Project; Plat Information</i></b>	<b><i>Preliminary Plat</i></b>	<b><i>Final Plat</i></b>
For subdivisions containing 20 or more lots, the information listed below shall be provided; the number of lots shall be determined by counting the cumulative number of lots created on a tract as such boundaries that existed as of the effective date of Ch. 151 of the code of ordinances by anyone who owned, had an option on or any legal interest in the original subdivision		
Development Impact Statement:	X	
Physical analysis (type of units expected, including number of bedrooms, projected value, size and timing of phases and the like)	X	
Housing market analysis (delineate market area, project demand, supply and unmet demand, determine net capture, identify development profile)	X	
Water & sewer impact (water consumption estimated per unit type, available water resources, report outlining sewer generation and means of disposal)	X	
Fiscal analysis (estimated real property valuation, estimated personal property valuation, estimated annual land transfer tax value)	X	
Traffic analysis (estimated number of trips generated, volume of existing traffic on roads adjacent to and within one-half mile of tract, directional distribution of traffic, capacity analysis)	X	

3.1.3 Certification Blocks Required For Major Subdivisions

- (A) The appropriate certificate blocks as set forth below shall appear on all copies of the final plat.
- (B) It is suggested in order to eliminate confusion that all certification blocks and other detail or design information be grouped on a separate single sheet of the plat plans.

**(1) Certificate of Approval.**

I hereby certify that all streets shown on this plat are within Camden County, all streets and other improvements shown on this plat have been installed or completed or guaranteed to according to UDO 151.6.3.5 and that the subdivision shown on this plat is in all respects in compliance with the Camden County Unified Development Ordinance, and, therefore, this plat has been approved by the Camden County Planning Board and signed by the Chairperson, Board of Commissioners, subject to its being recorded in the Camden County Registry within ninety (90) days of the date below.

Date: \_\_\_\_\_ Chairperson, Board of Commissioners: \_\_\_\_\_

**(2) Certificate of Ownership and Dedication.**

I hereby certify that I am the owner of the property described hereon, which property is located within the subdivision regulation jurisdiction of Camden County, that I hereby freely adopt this plat of subdivision and dedicate to public use all area shown on this plat as streets, alleys, walks, parks, open space and easements, except those specifically indicated as private and that I will maintain all such areas until the offer of dedication is accepted by the appropriate public authority. All property shown on this plat as dedicated for a public use shall be deemed to be dedicated for any other public use authorized by law when such use is approved by the appropriate public authority in the public interest.

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

Owner: \_\_\_\_\_

\_\_\_\_\_ County, North Carolina

I, \_\_\_\_\_, a notary public for the above named County & State, do hereby certify that \_\_\_\_\_ personally appeared before me this date and acknowledged the due execution of the foregoing certificate.

Witness my hand and official seal this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public Signature

(SEAL)

My commission expires \_\_\_\_\_

- (3) **Approval notation.** The developer shall place in a conspicuous manner upon the final plat of the subdivision prior to final plat approval a notation containing the following words:

Open space, drainage facilities, reserved utility open space, and ponds required to be provided by the developer in accordance with UDO 151.7.5 shall not be dedicated to the public, except upon written acceptance by the County, but shall remain under the ownership and control of the developer (or his or her successor) or a homeowner's association or similar organization that satisfies the criteria established in UDO 151.6.4.

(4) **Certificate of Survey and Accuracy.**

(a) **Certificate.**

I, \_\_\_\_\_, certify that this plat was drawn under my supervision from an actual survey made under my supervision (deed description recorded in Book \_\_\_\_, Page \_\_\_\_, of the Camden County registry (other); that the boundaries not surveyed are clearly indicated as drawn from information found in Book \_\_\_\_, Page \_\_\_\_, that the ratio of precision as calculated is \_\_\_\_; that this plat was prepared in accordance with G.S. § 47-30, as amended. Witness my original signature, registration number, and seal this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(Seal or Stamp)

\_\_\_\_\_  
Surveyor's Signature

\_\_\_\_\_  
Registration Number

- (b) **Other contents.** The plat must contain a certificate prepared by the surveyor and shown on the plat attesting to one of the following statements:
1. The survey creates a subdivision of land within the area of a county that has an ordinance that regulates parcels of land;
  2. The survey is located in a portion of the county that is unregulated as to an ordinance that regulates parcels of land;
  3. Any one of the following:
    - a. The survey is of an existing parcel or parcels of land and does not create a new street or change an existing street;
    - b. The survey is of an existing building, other structure or natural feature, such as a watercourse; or
    - c. The survey is a control survey.
  4. The survey is of another category, such as the recombination of existing parcels, a court-ordered survey or other exception to a definition of subdivision; and
  5. The information available to the surveyor is such that the surveyor is unable to make a determination to the best of the surveyor's professional ability as to provisions contained in divisions (B)(4)(b)1. through 4. above.

- (c) Additional contents. However, if the plat contains the certificate of a surveyor as stated in divisions (B)(4)(b)1., 4. and 5. above, then the plat shall have, in addition to the surveyor's certificate, a certificate of approval from the review officer before the plat may be presented to the Register of Deeds for recordation.
- (d) Recordation. If the plat contains the certificate of the surveyor as stated in divisions (B)(4)(b)2. and 3. above, nothing shall prevent the recordation of the plat if all other provisions have been met.

**(5) Division of Highway District Engineer Certificate for Public Streets, if applicable.**

I hereby certify that the public streets shown on this plat are intended for dedication and have been completed or as designed and guaranteed by the applicant in accordance with at least the minimum specifications and standards of the NC Department of Transportation for acceptance of subdivision streets on the NC highway system for maintenance.

\_\_\_\_\_  
Date

\_\_\_\_\_  
District Engineer

**(6) Engineer Certificate for Private Streets, if applicable.**

I hereby certify that the private streets shown on this plat are intended for private use and will remain under the control, maintenance and responsibility of the developer and/or a homeowner's association and that they have been completed in accordance with at least the minimum specifications and standards of the State Department of Transportation.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Licensed Engineer

- (7) Additional statement regarding Area of Environmental Concern.** If the subdivision is located within a State Coastal Area Management Act area of environmental concern, the preliminary plat shall contain a statement as follows, signed by the coastal area management permit officer:

This subdivision (or portions thereof) is located within an Area of Environmental Concern.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Coastal Area Management Permit Officer

**(8) Engineer Certification of Stormwater Improvements.**

In the subdivision entitled \_\_\_\_\_, stormwater drainage improvements have been installed:

- (1) According to plans and specifications prepared by \_\_\_\_\_, or
- (2) According to As-Built plans submitted by \_\_\_\_\_ and approved by the County. Camden County assumes no responsibility for the design, maintenance or the guaranteed performance of the stormwater drainage improvements and their effects.

\_\_\_\_\_  
Registered Land Surveyor/Civil Engineer Signature

\_\_\_\_\_  
Registration Number

**(9) Certificate of Review Officer.**

State of North Carolina  
County of Camden

I, \_\_\_\_\_, Review Officer of Camden County, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.

\_\_\_\_\_  
Review Officer's Signature

\_\_\_\_\_  
Date

**(10) Health Department certificate.**

This subdivision, entitled \_\_\_\_\_, has been designed for the construction of individual sewage systems and meets the criteria and requirements of the District Health Department based on existing conditions and regulations. The District Health Department reserves the right to require additional improvements to these properties and to limit the number of bedrooms and size of structure based on site conditions upon issuance of the final site improvements permits. This certification does not constitute a warranty and is issued based on this subdivision being serviced.

\_\_\_\_\_  
District Health Department (Signature)

\_\_\_\_\_  
Date

- (11) Subdivided property within floodplain. If any portion of the property to be subdivided lies within a floodplain, the plat must show specific criteria in accordance with UDO 151.3.8.3 and contain in clearly discernable print the statement “Use of land within a floodplain is substantially restricted by the Unified Development Ordinance.”

3.1.4 - Construction Plans shall depict the following:

<b>Requirement:</b>	<b>Checkoff:</b>
Name of subdivision, township, county, state	
Name, signature, license number, seal and address of engineer, land surveyor, architect, planner and/or landscape architect involved in preparation of plat	
Vicinity Map / Compass Rose (north arrow): one inch equals 2,000 feet or larger	
Location of boundaries, lot lines, street rights-of-way, cul-de-sacs, turnarounds with design widths and distances in linear feet; must show all paved areas and areas to be graveled.	
Site identification signs, traffic-control signs, street name signs and directional signs	
Engineering data: approximate street grade, design data for street corners and curves, plan view for streets and water/sewer lines. Any additional data which may be required by the State Department of Transportation, County Public Works Department or any of the other official reviewing agencies	
Legend (Curve Table, Culvert / Invert, etc.)	
Grading and drainage plans, details, and calculations in order to comply with state and county stormwater/drainage regulations	
Proposed utility infrastructure plans, including sanitary sewer, water, stormwater management, telephone, electric and cable television	
Location and construction details of either wet or dry fire and / or flushing hydrants	
Lighting plan and details, if proposed	
Landscape and tree-planting plan with details, if required	
Solid waste management-dumpster plan, if required	
Sight triangles	
Monumentation set and control corner established	
Setting Environmental Information; Floodplain criteria per UDO 151.3.8.3.	

## 3.2 Minor /Expedited Subdivisions shall depict the following:

Requirement:	Checkoff:
Title information, including the name of the subdivision, the owner of the property, the township where the property is located, name and address of the preparer and vicinity map showing location to principal roads	
Existing information, including boundaries of the tract to be subdivided, together with bearings and distances; location of property lines, streets, structures, water courses, railroads, utility transmission lines and structures, water lines, bridges, culverts, storm drainage pipes, easements within the tract to be subdivided and within 50 feet of the property line and ownership of adjoining land	
Natural features, including the location of wooded areas, swamps, wetlands and water bodies, including streams, sounds and the like; (Soil types and contour intervals of two feet may be required at the discretion of the Administrator. Floodplain information, as depicted on the flood insurance rate maps and other specific criteria in accordance with UDO 151.3.8.3.	
Development information, including proposed natural buffers, location(s) of existing cemeteries, pedestrian, bicycle and other rights-of-way and other easements, their location, width and purpose; layout of lot arrangements, including lot lines, lot dimensions; square footage; and lot and block numbers; setbacks, layout of proposed utilities (sewer, water, drainage, gas, electricity, telephone) showing connection to existing systems or easements reserved for proposed or potential systems; (Where a development concept is approved which requires zero lot line development, alternative easements may be considered.)	
Site data, including acreage in total number of lots and average lots sizes and any proposed modifications to topography.	
Drainage Plan & Calculations (If applicable)	

### 3.2.1 Certification Blocks/Statements Required

The following certifications/statements are required on each plat:

#### **(1) Minimum Lot Size Statement**

The residual parcel(s), if any, meet or exceed the minimum lot size as specified within the Camden County Unified Development Ordinance.

\_\_\_\_\_  
Surveyor's Signature

\_\_\_\_\_  
Date

#### **(2) Certification regarding Public Streets, and UDO Compliance**

I hereby certify that the Minor Subdivision shown on this plat does not involve the creation of new public streets **or** any change in existing public streets, that the subdivision shown is in all respects in compliance with the Camden County Unified Development Ordinance and that therefore this plat has been approved by the Camden County Administrator subject to its being recorded in the Office of the Camden County Register of Deeds within thirty (30) days of the date below.

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

#### **(3) Division of Highway District Engineer Certificate for Public Streets, if applicable.**

I hereby certify that the public streets shown on this plat are intended for dedication and have been completed or as designed and guaranteed by the applicant in accordance with at least the minimum specifications and standards of the NC Department of Transportation for acceptance of subdivision streets on the NC highway system for maintenance.

\_\_\_\_\_  
Date

\_\_\_\_\_  
District Engineer

**(4) Certificate of Ownership and Rededication.**

I hereby certify that I am the owner of the property described hereon, which property is located within the subdivision regulation jurisdiction of Camden County, that I hereby freely adopt this plat of subdivision and dedicate to public use all areas shown on this plat as streets, alleys, walks, parks, open space and easements, except those specifically indicated as private and that I will maintain all such areas until the offer of dedication is accepted by the appropriate public authority. All property shown on this plat as dedicated for a public use shall be deemed to be dedicated for any other public use authorized by law when such use is approved by the appropriate public authority in the public interest.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

**(5) Engineer Certification of Stormwater Improvements.**

In the subdivision entitled \_\_\_\_\_, stormwater drainage improvements have been installed:

(3) According to plans and specifications prepared by \_\_\_\_\_, or

(4) According to As-Built plans submitted by \_\_\_\_\_ and approved by the County. Camden County assumes no responsibility for the design, maintenance or the guaranteed performance of the stormwater drainage improvements and their effects.

\_\_\_\_\_  
Registered Land Surveyor/Civil Engineer Signature

\_\_\_\_\_  
Registration Number

**(6) Certificate of Survey and Accuracy.**

I, \_\_\_\_\_, certify that this plat was drawn under my supervision from an actual survey made under my supervision (deed description recorded in Book \_\_\_\_\_, Page \_\_\_\_\_, of the Camden County registry (other); that the boundaries not surveyed are clearly indicated as drawn from information found in Book \_\_\_\_\_, Page \_\_\_\_\_, that the ratio of precision as calculated is \_\_\_\_\_; that this plat was prepared in accordance with G.S. § 47-30, as amended. Witness my original signature, registration number, and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(Seal or Stamp)

\_\_\_\_\_  
Surveyor's Signature

\_\_\_\_\_  
Registration Number

- (a) The plat must contain a certificate prepared by the surveyor and shown on the plat attesting to one of the following statements:
1. The survey creates a subdivision of land within the area of a county that has an ordinance that regulates parcels of land;
  2. The survey is located in a portion of the county that is unregulated as to an ordinance that regulates parcels of land;
  3. Any one of the following:
    - a. The survey is of an existing parcel or parcels of land and does not create a new street or change an existing street;
    - b. The survey is of an existing building, other structure or natural feature, such as a watercourse; or
    - c. The survey is a control survey.
  4. The survey is of another category, such as the recombination of existing parcels, a court-ordered survey or other exception to a definition of subdivision; and
  5. The information available to the surveyor is such that the surveyor is unable to make a determination to the best of the surveyor's professional ability as to provisions contained in divisions (B)(3)(a)1. through 4. above.
- (b) However, if the plat contains the certificate of a surveyor as stated in divisions (B)(3)(a)1., 4. and 5. above, then the plat shall have, in addition to the surveyor's certificate, a certificate of approval from the review officer before the plat may be presented to the Register of Deeds for recordation.
- (c) If the plat contains the certificate of the surveyor as stated herein above, nothing shall prevent the recordation of the plat if all other provisions have been met.

**(7) Certificate of Review Officer.**

State of North Carolina  
County of Camden

I, \_\_\_\_\_, Review Officer of Camden County, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.

\_\_\_\_\_  
Review Officer's Signature

\_\_\_\_\_  
Date

- (8) **If any portion of the property to be subdivided lies within a floodplain**, the plat must show specific criteria in accordance with UDO 151.3.8.3 and contain in clearly discernable print the statement, "Use of land within a floodway or floodplain is substantially restricted by the Unified Development Ordinance."
- (9) **If the minor subdivision is required to provide a connection to a public water supply system**, then the plat shall contain the following statement: "The developer is required to install all water lines and related improvements."

### 3.3 Transfer Plat

Certification Blocks for Transfer Plat. Plat shall depict the following:

- **Minimum Lot Size Statement**

The residual parcel(s), if any, meet or exceed the minimum lot size as specified within the Camden County Unified Development Ordinance.

\_\_\_\_\_  
Surveyor's Signature

\_\_\_\_\_  
Date

- **Certificate of Survey and Accuracy.**

I, \_\_\_\_\_, certify that this plat was drawn under my supervision from an actual survey made under my supervision (deed description recorded in Book \_\_\_\_\_, Page \_\_\_\_\_, of the Camden County registry (other); that the boundaries not surveyed are clearly indicated as drawn from information found in Book \_\_\_\_\_, Page \_\_\_\_\_, that the ratio of precision as calculated is \_\_\_\_\_; that this plat was prepared in accordance with G.S. § 47-30, as amended. Witness my original signature, registration number, and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

(Seal or Stamp)

\_\_\_\_\_  
Surveyor's Signature

\_\_\_\_\_  
Registration Number

- **Certificate of Review Officer.**

State of North Carolina  
County of Camden

I, \_\_\_\_\_, Review Officer of Camden County, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.

\_\_\_\_\_  
Review Officer's Signature

\_\_\_\_\_  
Date

### 3.3 Transfer Plat (Continued)

- **Title block should read:**

Transfer Plat	(Parent to Child or Grand Parent to Grand Child)
---------------	--

Example:

Transfer Plat	(John Smith Sr. (Parent) to John Smith Jr. (Child)
---------------	--

- **Add the following note:**

Transfer Plat in accordance with Article 151.3.23 of the Camden County Unified Development Ordinance.
---

### 3.4 Site Plan

#### 3.4.1 Residential Site Plans

Residential Site Plans should be generally drawn to scale. They do not need to be drawn by a surveyor or engineer. They should include the following items:

Requirement:	Checkoff:
Lot/parcel dimensions – total square footage	
Property line setbacks	
Existing physical features (structures, buildings, streets roads, etc.),	
Location and dimensions of proposed construction	

Septic Permits cannot be utilized as site plans.

### 3.4.2 Commercial Site plans shall depict the following:

Requirement:	Checkoff:
Site data, including vicinity sketch, north arrow, engineering scale ratio, acreage, title of development, date of plan, gross floor area of all buildings, name and address of owner/developer and person or firm preparing the plan	
Zoning setback lines	
Location(s) and dimension(s) of all vehicular entrances, exits, drives and fire lanes	
Location, arrangement and dimension of all automobile parking spaces, width of aisles, width of bays, angle of parking and number of spaces	
Location, arrangement and dimension of all truck unloading docks, ramps and spaces	
Refuse collection (dumpster) container space(s) location	
Location(s) of all building(s) with exterior dimensions	
Location and dimensions of all fences, walls, docks, ramps, pools, patios and surfaces areas	
Location of water tap(s) denoting size(s) of line(s) or well area	
Location of sewer tap(s) denoting size(s) of line(s) and pole(s)	
Location of electrical service connection(s), meter(s) and pole(s)	
Existing and proposed fire hydrant location(s)	
Location and dimension of all easements and rights-of-way as determined by the State Department of Transportation;	
Location(s) and size(s) of all public utility lines (water, sewer and storm sewer) within all adjacent public rights-of-way and easements	
Drainage plan shall be designated and certified in accordance with the requirements of UDO 151.7.1.4	
Curb and gutter alignment, including street widening and storm drainage, if necessary shall be required	
Screening/landscaping plan with a species directory shall be required showing plants with common names, sizes and numbers of plants and trees	
Sight distance triangle, 10 feet by 70 feet, shall be indicated at the intersection of all public right-of-way lines and 10 feet by 35 feet at the intersection of a right-of-way and driveway	
Flood zone, as determined by FIRM maps; and	
Any additional information as may be required by the reviewing agents	

### 3.5 Planned Development

Review procedures are outlined in Article 151.2.3.19 of the Unified Development Ordinance.

<b>Requirement:</b>	<b>Checkoff:</b>
Pre-application Conference	
Rezoning	
Master Plan shall include: (Refer to Article 151.3.7.2 of the UDO)	
1. Include a statement of planning objectives for the district;	
2. Identify the general location of individual development areas, identified by land use(s) and/or development density or intensity;	
3. Depict the general configuration and relationship of the principal elements of the proposed development, including general building types;	
4. Identify for the entire PD district and each development area the acreage, types and mix of land uses, number of residential units (by use type), nonresidential floor area (by use type), residential density, and nonresidential intensity;	
5. Identify the general location, amount, and type (whether designated for active, passive, or urban recreation) of open space;	
6. Identify the location of environmentally sensitive lands, wildlife habitat, and resource protection lands;	
7. Identify the on-site transportation circulation system, including the general location of all streets, existing or projected transit corridors, pedestrian and vehicular circulation features, and how they will connect with existing and planned County systems;	

8. Identify the general location of on-site potable water and wastewater facilities, and how they will connect to County or other public systems;	
9. Identify the general location of on-site stormwater management facilities, and how they will interface with and impact incoming stormwater flows and natural or constructed outfalls; and	
10. Identify the general location of all other on-site public facilities serving the development, including but not limited to parks, schools, and facilities for fire protection, police protection, EMS, and solid waste management	
<b>Densities/Intensities</b>	
1. The densities for residential development and the intensities for nonresidential development applicable in each development area of a PD district shall be as established in the master plan, and shall be consistent with County plans.	
2. Dwelling units within a PD may be concentrated or evenly distributed throughout the development, provided the maximum allowable density for the development as a whole is not exceeded.	
<b>Dimensional Standards:</b> The dimensional standards applicable in each development area of a PD district shall be as established in the master plan. The master plan shall include at least the following types of dimensional standards:	
1. Minimum lot area;	
2. Minimum lot width;	
3. Minimum and maximum setbacks;	
4. Maximum lot coverage;	
5. Maximum building height;	
6. Maximum individual building size;	
7. Floor area ratio; and	
8. Minimum setbacks and/or buffers from adjoining residential development or residential zoning districts.	

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## APPENDIX A: Camden County Planning Department Fee Schedule

### CAMDEN COUNTY

#### Building Inspections & Planning Department Permit Fee Schedule

#### **BUILDING PERMIT FEES**

##### **RESIDENTIAL, MODULAR, & COMMERCIAL CONSTRUCTION (UP TO 20,000 SQ. FEET)**

**Minimal Required New Construction Permit Fees:** (1) State Fee (Residential Only) 10.00; (2) Base Building Fee 0.25 cents per square foot; (3) Electrical Fee 0.15 cents per square foot; (4) Plumbing Fee 75.00; (5) Mechanical Fee 100.00; (6) Insulation Fee 75.00. Optional Fees: Temporary Power Pole 75.00. Commercial buildings are subject to other fees listed here after.

Base Fee Up to 20,000 Sq. Ft.	\$0.25/Sq. Ft.	Each Sq. Foot Over 20,000	\$0.15/Sq. Ft.
Minimum Fee	\$100.00	State Fee	\$10.00

##### **ELECTRICAL**

Residential Over 500 SQFT	\$0.15/Sq. Ft.	Service Repair	\$75.00
Minimum Fee	\$75.00	Service Change	\$75.00
Temporary Service	\$75.00	Mfg. Home Service	\$75.00

##### **PLUMBING**

Plumbing (New Installs)	\$75.00	Plumbing (Repairs)	\$75.00
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##### **MECHANICAL**

Minimum Fee (New House Installs)	\$100.00	Additional Units	\$25.00
Repair/Service Change/Upgrade	\$75.00	Same Size Change Out	\$50.00

##### **INSULATION**

Minimum Fee	\$75.00
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##### **NATURAL GAS and PROPANE HOOKUP (RESIDENTIAL & COMMERCIAL STRUCTURES)**

Permit Fee	\$50.00
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##### **MANUFACTURED HOMES**

Singlewide: \$250.00	Doublewide: \$350.00	Triplewide: \$400.00
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##### **ADDITIONS - Includes Service Systems**

Up to 400 Square Feet	\$150.00	Over 400 Square Feet	\$0.37 / Sq. Ft.
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**SWIMMING POOLS & SPAS**

In-Ground (includes electric)	\$150.00	Above Ground	\$50.00
		Electric for Above Ground	\$75.00

**DETACHED GARAGES, STORAGE, AND UTILITY / ACCESSORY BUILDINGS**

Minimum Fee/Under 400 Sq. Ft.	\$75.00	Over 400 Sq. Ft.	\$0.18/Sq. Ft.
Electric for Accessory Structures	\$75.00		

**CARPORT / POLE BARN / POLE SHED**

Minimum Fee	\$75.00	Over 834 Sq. Ft.	\$0.09/Sq. Ft.
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**SINGLE UTILITY INSPECTION**

Trade Permit Minimum Fee	\$50.00
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**SIGNS**

16 Square Feet or Less	\$0.00	17-32 Sq. Ft.	\$50.00
Over 32 Sq. Ft.	\$100.00	Electrical on/for/around Sign	\$50.00

**DEMOLITION (Fire, Safety, & EPA Regs)**

Pre-inspection required for safety and hazardous materials and referral to proper channels if found.	\$75.00
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**ALTERATIONS / REPAIRS / IMPROVEMENTS**

Up to \$5000 Gross Retail Price	\$75.00
Over \$5000 Gross Retail	50% Additions Fees

Alterations include work within existing structures and upgrading existing services and do NOT include Additions, New Construction, Providing Power to structures not previously having power or New Service to existing buildings.

Farm Buildings are exempt UNLESS:

- Any electrical installation is performed
- Any portion of building is used for sleeping quarters
- Building is used for business rather than personal use of farmer and immediate family

**MOVING OF ANY BUILDING WITHIN OR INTO THE COUNTY**

Minimum New Construction Fees

**WIND ENERGY SYSTEMS**

Turbines	\$2,000 Each
Reinspections	\$100.00 Each

**SOLAR FARMS**

Panels	\$0.50 per Panel (minimum \$250.00)
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**COMMERCIAL PERMIT PRICES (extras)****MECHANICAL:**

Walk-in Cooler	\$40.00 ea.
Commercial Cooking Hood	\$40.00 ea.
HVAC Fire damper/smoke damper	\$5.00 ea.

**PLUMBING:**

Minimum Permit Fee	\$75.00
Per fixture, trap, or similar devices	\$5.00
Per Sprinkler Head	\$5.00

**ELECTRICAL:**

Electric Duct Heater	\$10.00 ea.
Temporary Service w/ Trailer	\$100.00 ea.
0-100 Each Receptacle / Switch / Fixture	\$75.00
Each Additional Opening	\$0.10 ea.
Subpanel, Transformer, Generator	\$20.00 ea.
Fuel dispensers, "freestanding" parking lot light poles, manufactured home pedestals	\$5.00 ea.
Exhaust fans / water heater / RAC / Spa / Motors and machinery not specified	\$5.00 ea.

**GAS**

Minimum Permit Fee	\$50.00
Per outlet	\$5.00

**NEGLIGENCE FEES**

Inspection Negligence Fee (Applies To):	\$100.00
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- Inspections called for but not ready
- Skipping any applicable mandatory inspection
- Re-Inspections called for without first correcting discrepancies noted by inspector
- Wrong sub-contractor other than on Trade Affidavit

No Permit Negligence Fee (Applies To):	\$Varies
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- Building or Trade Related Activities performed without first obtaining and paying for a building permit. Shall result in overall doubling of permit fee.

**BUILDING PERMIT FEES DUE AT TIME OF ISSUANCE**

All Building Permit fees must be paid in full at time of permit issuance.

- Applicants will be notified within 3-5 days after building permit application has been processed, reviewed, and approved. At that time, permit fees are due.
- No building permit will be issued without payment of permit fees due.

**LAND USE DEVELOPMENT FEES****LAND USE DEVELOPMENT FEES DUE AT TIME OF APPLICATION**

- All fees for Land Use / Development MUST be paid in full at time of APPLICATION.

Zoning Permit	\$25.00	Temporary Use Permit	\$250.00
Special Use Permit	\$400.00	Variance	\$500.00
Ordinance Text Amendment	\$500.00		

Rezoning Fee			
Up to 10 Acres	\$650.00		
Over 10 Acres	\$650.00	Plus \$10 Per Acre	

Interpretation Challenge / Appeal	\$250.00 *		
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Subdivision Fee			
Major Subdivision			
Preliminary Plan Level	\$50.00	Per Lot	
Construction Drawing	\$50.00	Per Lot	
Final Plan Level	\$50.00	Per Lot	
Minor Subdivision	\$200.00	Per Lot	

Planned Unit Development			
Master Plan	<i>See Rezoning</i>		
Preliminary Plan Level	\$50.00	Per Lot	
Construction Drawing	\$50.00	Per Lot	
Final Plat Level	\$50.00	Per Lot	

Commercial Site Plan Review			
Major	\$200.00		
Minor	\$100.00		

**Stormwater Review Fees / Deposit**

Major Residential / Commercial Subdivision (more than 5 acres)	\$6,000.00 **
Minor Residential / Commercial Subdivision (3 or 4 lots)	\$2,500.00
Minor Commercial Site Plan Review (more than 3 acres)	\$3,700.00 **

**LAND DISTURBING ACTIVITY**

Fill Permit	\$50.00
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**NOTES:**

- \* Subject to refund in the case of a successful appeal if so ordered by the Board of Adjustment
- \*\* The County stormwater review deposit / fee will be set up as an escrow wherein the applicant recovers any deposits in excess of actual costs incurred, or replenishes the escrow if costs drop below \$1000 prior to project approval.

A refund of Land Use Development fees will be given if an application is withdrawn prior to commencement of the approval process (staff review for Zoning Permits; Board<sup>†</sup> agenda for all other items). No refund shall be given after any portion of the approval process has begun (e.g., zoning permit issued or item placed on Board agenda.)

† - Board of Adjustments, Planning Board, or Board of Commissioners

## CAMDEN COUNTY GIS

### Fee Schedule for Sale of GIS Related Data

**Prints - Xerox Copy**

Size	Black & White Price	Color Price
8½ x 11	\$0.00	\$1.00
8½ x 14	\$0.00	\$2.00
11 x 17	\$1.00	\$5.00

**Prints - Plotter**

Size	Black & White Price	Color Price
24 x 36	\$10.00	\$15.00
36 x 48	\$10.00	\$20.00

**Camden County Street Maps: \$1.00**

**Electronic Media - Data Files**

Data Type	Price
CD	\$5.00
GIS Parcel Layer	\$150.00
Each additional layer	\$25.00
Digital Orthophotography	\$100.00

**Customized GIS Work**

**Any customized GIS projects will be charged a per hour fee of: \$60.00 / hr.**

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**Appendix B: Table of Interpretations** (will be filled in as interpretations are made).

<b>Interpretation #</b>	<b>Date</b>	<b>Article #</b>	<b>Subject</b>
2019-03-01	3/8/19	151.2.3.24 - Transfer Plat	Residual parcel shall meet zoning requirements.

Interpretation #	Date	Article #	Subject