



# Planned Unit Development

(4-Units or Less)

Permit Number: \_\_\_\_\_

The owner or owners, or their duly authorized agent, of the property shall submit this application and the relevant supplemental information to the Carolina Beach Planning Department. A fee in accordance with the Town's adopted schedule of fees, payable to the Town of Carolina Beach, must accompany each application.

## A. Property Information

Address(es): \_\_\_\_\_

PIN(s): \_\_\_\_\_

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

Size of lot(s): \_\_\_\_\_

## B. Project Description

Planned Unit Development Description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## C. Applicant Contact Information

\_\_\_\_\_  
Company/corporate Name (if applicable):

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City, State, and Zip Code

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Email

## D. Owner Contact Information (if different)

\_\_\_\_\_  
Owner's Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City, State, and Zip Code

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Email

**Required Supplemental Information:**

- Site Plan (See below)
- Commercial or Residential Building Permits for each structure/unit
- Fill/grade/clear, hardscaping, or any other relevant permits
- Authorized Agent signature (if applicant is not owner)
- Project Information (See below)

**Additional Project Information:**

Please provide information related to the following items (if applicable) either in writing or on the site plan:

- Indicate how the ingress and egress to the property and proposed structures related to automotive and pedestrian safety and convenience, traffic flow and control, and access in case of fire or catastrophe.
- Indicate how the off-street parking and loading areas met, and how the economic, noise, glare, or odor of the propose use will affect the adjoining properties.
- Indicate how the refuse and service area, will be handled.
- Indicate how adequate and proper utilities, with reference to locations, availability, and compatibility are to be provided or how the item listed are not applicable to the proposed CUP.
- Indicate how screening and buffering with reference to type, dimensions, and character will be provided.
- Indicate how signs, if any, and the proposed exterior lighting with reference to glare, traffic safety, economic effect, and compatibility and harmony with properties in the district.
- Indicate the required yards and other open space and preservation of existing trees and other attractive natural features of the land.

**Site Plan Criteria - Additional information or data may be required by town staff and/or other reviewing agencies:**

- The name, address, and phone number of the professional(s) responsible for preparing the site plan
- Engineers scale 1 inch = 40 ft or larger
- Title block with date and brief description of project including all proposed uses
- North arrow
- Property and zoning boundaries and the square footage of the site
- *Lot coverage* (buildings, decks, steps)
- Location of all existing and proposed *structures* and the setbacks from property lines to all affected
- Design of driveways and parking
- Adjacent right-of-ways labeled with the street name and right of way width
- Location of all existing and/or proposed easements
- Location and design of refuse facilities
- Approximate locations and sizes of all existing and proposed *utilities*
- Existing and/or proposed fire hydrants (showing distances) & location of FDCs for standpipes
- Adjacent properties with owners' information and approximate location of structures
- Distances between all *buildings*
- Number of *stories* and height, and the *gross floor area* of each structure
- Locations of all entrances and exits to all *structures*
- Exterior lighting locations with area of illumination illustrated as well as the type of fixtures and shielding to be use
- Location of flood zones and finished floor elevations
- CAMA Areas of Environmental Concern (AEC) and CAMA setbacks
- Delineation of *natural features* and wetlands with existing and proposed topography with a maximum of two foot contour intervals
- Proposed landscaping including percentages of *open space*
- Stormwater management systems
- Cross-sectional details of all streets, roads, ditches, and *parking lot* improvements
- *Building* construction and occupancy type(s) per the building code
- Turning radii, turnarounds, access grades, height of overhead obstructions
- Dimensions and locations of all *signs*
- A vicinity map drawn with north indicated

**OWNER'S SIGNATURE:** In filing this application for a planned unit development I/we as the property owner(s), or authorized agent, hereby certify that all of the information presented in this application is accurate to the best of my/our knowledge, information, and belief.

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**Signature**

**Date**

**AUTHORITY FOR APPOINTMENT OF PERSON TO ACT ON MY BEHALF**

The undersigned owner, \_\_\_\_\_, does hereby appoint \_\_\_\_\_ to act on my behalf for the purpose of applying for this Planned Unit Development. The owner does hereby covenant and agree with the Town of Carolina Beach that said person has the authority to do the following acts for and on behalf of the owner: To submit a proper application and the required supplemental materials and to act on the owner's behalf without limitations with regard to any and all things directly or indirectly connected with or arising out of any application.

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

Appointee's Name, Address & Telephone:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Owner: \_\_\_\_\_