SKETCH PLAN APPLICATION

Complete this application in compliance with Article X of the Unified Development Ordinance. All divisions of a tract or parcel of land into two or more lots, building sites, or other divisions for the purpose of sale or building development, including all division of land involving the dedication of a new street or change in existing streets within the City of Elizabeth City planning jurisdiction requires subdivision approval. Subdivision Sketch Plan applications require full-Technical Review Committee (TRC) review and recommendation before being approved for Preliminary Plat application.

In order to ensure that the proposed sketch plan complies with City regulations, we recommend that the applicant review the City of Elizabeth City’s Unified Ordinance; specifically, Articles IX and X. The Ordinance may be accessed at http://www.ci.elizabeth-city.nc.us/.

The Sketch Plan application fee is $100.00. Assessment does not include the cost of building, zoning, sign, variance, or special use permits. All fees are charged per application, and are non-refundable and non-transferrable once the application has been processed. Applications will not be processed unless fees have been paid in full.

Submit twenty-five (25) sets of the completed application, sketch plan (folded, not rolled), and 11”x17” reductions. Application responses must be typed. All responses must be legible and filled out completely; illegible and/or incomplete applications will be returned to the applicant. Plans must be prepared and sealed by a NC Licensed Landscape Architect, Architect, Engineer or Surveyor. Failure to provide specific detailed or complete information will result in a delay and/or refusal of your application. Application documents are not accepted via facsimile. Submit application and supporting documents with fees to the City of Elizabeth City Planning Department via delivery or U.S. Mail.

A pre-application meeting is not required; however, it is recommended that after consulting Code and Ordinance regulation you contact the respective department for clarification and/or policy updates at least two weeks prior to submitting your application. Application deadlines are the first Friday of the month. Regular Technical Review Committee hearings are held the fourth Tuesday of each month. You will be notified of your scheduled hearing date and time. If necessary, the Zoning Administrator coordinating your plan review will contact you to request additional information in order to complete
the plan evaluation. After the Committee has held a review hearing for your project, the subsequent
time line for additional review and final approval is determined by the applicant’s ability to provide
requisite documentation and plan corrections.

Technical Review Committee Contacts

City Departments
Building Inspections
Stanley Ward, Chief Building Inspector
Phone: (252) 337-6868
Email: sward@cityofec.com

City Administration
Rich Olson, City Manager
Phone (252)337-6864
Email: rolson@cityofec.com

Planning & Community Development
Matthew Schelly, Director
Phone (252) 337-6672
Email: mschelly@cityofec.com

Fire
Chris Carver, Fire Marshal
Phone (252) 338-3913
Email: ccarver@cityofec.com

Electric
Andy Pollard, Electric Superintendent
Phone: (252) 337-6870
Email: apollard@cityofec.com

Public Utilities
Amanda Boone, Director/Engineer
Phone: (252) 337-6825
Email: aboone@cityofec.com

Police
Eddie Buffaloe, Chief
Phone: (252) 335-4321
Email: ebuffaloe@cityofec.com

Parks & Recreation
Dexter Harris, Director
Phone: (252) 335-1424
Email: doharris@cityofec.com

Non-City Agencies & Departments

US Army Corps of Engineers
Krystynka Stygar
Phone: (910) 251-4605
Email: Krystynka.B.Stygar@usace.army.mil

United States Postal Service Elizabeth City Branch
Robert Day, Post Master
Phone: (252) 335-2582
Email: N/A

North Carolina Department of Transportation (NCDOT)
Randy Midgett, District Engineer
Phone: (252) 331-4737
Email: midgett@ncdot.gov

North Carolina Department of Environment and Natural Resources
Division of Land Resources
Samir Dumpor, Regional Engineer
Phone: (252) 946-6481
Email: samir.dumpor@ncdenr.net

Division of Water Quality
David May, Regional Supervisor
Phone: (252) 946-6481
Email: davie.may@ncdenr.net

Division of Coastal Management
Charlan Owens, District Planner
Phone: (252) 264-3901
Email: charlan.owens@ncmail.net
Please complete all sections of the application. Incomplete applications will be returned to applicant. Indicate ‘not applicable’ or ‘N/A’ where appropriate.
SECTION A – APPLICANT INFORMATION (CONTINUED)

Applicant (Continued)

Email Address: ___________________________________________________________

Applicant’s Signature: _______________________________________________________

Developer: __________________________________________________________________

    _____Individual     ____Partnership      _____Corporation     _____ Other

Street Address: __________________________________________________________________

City/State/Zip Code: __________________________________________________________________

Phone Number: __________________________________________________________________

Email Address: __________________________________________________________________

SECTION B – PROPERTY INFORMATION

DEVELOPMENT

Type of Development

Name of Subdivision

Total Number of Lots

Address/Location

Acreage of Tract

Present Zoning

Overlay District(s)

Tax identification Map #: Block #: Lot #:

Deed Reference Book #: Page #:

Flood Zone/Plain
### SECTION C – SUBMITTAL CHECKLIST

For each listed item, please mark ‘X’ if provided or ‘N/A’ if the feature does not exist or is not proposed. This checklist is required and must be submitted at time of application.

<table>
<thead>
<tr>
<th>X OR N/A</th>
<th>SUBMITTAL REQUIREMENTS</th>
<th>STAFF USE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Recorded plat and deed of the property or contract to purchase</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Scale of not less than 1”=100’ and shown both graphically &amp; numerically</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Vicinity map showing street names with north arrow</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Title information (name of subdivision; name, address &amp; phone number of owner, developer &amp; surveyor; location, date of plan &amp; revisions)</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Site Data including: acreage in tract, acreage to be subdivided, approximate acreage in lots, open space, parks and other land usage, approximate number of lots proposed, flood data, CAMA designated Areas of Environmental Concern</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>North arrow and northerly orientation of sheets</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Zoning classification(s) of the tract and adjacent properties</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Names of adjacent subdivisions and names of owners of other parcels; Indicate Lot numbers and plat reference</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>City limits, county line, township boundaries, if on the subdivision tract</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Boundary of tract and the portion to be subdivided distinctively and accurately represented with all bearings and distances shown</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Street and lot layout showing proposed lot sizes and lot width; Lots numbered consecutively</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Dimensions of existing and proposed street right-of-ways and names</td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>Location of other rights-of-way and easements</td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>Sites, if any, for schools, churches, parks, etc.</td>
<td></td>
</tr>
<tr>
<td>15.</td>
<td>Tentative drainage</td>
<td></td>
</tr>
<tr>
<td>16.</td>
<td>Proposed and existing utilities within 100’ of development</td>
<td></td>
</tr>
<tr>
<td>17.</td>
<td>Existing buildings or other structures, water courses, railroads, bridges, culverts, storm drains, both on land to be subdivided and land immediately adjoining</td>
<td></td>
</tr>
<tr>
<td>18.</td>
<td>Wooded areas, marshes, swamps, rock outcrops, ponds or lakes, streams or stream beds and any other natural features affecting the site, including the location of known areas subject to flooding; CAMA Areas of Environmental Concern</td>
<td></td>
</tr>
</tbody>
</table>
SECTION D – AUTHORIZATION

NOTE: IF THE PERSON REQUESTING THE CITY OF ELIZABETH CITY, TO TAKE ACTION ON A PARTICULAR PROPERTY IS NOT THE OWNER OF THE PROPERTY, OR UNDER CONTRACT TO PURCHASE, THEN THE ACTUAL OWNER OF THE LAND MUST COMPLETE THIS FORM WITH HIS/HER SIGNATURE NOTARIZED. IF THE PROPERTY OWNER IS THE APPLICANT PLEASE COMPLETE THE SECTION BELOW AND SIGN AS INDICATED.

I, _______________________________________________________(LANDOWNER’S NAME) am the owner of the property located in the Elizabeth City planning jurisdiction at:

Street Address: ____________________________________________________________

I hereby authorize _______________________________________________(OWNER OR APPLICANT’S NAME) to appear with my consent before the City of Elizabeth City Planning Department and Technical Review Committee in order to request sketch plan approval for the project/property referenced above. I hereby authorize City Officials to enter my property to conduct relevant site inspections as deemed necessary to process the application. All information submitted and required as part of the approval process shall become public records. I, as the land owner, hereby CERTIFY THAT THE INFORMATION CONTAINED HERIN IS TRUE TO THE BEST OF MY KNOWLEDGE; AND BY ACCEPTING THIS sketch plan, if approved, shall in every respect conform to the terms of this application and to the provisions of the Statutes and Ordinances regulating development in City of Elizabeth City. Any VIOLATION of the terms above stated and/or City Code regulations will result in civil penalties and immediately revokes this application. If there are any questions, you may contact me at:

Street Address: ____________________________________________________________

City/State/Zip Code: _________________________________________________________

Phone Number: _____________________________________________________________

Email Address: _____________________________________________________________

Owner’s Signature: __________________________________________________________

Sworn to and subscribed before me, this the _____ day of ____________, 20_____.

__________________________________________
Notary Public

My commission expires: ______________________

FAX, SCAN, OR COPY IMAGES OF THE ORIGINAL DOCUMENT WILL NOT BE ACCEPTED.

NOTE:

If the person requesting the City of Elizabeth City, to take action on a particular property is not the owner of the property, or under contract to purchase, then the actual owner of the land must complete this form with his/her signature notarized. If the property owner is the applicant please complete the section below and sign as indicated.

Fax, scan, or copy images of the original document will not be accepted.

Owner’s Signature: __________________________________________________________