



**TOWN OF MOREHEAD CITY
MULTIFAMILY DEVELOPMENT COMPREHENSIVE SITE PLAN REVIEW**

It is strongly recommended that applicants consult with Staff prior to submitting an application.

Per Article 13-2.1, prior to construction on any lot over 18,000 square feet, a comprehensive site plan, accompanied by a survey of the property with the seal of a registered land surveyor or engineer, shall be submitted to the Planning Department for approval.

Required Submittal Information:

- Survey and site plan showing:
 - location of waste container site(s)
 - location of buildings (showing setbacks from property lines)
 - location of natural and usable open spaces and calculations
 - location, width and number of parking spaces
 - location of recreation facilities
 - information to show compliance with Article 15 for landscaping and screening
 - location of required sidewalks (per Article 16-13)
- Design information of building(s) including height
- Lighting plan (per Article 13-2.2(K))
- Recreation facility information
- Drainage plans/drainage impact study (Article 13-3)
- Sign information
- Curb cut permit (DOT or City)

NOTE: Applications are due 28 days prior to the Planning Board meeting. Incomplete applications will not be accepted and will be returned. A \$200 filing fee is required.

I understand that if the application is not complete that I will have to resubmit and this item will not be scheduled as a Planning Board agenda item until the application is complete.

Applicant Signature & Date

To be completed by Staff:

Date Application Received: _____ Application Status: ___ Complete ___ Incomplete
Application Review Completed by: _____ Date: _____

Amount of Filing Fee Paid: _____