

Development Permit Application **Submittal Checklist**

*This checklist indicates the minimum items required for this permit application to be considered complete. Please **initial** each item in the following checklist. **Write** N/A for items that are not applicable.*

Applicant Initials	Required component of complete application	Staff Initials
	(1) Submit Wastewater Allocation Application.	
	(2) Does this site already have taps for water and sewer?	
	(3) System Development fees will be due.	
	(4) Development Permit Application is filled out completely.	
	(5) Original signatures are included. Copies not accepted.	
	(6) Site/plot plan, drawn to scale, is included showing all existing and planned improvements, lot lines, setbacks, and access to right-of-way.	
	(7) Full survey by licensed surveyor is included showing all existing and planned improvements, lot lines, setbacks, and access to right-of-way.	
	(8) Addition specifications and plans are included, if applicable.	
	(9) All impervious surfaces are indicated in site/plot plan	
	(10) I have read and understand the entire Development Permit Application.	

I understand that no application will be held that is considered incomplete. If found to be incomplete it will be returned to me to make the corrections before it will be reviewed or considered. All information contained in this Development Permit Application is complete and accurate to the best of my knowledge and ability.

Applicant Signature: _____ Date: _____

Print Name: _____

CITY OF DUNN

Development Permit Application

Please attach a plot plan that includes the following: lot lines and dimensions, location and size of all existing and proposed buildings, distance from each building to property lines, all driveway entrances, parking and loading areas, all existing landscaping (generally).

TO BE COMPLETED BY THE PROPERTY OWNER

Property Owner Contact Information

Applicant's Name: _____

Applicant's Contact Telephone Number: (_____) _____ - _____

Applicant e-mail: _____

Applicant Address: _____

Project cost: _____

Property Address Information

Property Address: _____

County PIN: _____ - _____ - _____ .000

Dimensions of the Parcel:

Width: _____ Depth: _____ Square Feet: _____ Acreage: _____

Description of Structure on the Parcel Current Use and Proposed Use					
Current Use			Proposed Use		
Use	Sq. ft of structure	Business name if applicable	Use	Sq. ft of structure	Business name if applicable
Residential			Residential		
Commercial			Commercial		
Office			Office		
Vacant			Vacant		
Other/Taps			Other/Taps		

Existing Buildings on Parcel			
Building	Width	Depth	Current Use
Building 1			
Building 2			
Building 3			
Vacant			
# of existing parking spaces = _____			

Proposed Project	
	New Construction
	Fence
	Storage Shed (prebuilt or constructing)
	Use of Existing Structure
	Modification of Existing Structure
	Addition to Existing Structure
	Additional Building
Dimensions of New Construction: Width: _____ Depth: _____	

Connection to Utilities					
Yes	No	Utility	Yes	No	Utility
		Electricity			
		Dunn water new tap needed?			Private well
		Dunn sewer new tap needed?			Private septic system
		Storm water system			Harnett County water
		Natural gas			
Square feet of New Construction: _____					

Owner Certification

I hereby certify that I am the owner of the above identified property, that the information shown above and shown on the attached plot plan is correct and complete to the best of my knowledge. I understand that all decisions rendered will be based on and enforced according to this information. I understand that this permit, if granted, is issued on the basis of the information supplied by the owner and that this permit may be revoked in the event of any breach of representation or conditions.

Property Owner Signature: _____

Please print name: _____

Date: _____

To Be Completed by the Zoning Official

Current Zoning Classification	
Required Lot Size	
Required front yard setback	
Required rear yard setback	
Required side yard setback	

Food Plain Determination	
Property is not located in a flood plain.	
Property is located in flood plain, development is not	
Development is located in a designated flood hazard area.	
FIRM Panel Number: _____ Date of FIRM Panel: _____	

Parking Spaces	
Number Required	
Number provided	

Staff Review

Approved _____ Denied _____ Amount _____ Receipt # _____

Staff Signature: _____ Date: _____

Printed Name: _____

Special conditions
