

Appendix B of the Pinehurst Development Ordinance - Single-Family Development Review

The Village of Pinehurst requires electronic submission of all signed applications and supplemental materials including submittal checklist and fees using the Village's Online Permit Center which may be accessed through the Village of Pinehurst website at vopnc.org. If you have difficulty using this system, please contact Village staff for assistance.

Single-Family Dwelling Development Review Process

Checklist for Single-Family Development Review Applications

SUBMISSION REQUIREMENTS FOR SINGLE-FAMILY DEVELOPMENT APPLICATIONS:

This plan submittal type should be used for single family home development in which permanent foundations are being constructed such as new home construction, additions to homes, swimming pools and accessory buildings. It is intended to be used when more precise information is needed to avoid a structure being constructed out of compliance and minimize the cost of making the development compliant.

The following documents shall be submitted, if applicable, for issuance of a building permit, development permit, floodplain development permit, clearing/grading permit, driveway permit and Certificate of Appropriateness.

- Application Form
- Site Plan/Topographic Survey including driveway connections (see below)
- Elevation Drawings
- Exterior Material Form and Samples, if application is associated with a Certificate of Appropriateness.
- Driveway Permit Application
- Building permit submittal requirements in accordance with the current edition of the North Carolina State Building Code;
- Other Agency Permits and Approvals, as required
 - o Sedimentation and Erosion Control Plan (NCDEQ)
 - o Driveway Permit (NCDOT)
 - o Right-of-way Encroachment (NCDOT)
 - o On-site Wastewater Disposal Permit (Moore County Environmental Health)
 - o Well Permit (Moore County Environmental Health)
 - o US Fish and Wildlife Approval (particularly for Red-cockaded Woodpeckers)

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Required information to be included on the Single Family Site Plan:

1. Indicate existing and proposed topographic elevations and finished floor elevation on site plan. Contour lines shall be indicated with no larger than two foot intervals for existing and proposed (LIDAR data may be utilized);
2. Show scale and North arrow;
3. All plans and drawings shall be drawn to a scale that is easily legible. Site plans shall be prepared by a licensed surveyor or engineer.
4. Vicinity Map - must be legible and lot easily located;
5. Title block with site name and location;
6. Indicate zoning classification of property on plan;
7. Show total acreage including area and dimensions of the entire tract;
8. Provide developer/builder name, address and telephone number on plans;
9. Provide designer's name, address and telephone number on plans;
10. Indicate adjoining lot lines, lot number and subdivision name on plans;
11. Indicate by note, minimum dwelling size proposed for each floor;

12. Show front, side and rear building setbacks;
13. Show road frontage at the right-of-way and lot width at the building line;
14. Show all easements.
15. Clearly show the location of any additions/alterations (to scale);
16. Location of all proposed and existing accessory structures to include pet runs, fences, LPG tank(s), irrigation well, etc.;
17. Driveway and sidewalk locations;
18. Building elevation (front, rear, and sides) shown with finished grade, to scale;
19. Show location of silt fence;
20. Existing and proposed impervious areas including the calculations on new construction and additions/alterations;
21. Tree survey that locates and identifies specimen trees within 100' of a development site, showing the critical root zone for each tree to be preserved or reflect this information on the landscaping plan;
22. Landscaping plans shall include plant location, plant name, gallon size, and indicate any HVAC unit or units, decks, patios, driveways, and sidewalks;
23. Floodplain and wetland delineation if applicable;
24. Location of septic, and/or existing drainage structures;
25. Existing and proposed utility connections;
26. Any other information the Village Planner identifies as necessary.

The Village Planner may allow for modifications or waivers to the required information for this plan type based on the individual proposal and what is needed to determine compliance. The Village Planner may allow for a plot/sketch plan listed in Appendix A to be submitted rather than the single family plan type based on the individual proposal and what is needed to determine compliance.

Single-Family Final Approval Process for Issuance of Certificate of Occupancy

1. No building hereafter erected, or structurally altered, or changed in use shall be used or occupied until approved by the Village Planner. Prior to issuance of a Certificate of Occupancy by the Village Planner the following shall be done:
 - a. All plans and applications shall be modified to reflect as-built conditions.
 - b. A final driveway inspection shall be made by public services and approved.
 - c. A final survey prepared by a licensed surveyor or engineer shall be submitted if required.
 - d. Fire Marshal shall conduct an inspection and approve.
 - e. The Certificate of Occupancy shall be issued upon final building inspection.
2. Changes to original plans shall be reviewed and approved by the Village Planner. All changes shall be submitted electronically using the Village's Online Permitting System to the Village Planner to ensure a successful final review of the project.

(Ord. 14-35, passed 09-24-2014; Ord. 21-14, passed 10-26-2021)