



# PRE-APPLICATION MEETING REQUEST

## TOWN OF BELVILLE

497 Olde Waterford Way Suite 205, Belville, NC 28451 910.371.2456 Fax: 910.371.2474

FEE: \$200.00 (\$50.00 credit upon submission of a preliminary application)

*All items must be filled out and a site plan must be submitted with this request. Please see next page for site plan requirements. You will receive written notice of your meeting date and time. Your meeting may be scheduled up to 30 days from receipt of your request. Any omission will cause a delay in scheduling your meeting. Return to Belville Town Hall, Code Enforcement Officer.*

*All plats must be in accordance with Chapter 47-30 of the North Carolina General Statutes, the Town of Belville Code of Ordinances and standard land surveying practices. Upon approval of the plat, one original and five copies of the recorded plat are to be submitted to the Town.*

OFFICE USE ONLY

Application Number: \_\_\_\_\_ Date: \_\_\_\_\_ Received by: \_\_\_\_\_

Related or Previous Projects: \_\_\_\_\_ For:  Major Plan  Minor Plan

Meeting date scheduled with Planning Board Chairman: \_\_\_\_\_

1. Project Name: \_\_\_\_\_  
Site Location: \_\_\_\_\_  
Zoning: \_\_\_\_\_ Total Acreage: \_\_\_\_\_ Disturbed Acreage: \_\_\_\_\_  
Number of Lots: \_\_\_\_\_ Minimum Lot Size: \_\_\_\_\_ Parcel #: \_\_\_\_\_  
Open Space Acreage: \_\_\_\_\_ Park Acreage: \_\_\_\_\_

2. Applicant: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

3. Property Owner: \_\_\_\_\_  
Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

4. Site Designer: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

SIGNATURES (REQUIRED)

\_\_\_\_\_  
Applicant – Printed

\_\_\_\_\_  
Applicant – Signature

\_\_\_\_\_  
Date



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## SITE PLAN REQUIREMENTS

The site plan shall include the following items:

- a. Scale: 1 " = 50' or less
- b. North arrow
- c. Vicinity map
- d. Property line locations and dimensions
- e. Abutting roadways
- f. All existing and proposed easements, roads, and driveways
- g. All existing and proposed building structures
- h. All existing and proposed drainfields
- i. All existing and proposed wells and well radii
- j. All existing and proposed buffers, open space, fences, sidewalks, and parking areas
- k. All existing and proposed drainage facilities
- l. Shorelines, creeks, streams, lakes, ponds, wetlands, and other bodies of water along with their ordinary high water line and associated buffers
- m. Steep slopes greater than 15% and their associated buffers
- n. Waterfront projects shall show all structures on adjacent properties

If you have any questions regarding the required site plan, please contact the Code Enforcement Officer at the above phone number.