



**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 \$275 filing fee, plus a site plan review 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: \_\_\_\_\_