

## BUILDING PERMIT CHECKLIST FOR ZONING – PROPOSED REPLACEMENT HOME IN EXISTING MOBILE HOME PARK

- This checklist is for those homes that are being located in an existing mobile home park.

Provide a scalable plan that is prepared in a manner so that staff can ensure all applicable City standards (below) are met. In many instances these plans will have to be prepared by a land surveyor, engineer, landscape architect, or architect registered to practice in the State of North Carolina.

- Provide a scaled drawing (Engineer scale 1"=10', 1"=20', 1"=30', 1"=40', 1"=50', or 1"=60')
- Label the project Address (If corner lot, contact the Planning Division to discuss appropriate address based on the proposed layout of the house on the lot)
- Label the driveway(s) as existing or proposed with a 3 foot minimum radius. This is applicable for driveways on a public/private street only.\*
- Label the zoning of the property (recommend using City databases for this information at the following web address: <http://jacksonville.connectgis.com/Default/Default.aspx> ). If the property is within a downtown zoning district then the proposal shall follow the Downtown Design Guidelines found at the following link [http://www.ci.jacksonville.nc.us/getdoc/4d574cd4-50e2-4d57-85c4-94cb436f570b/GenZon\\_design.aspx](http://www.ci.jacksonville.nc.us/getdoc/4d574cd4-50e2-4d57-85c4-94cb436f570b/GenZon_design.aspx)
- Depict the front, side and rear minimum building lines (MBL) per the City of Jacksonville Zoning Ordinance.\*\* These can be found online at <http://www.ci.jacksonville.nc.us/Residents/Zoning/Zoning-Ordinances.aspx>
- IF the zoning of the property does not include a maximum lot coverage, note as such. If there is a maximum lot coverage (defined as the ground area of a lot which is encompassed by the exterior foundation limits, including any supports, of a building or other covered or enclosed structure), provide the following information:
  - Maximum lot coverage allowed per zoning district: \_\_\_\_\_ %
  - Lot coverage existing: \_\_\_\_\_ sq. ft.
  - Lot coverage proposed: \_\_\_\_\_ sq. ft.
  - Lot coverage existing & proposed: \_\_\_\_\_ sq. ft.
  - Lot coverage existing & proposed: \_\_\_\_\_ %
- Label streets & rights-of-way. Include location, widths, radii, if they are public or private, and the street names.
- Label all structures (including accessory) on the parcel as either existing or proposed. Show location, number of stories dimensions and building height\*\*\*
- Label any/all easements. Show the location, width, purpose, public/private.
- Label roadside ditches (if any) and see pipe requirements listed below under driveway permits.
- Identify the utility layouts (connections to existing water and sewer systems. If septic, show all that is proposed on-site. Example: Location of line coming out of house, location of tanks, field, repair area, etc.). Water meter and sewer clean out should be located in the 3 foot utility strip behind the back of curb.

\*Driveway permits may be required by NCDOT and/or the City of Jacksonville.

- Add note: Driveway(s) shall be constructed per MSSD detail 404.01 and requires a rough in inspection prior to completing the work. This work will also be subject to a final inspection prior to the issuance of a certificate of occupancy, contact Building Inspection at 910-938-5258 for these inspections.
- If project has a roadside ditch the following requirements should be identified on the plan:
- 15 inch (min) pipe (labeled as solid aluminum, HDPE or RCP)
  - Flared End Sections (FES) identified

\*\* Measured from future right of way if one is identified on official plans. Encroachments are allowed, see Section 19 Residential

\*\*\* Zoning Ordinance defines height as the vertical distance from the mean elevation of the finished grade of the building footprint to the parapet on a building with a flat roof, or to a point halfway between the eaves and peak on a building with a pitched roof.

Be advised of the following:

- 1) The site may be subject to local and/or state storm water requirements that limits the amount of impervious surface on site. Contact the City of Jacksonville's Stormwater Manager at 910-938-5249 if you have any questions.