
APPENDIX A APPLICATION REQUIREMENTS

General

The following is a list of the various permits and plan approvals that are required by the City. Under each permit or plan type is a listing of the required information that must be submitted with each application. Not all projects will require all the information listed here. The applicant should review the submittal requirements for his particular permit request and then provide only that information that is pertinent to his request. When in doubt, the applicant should contact the Planning and Community Development Department for assistance. These requirements may not be all inclusive and should serve only as a guide.

Conditional Use Permit

One (1) copy of City of Goldsboro Conditional Use Permit application.

Applicable fees paid.

Six (6) copies of the associated site plan or preliminary major subdivision plat, including all conditions proposed for the property.

Final Major Subdivision Plat

A) One (1) copy of City of Goldsboro Major Subdivision Final Plat application.

B) Applicable fees paid.

C) Six (6) copies of the final plat including, but not limited to, the following information:

Note: The final plat shall constitute only that portion of the approved preliminary plat which the subdivider proposes to record and develop at the time, provided, however, that such portion conforms to all requirements of this Ordinance. The final plat shall be prepared on 18 inch by 24 inch linen or transparent film by an engineer or registered surveyor, shall be at least a 1 inch equals 100 feet scale, and shall show the following information:

- 1) The lines of all streets and roads.
- 2) Lot lines and lot numbers and legible vicinity map.
- 3) Minimum building setback lines and maximum built-upon area permitted per lot as required or applicable.
- 4) Reservations, easements, alleys and any areas to be dedicated to public use, or sites for other than residential use with notes stating their purposes and any limitations.
- 5) Sufficient data to determine readily and reproduce on the ground the location, bearing and length of every street line, block line and building line, whether curved or straight, and including true North point. This should include the radius, central angle point of tangent, tangent distance and arcs and chords of all curved streets and curved property lines.
- 6) All dimensions should be to the nearest one-hundredth of a foot and angles to the nearest minute.
- 7) Accurate location and description of all monuments and markers.
- 8) The names and locations of adjoining subdivisions and streets, and the location and ownership of adjoining unsubdivided property.
- 9) Title, date, name and location of subdivision and graphic scale, including revision dates.
- 10) Name of subdivider, engineer, registered surveyor or land planner.
- 11) Utility layouts: water, gas, sanitary sewer, storm drainage and associated easements.
- 12) Location of riparian buffers.
- 13) Location of stormwater control structures and any associated easements.
- 14) The location of any on-site improvements such as buildings and parking lots.
- 15) The location of any tree save areas.

- 16) Any other information as deemed necessary by the Planning and Community Development Director to review the proposed subdivision.

Forms for final certifications. The following certificates shall be lettered or rubber stamped on the final plat in such a manner as to insure that such certificates will be legible on any prints made therefrom:

Certificate of ownership and dedication

I (We) hereby certify that I am (we are) the owner of the property described hereon, the property is located within the planning jurisdiction of the City of Goldsboro, that I (we) freely adopt this plan of subdivision and dedicate to public use all areas shown on this plat as streets, alleys, walks, parks, open space and easements, except those specifically indicated as private and that I (we) will maintain all such areas until the offer of dedication is accepted by the appropriate public authority. All the property shown on this plat as dedicated for any other public use shall be deemed to be dedicated for any other public use authorized by law when such other use is approved by the Goldsboro City Council in the public interest.

Owner _____
Date _____
Notarized _____

Certificate of ownership and dedication for corporations.

Omit “I (We) hereby certify that I “ from Paragraph 2, above, and insert:

“This is to certify that I, the (Officer) of the Corporation, by authority of the Board of Directors” . . .

Substitute signature block:

Corporation: _____
Date: _____ By: _____”

Certificate of approval

I hereby certify that all the streets shown on this plat are within the City of Goldsboro’s planning jurisdiction, all streets and other improvements shown on this plat have been installed or completed or that their completion (within one year after the date below) has been assured by the posting of an improvement guarantee and that the subdivision shown on this plat is in compliance with the City of Goldsboro’s Unified Development Ordinance. The Planning and Community Development Director has approved this plat, subject to its recording in the Wayne County Registry within sixty days of the date below.

Planning and Community Development Director _____
Date _____

Certificate of survey and accuracy

I, _____, certify that this plat was drawn under my supervision from an actual survey (deed description recorded in Book _____, Page _____, etc.) (Other); that the boundaries not surveyed are clearly indicated as drawn from information found in Book _____, Page _____; that the ratio of precision as calculated is

1: _____; that this plat was prepared in accordance with GS 47-30 as amended. Witness my original signature, registration number and seal this _____ day of _____, A.D., 20_____.

Surveyor Seal or Stamp.

Surveyor _____

Registration # _____

Certificate of the Notary shall read as follows:

North Carolina, _____ County. I, a Notary Public of the County and State aforesaid, certify that _____, a registered land surveyor, personally appeared before me this day and acknowledged the execution of this instrument. Witness my hand and official stamp or seal, this _____ day of _____, 20_____.

Notary Seal or Stamp _____

My Commission Expires _____

Certification of approval of private water and sewer systems

I hereby certify that the water supply and sewage disposal system installed or proposed for installation in the subdivision entitled _____ fully meets the requirements of the North Carolina State Health Department and are hereby approved as shown.

County Health Officer _____

Or Legal Representative _____

Date _____

Certification of the approval of the installation and construction of streets, utilities and other required improvements.

I hereby certify: (One) that streets, utilities and other required improvements have been installed in an acceptable manner and according to City specifications and standards in the subdivision entitled _____ or, (Two) that a guarantee of the installation of the required improvements in an amount satisfactory to the City of Goldsboro has been received.

City Engineer _____

Date _____

City Clerk _____

Date _____

Certificate of approval for recording plat and acceptance of dedications

I, _____, the City Clerk of the City of Goldsboro, North Carolina, do hereby certify that on the _____ day of _____, 20_____, the City Council of the City of Goldsboro approved this plat for recording and accepted the dedication of the streets, easements, rights of way, public parks and other sites for public purposes as shown hereon, but assumed no responsibility to open or maintain the same until, in the opinion of the governing body of the City of Goldsboro, it is in the public interest to do so.

City Clerk _____

Date _____

Seal

Disclosure of high noise area – (If applicable)

“Property shown on this plan/plat is within the City of Goldsboro Noise Overlay District. All or a portion of the property described hereon is within an area with an average noise level equal to or exceeding Ldn 65 decibels. The noise level may be harmful to the health of the user of this property. Any building located, constructed and/or renovated within this district must comply with the noise attenuation standards found in the City of Goldsboro Unified Development Ordinance”

Final Minor Subdivision Plat

- A) One (1) copy of City of Goldsboro Minor Subdivision Final Plat application.
- B) Applicable fees paid.
- C) Six (6) copies of the final plat including, but not limited to, the following information:
 Note: The final plat shall constitute only that portion of the approved preliminary plat which the subdivider proposes to record and develop at the time, provided, however, that such portion conforms to all requirements of this Ordinance. The final plat shall be prepared on 18 inch by 24 inch linen or transparent film by an engineer or registered surveyor, shall be at a 1 inch equals 100 feet scale, and shall show the following information:
 - 1) The lines of all streets and roads.
 - 2) Lot lines and lot numbers.
 - 3) Minimum building setback lines and maximum built-upon area permitted per lot as required or applicable.
 - 4) Reservations, easements, alleys and any areas to be dedicated to public use, or sites for other than residential use with notes stating their purposes and any limitations.
 - 5) Sufficient data to determine readily and reproduce on the ground the location, bearing and length of every street line, block line and building line, whether curved or straight, and including true North point. This should include the radius, central angle point of tangent, tangent distance and arcs and chords of all curved streets and curved property lines.
 - 6) All dimensions should be to the nearest one-hundredth of a foot and angles to the nearest minute.
 - 7) Accurate location and description of all monuments and markers and the location of any existing improvements including buildings and parking lots.
 - 8) The names and locations of adjoining subdivisions and streets, and the location and ownership of adjoining unsubdivided property.
 - 9) Title, date, name and location of subdivision, and graphic scale.
 - 10) Name of subdivider, engineer, registered surveyor or land planner.
 - 11) Utility layouts: water, gas, sanitary sewer, storm drainage and associated easements.
 - 12) Location of riparian buffers.
 - 13) Location of stormwater control structures and any associated easements.
 - 14) The location of any tree save areas.
 - 15) Any other information as deemed necessary by the Planning and Community Development Director to review the proposed subdivision.

Forms for final certifications. The following certificates shall be lettered or rubber stamped on the final plat in such a manner as to insure that such certificates will be legible on any prints made therefrom:

Certificate of ownership

I (We) herby certify that I (we) am (are) the owner of the property described hereon and that I (we) adopt this subdivision plan with my (our) free consent. I (We) acknowledge the land as shown is within the subdivision jurisdiction of the City of Goldsboro.

Owner(s) _____
Date _____

Certificate of ownership and dedication for corporations.

Omit "I (We) hereby certify that I" from Paragraph 2, above, and insert:

"This is to certify that I, the (Officer) of the Corporation, by authority of the Board of Directors . . ."

Substitute signature block:

Corporation: _____

Date: _____ By: _____"

Certificate of approval

I hereby certify that the minor subdivision shown on this plat does not involve the creation of new streets or change any existing streets and that the subdivision shown is in all respects in compliance with the provisions of the Unified Development Ordinance of the City of Goldsboro. Therefore, this plat has been approved by the Goldsboro Planning and Community Development Director, subject to its being recorded in the Wayne County Registry within sixty days of the date below.

Planning and Community Development Director _____
Date _____

Certificate of survey and accuracy

I, _____, certify that this plat was drawn under my supervision from an actual survey (deed description recorded in Book _____, Page _____, etc.) (Other); that the boundaries not surveyed are clearly indicated as drawn from information found in Book _____, Page _____; that the ratio of precision as calculated is 1: _____; that this plat was prepared in accordance with GS 47-30 as amended. Witness my original signature, registration number and seal this _____ day of _____, A.D., 20_____.

Surveyor Seal or Stamp.
Surveyor _____
Registration # _____

Certificate of the Notary shall read as follows:
North Carolina, _____ County. I, a Notary Public of the County and State aforesaid, certify that _____, a registered land surveyor, personally appeared before me this day and acknowledged the execution of this instrument. Witness my hand and official stamp or seal, this _____ day of _____, 20_____.

Notary Seal or Stamp _____
My Commission Expires _____

Watershed supply protection regulations – (If applicable)

All or a portion of the property shown or described hereon is within a Water Supply Protection District which may limit the maximum buildable area of a lot.

Disclosure of high noise area – (If applicable)

"Property shown on this plan/plat is within the City of Goldsboro Noise Overlay District. All or a portion of the property described hereon is within an area with an average noise level equal to or exceeding Ldn 65 decibels. The noise level may be harmful to the health of the user of this property. Any building located, constructed and/or

renovated within this district must comply with the noise attenuation standards found in the City of Goldsboro Unified Development Ordinance”

Disclosure of high noise and aircraft crash hazard area – (If applicable)

All or a portion of the property shown or described hereon is within an area with an average noise level equal to or exceeding Ldn 65 decibels and is within an aircraft crash hazard area. The noise level may be harmful to the health of the user of this property.

Preliminary Major/Minor Subdivision Plat

- A) One copy of City of Goldsboro Preliminary Subdivision Plat application
- B) Applicable fees paid
- C) Six copies of preliminary subdivision plat including, but not limited to, the following information:
 - 1) The location of existing and platted property lines, streets, buildings, water bodies, railroads, transmission lines, sewers, bridges, culverts and drain pipes, water mains, city limit lines and any public utility easements.
 - 2) Boundaries of tract shown with bearings and distances.
 - 3) Wooded areas, marshes, and any other conditions affecting the site.
 - 4) Names of adjoining property owners or subdivisions.
 - 5) Zoning classification, if any, both on the land to be subdivided and on adjoining lands.
 - 6) Proposed streets, street names, rights-of-way, pavement widths, and approximate grades.
 - 7) The location of proposed utilities (sewer, water, gas, electricity) showing connections to existing systems or plans for individual water supply, sewage disposal, and storm drainage.
 - 8) Other proposed rights-of-way or easements; location, width and purposes.
 - 9) Location and width of bufferyards and riparian buffers.
 - 10) Nitrogen release calculations if in Neuse River Basin.
 - 11) Grading plan showing limits of disturbance and tree protection measures.
 - 12) Landscape plan showing location, type and size of plantings, including existing vegetation
 - 13) Proposed lot lines, lot and block numbers, and approximate dimensions.
 - 14) Proposed minimum building setback lines.
 - 15) Proposed parks, school sites, or other public open spaces, if any.
 - 16) Title, date, North point, and graphic scale.
 - 17) Name of owner, surveyor or land planner.
 - 18) Site data:
 - o Acreage in total tract.
 - o Acreage in park or other land usage.
 - o Average and minimum lot size.
 - o Density (i.e. lots per acre)
 - o Total number of lots.
 - o Lineal feet in streets.
 - o Sketch vicinity map showing relationship between subdivision and surrounding area.
 - o Proposed maximum built-upon area permitted for each lot.
 - o Proposed phases of development.
 - 19) Other information as deemed necessary by the Planning and Community Development Director to review the proposed subdivision.

Rezoning Request

- A) One (1) copy of City of Goldsboro Rezoning application.
- B) Applicable fees paid.

Sign Permit

- A) One (1) copy of City of Goldsboro Sign Permit application.
- B) Applicable fees paid.
- C) Two (2) copies of the following:
 - 1) Freestanding Signs:
 - o Site plan drawn to scale showing proposed location of sign in relation to rights-of-way, easements, buildings, property lines and other existing signs.
 - o Show sight distance triangles on site plan.
 - o Show location of existing ground signs, if any.
 - 2) Wall/canopy/awning signs:
 - o Illustration of building façade, canopy, and/or awning drawn to scale.
 - o Location of existing wall, canopy or awning signs.
 - o Location of sign on building façade, canopy or awning.
- D) Scaled drawing of sign(s) showing dimensions, material, and colors.

Site Plan

- A) One (1) copy of City of Goldsboro Site Plan application.
- B) Applicable fees paid.
- C) Six (6) copies of the site plan (not less than 11 inches by 17 inches sheet size, with all pages stapled, at an appropriate scale) including, but not limited to, the following information:
 - 1) Title, date, north arrow, engineer's scale, graphic scale and the names and addresses of developers and the persons or firms preparing the plan.
 - 2) Vicinity sketch showing the site and its relationship to surrounding area.
 - 3) Location and dimensions of property lines (bearings and distances), zoning, setback lines, and all buildings (existing and proposed).
 - 4) Property owner, lessee, length of lease for operation and proposed use(s). Site plans requiring Planning Commission and City Council approval shall be submitted within 14 days of the next regularly scheduled Planning Commission meeting and shall also contain the following Certificate of Ownership and Approval:
 - “I (We) hereby certify that I am (we are) the owner(s) of the property shown and described hereon and that I (we) hereby approve this development plan. I (We) further certify that all exterior improvements, including but not limited to paving and landscaping, as shown on the site plan will be maintained in accordance with this plan.”
 - 5) Hours of operation, number of employees, floor plan, and location of freestanding signs.
 - 6) Disclosure of high noise area and aircraft crash hazard area, where applicable.
 - 7) Location of adjoining properties (where appropriate), names and addresses of owners or record and current zoning classifications.
 - 8) Site data in tabular form including total acreage, number of residential units, number of bedrooms, gross floor area of each building and/or addition, building height and proposed uses.
 - 9) Parking and loading: minimum number required, actual number provided, location, dimensions including width of aisles and bays, angle of parking, handicapped spaces and ramps, proposed paving detail, circulation patterns, vehicular entrances/exits and private

- drives. Statement should be included identifying number and type of deliveries expected per month including type of vehicle used.
- 10) Location and dimension of existing and proposed water lines, taps and valves, fire hydrants, sanitary sewer lines, storm sewer lines, and manholes.
 - 11) Location of electrical utility lines, service connections, meters and poles.
 - 12) Location and dimensions of streets showing right-of-way, street name or road number, sight distance triangle, curb and gutter and location and dimensions of sidewalks, alleys, curb cuts and pedestrian ways where required.
 - 13) Drainage plan including locations and dimensions of pipes, ditches, topographic information, finished grades, yard drains, catch basins and curb inlets.
 - 14) Location and dimensions of gas lines, if applicable.
 - 15) Location and dimensions of HVAC equipment, pads and other related facilities and methods of screening.
 - 16) Location and dimensions of any required refuse collection container spaces and a statement identifying the method and frequency of litter and refuse collection and agency to be used.
 - 17) Existing wooded areas, trees, marshes and any other conditions affecting the site including tree save areas and tree protection fencing.
 - 18) Where planting or landscaping will be provided, show locations, sizes, common names and number of proposed plants and trees. Required landscaped areas shall be clearly identified in respect to location and plantings.
 - 19) Location and width of required bufferyards, building setbacks and riparian buffers.
 - 20) Nitrogen release calculations if in Neuse River Basin, if applicable.
 - 21) Grading plan including limits of disturbance.
 - 22) Location of 100-year floodplain and existing wetlands (if applicable).
 - 23) Location of all easements that are on the property.
 - 24) Height, location and intensity of luminary devices.
 - 25) Isolux lighting plan, if required.
 - 26) Proposed phases of development, if applicable.
 - 27) Site plans for planned unit developments shall clearly identify all common areas and provide actual square footage of such area.
 - 28) Any other information considered relevant by the Planning, or Engineering, or Public Utilities Departments, or the Inspections Division.
 - 29) Building elevations and other architectural information as required.
 - 30) Location of proposed and existing sidewalks.
 - 31) Owner's Statement
 - 32) Landscaping Maintenance Agreement.

Special Use Permit

- A) One (1) copy of City of Goldsboro Special Use Permit application.
- B) Applicable fees paid.
- C) Six (6) copies of the site plan, including the following information:
 - 1) For major home occupations:
 - i. Gross square footage of all structures on the property.
 - ii. Square footage to be used for the home occupation.
 - iii. Structures to be used for home occupation, particularly accessory structures.
 - iv. Number and location of available parking spaces.
 - v. Proposed signage, including location, number, size and material/color.
 - vi. Number and residency of employees.

- vii. A written statement detailing how the proposed home occupation will comply with Section 5.5.4 (Special and Conditional Use Specific Regulations - Home Occupations) and Section 2.2.10 (Special Use and Conditional Use Permits Criteria for Approval).
- 2) For repair of damaged nonconforming structures:
 - i. Site plan (see submittal requirements in this Appendix).
 - ii. A written statement detailing how the proposed repair will comply with Section 2.2.10 (Special and Conditional Use Permits Criteria for Approval).

Vested Rights Certificate

One (1) copy of City of Goldsboro Vested Rights Certificate application.

Applicable fees paid.

Six (6) copies of site specific development plan.

Watershed Protection Permit

A) One (1) copy of City of Goldsboro Water Supply Watershed Protection Permit application.

B) Applicable fees paid.

C) Six (6) copies of the site plan with the following information:

- 1) Site plan or preliminary subdivision plat (major or minor).
- 2) Indicate whether property is within the WS-C or WS-P areas.
- 3) Existing and proposed use.
- 4) Existing square footage of built-upon areas (absolute square footage and as a percentage of the total site area).
- 5) Proposed square footage of built-upon areas (absolute square footage and as a percentage of the total site area).
- 6) Identify nonconforming features, including both uses and structures.
- 7) Proposed number of residential single-family lots and number of lots per acre.
- 8) Minimum lot size.
- 9) If cluster development, provide number of lots proposed and number of lots allowed based on the underlying zoning district. Also provide open space acreage and ownership.
- 10) Location and width of riparian buffers.
- 11) Method of protection of riparian buffer from land disturbance.
- 12) Landscape plan showing proposed vegetation of riparian buffers.
- 13) Stormwater control structures details, including designed run-off storage volume, percent of suspended solids removed, discharge rate, mean permanent pool depth, inlet structure design, vegetative filter design and proposed vegetation, and proposed ground cover.
- 14) Survey and description of area containing stormwater control structure, including easements and deed to be recorded in the Wayne County Registry.
- 15) Financial security documents.
- 16) Operation and maintenance plan.

Zoning Compliance Certificate

A) One (1) copy of City of Goldsboro Zoning Compliance Certificate application.

B) Applicable fees paid.

C) Six (6) copies of the following:

- 1) Location of Property – Provide the address number(s) and street name.
Note: Descriptive locations such as "Northeast Corner of..." will only be accepted for new construction on vacant land where "address numbers" have not yet been assigned.
- 2) Explain any alteration or construction.
For example, "add a room approximately 12'x12' to the first floor rear."
- 3) Provide the height in feet and stories of the new building or the existing building and proposed additions.
- 4) List the present use of the existing building.
- 5) List the proposed use of the existing building and of the addition (if any) or the proposed use of the new building.
- 6) Provide the name, address, and telephone number of the owner(s), architect, engineer, and the name of the person filing the application.
Note: If you are not the owner of the property listed on the completed application, you must also submit a signed lease or letter from the owner of the property that authorizes you to file the application.
- 7) Prepare a plot plan, drawn to scale. A plot plan is a drawing of the project, with applicable dimensions. Show existing rights-of-way, property lines, easements, structures, bufferyards, setback lines, parking areas, and other pertinent information.