

*City of*



*Lumberton*

*Planning & Neighborhood Services*

**Annexation process is as follows: Applications must be submitted at least two (2) weeks prior to the intended City Council Policy Committee.**

- 1) Submit a completed application, along with the application fee (\$100.00 non-refundable-fees subject to change), an annexation plat and matching legal description of the property from a land surveyor, and check for \$21.00 payable to the Robeson County Register of Deeds (fees subject to change).
- 2) Once the Planning Department receives the above information, we will review it and contact you if more information is needed. If the application is complete, the Planning Department will submit the application to the City Clerk requesting it to be placed on City Council's Agenda.
- 3) Once the meeting date(s) have been determined, it will be sent to the Council Policy Committee for review, followed by review by City Council. City council has the following options:
  - a) Request the City Clerk to certify the sufficiency of the application.
  - b) Table the application for more information. If the application is tabled for more information, you will be notified of what is requested. Once the Planning Department receives the requested information we will forward it to City Council. If City Council is satisfied, they will request the City Clerk to certify the sufficiency of the application.
  - c) Deny the application. If the application is denied, you will be notified.
- 4) Once the City Clerk certifies the sufficiency of the application the date for the Public Hearing will be set.
- 5) You will receive notification indicating the date, time and location of the public hearing. Please have a representative familiar with the request attend this meeting.
  - OUTCOME: City Council has the following options:
    - a) Deny the application: If the application is denied, you will be notified.
    - b) Table the application: If the application is tabled for more information, you will be notified.
    - c) Approve the application: If the application is approved you will be notified, the Planning Department will have the plat recorded and sent to the Secretary of State for final approval.

City Council meets every second Monday of the month.

City Council Policy Committee meets the Wednesday before the City Council Meeting.

Planning Board/Board of Adjustments meet every third Tuesday of the month.

\*\*\* All dates and times are subject to change\*\*\*

**PETITION FOR ANNEXATION OF CONTIGUOUS PROPERTY**

**NORTH CAROLINA**

**CITY OF LUMBERTON**

**ROBESON COUNTY**

**IN THE MATTER OF THE ANNEXATION )  
OF CERTAIN LANDS INTO THE CITY )  
OF LUMBERTON )**

**P E T I T I O N**

**TO THE CITY COUNCIL OF LUMBERTON**

1. We the undersigned owners of real property respectfully request that the area described in paragraph 2 below be annexed to the City of Lumberton.

2. The area to be annexed is contiguous to the City of Lumberton and the boundaries of such territory are described in the attached legal description labeled as Exhibit "A".

3. A map showing the area to be annexed is attached hereto as Exhibit "B".

4. Tax Parcel Number: \_\_\_\_\_  
(Map #) (Block #) (Parcel #)

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**PROPERTY OWNER**

**ADDRESS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Signature:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Effective July 1, 2018**

**GENERAL INFORMATION**

THE FOLLOWING PERMIT FEES ARE CURRENT AS OF JULY 1, 2018 NO BUILDING, ELECTRICAL, PLUMBING, MECHANICAL OR OTHER PERMITS ISSUED BY THE DEPARTMENT SHALL BE VALID UNTIL FEES HAVE BEEN PAID TO THE CITY OF LUMBERTON.

**PERMITS WILL BE ISSUED BETWEEN THE HOURS OF 8:00 AND 10:00 A.M. AND 3:30 - 5:00 PM IN THE INSPECTIONS DEPARTMENT AT THE MUNICIPAL BUILDING, 500 N. CEDAR STREET, LUMBERTON.**

FOR MORE INFORMATION ON PERMIT FEES, PLEASE CALL THE PLANNING DEPARTMENT AT 671-3838.

**I. BUILDING PERMITS**

A. NEW CONSTRUCTION, ADDITIONS, AND ALTERATIONS:  
\$3.50 PER \$1,000 CONSTRUCTION VALUE  
\$50.00 MINIMUM

B. REROOF OR REPAIR TO ROOF:  
\$3.50 PER \$1,000 CONSTRUCTION VALUE  
\$50.00 MINIMUM

C. BUILDING DEMOLITION:  
RESIDENTIAL \$100.00  
COMMERCIAL 0.1-10,000 SQFT. \$150.00  
10,001+ \$250.00  
D. MOVING PERMIT: \$100.00

II. INSULATION  
\$0.020 PER SQUARE FOOT HEATED FLOOR  
(\$40.00 MINIMUM)

III. ELECTRICAL  
\$40.00 APPLICATION FEE PLUS  
\$5.00 PER 220 VOLT OUTLET  
\$0.50 PER 110 VOLT OUTLET  
\$5.00 PER MOTOR

SERVICE CHANGE & REPAIR  
UP TO 200 AMP \$40.00  
201 AMP+ \$60.00

**IV. PLUMBING**

A. \$40.00 APPLICATION FEE PLUS:  
\$5.00 PER FIXTURE  
B. SPRINKLER SYSTEM  
\$0.03 PER SQUARE FOOT FLOOR AREA

**V. MECHANICAL**

\$40.00 APPLICATION FEE PLUS:

A. AIR CONDITIONING & HEAT PUMPS  
0.1 - 5 TONS \$20.00  
5.1 - 50 TONS \$25.00  
50+ TONS \$60.00  
SPLIT SYSTEMS ADD \$ 5.00

\*B. FOSSIL FUEL BURNING EQUIPMENT  
0.1 - 50,000 BTU \$15.00  
50,000 - 100,000 BTU \$20.00  
100,000 - 200,000 BTU \$25.00  
200,001+ BTU \$30.00

C. REFRIGERATION  
(COMPRESSOR RATING)  
0.1 - 5 TONS \$15.00  
5.1 - 15 TONS \$20.00  
15 + TONS \$30.00

D. COOKING EQUIPMENT HOODS  
(COMMERCIAL ONLY)  
0.1 - 10 SQ.FT. \$20.00  
10.1 - 50 SQ.FT. \$25.00  
50.1 - 100 SQ.FT. \$30.00  
100+ SQ.FT. \$40.00

EXHAUST FANS \$5.00

VENTILATION EQUIPMENT  
(OTHER THAN RESIDENCES) \$20.00

MODIFICATION, REPAIR OR REPLACEMENT OF DUCT  
WORK \$30.00

\*E. GAS PIPING \$30.00

\* NO APPLICATION FEE

**VI MISCELLANEOUS FEES**

\*A. ABC COMPLIANCE \$40.00  
\*B. DAYCARE COMPLIANCE \$40.00  
\*C. FUEL TANK PRESSURE TEST \$40.00  
\*D. POWER OUTS (VACANT) \$40.00  
\*E. COMMERCIAL FIRE ALARM \$40.00

**VII. MOBILE HOMES**

\$30.00 SET UP FEE  
\$30.00 ELECTRICAL FEE  
\$30.00 PLUMBING FEE  
\$30.00 REINSPECTION FEE

**VIII. SIGNS**

A. NEW SIGN  
1. OUTDOOR ADVERTISING  
OFF PREMISES \$100.00 PER SIDE  
2. PRINCIPLE USE  
0 - 50 SQ.FT. \$50.00  
51+ SQ.FT. \$100.00  
3. COMMERCIAL ACCESSORY - \$10.00 PER SIDE  
4. TEMPORARY - \$10.00 PER SIDE

B. MODIFICATION  
ALL SIGNS \$25.00 PER SIDE

**VIII. OTHER FEES**

A. SPECIAL USE PERMIT  
1. APPLICATION FEE \$250.00  
2. SUBDIVISION - PAYABLE AT FINAL PLAT STAGE  
A. PER LOT W/IMPROVEMENTS \$50.00  
B. PER LOT W/O IMPROVEMENTS \$20.00  
B. VARIANCE OR APPEAL TO ADMINISTRATIVE DECISION:  
APPLICATION \$250.00  
C. REZONING PETITION  
APPLICATION \$250.00  
D. ANNEXATION PETITION  
APPLICATION \$100.00

E. LAND USE PERMIT (ZONING) \$ 25.00

F. ZONING CERTIFICATION LETTER \$ 5.00

G. SITE PLAN REVIEW  
(LESS THAN 1 ACRE) \$ 50.00  
(FROM 1 TO 4.9 ACRES) \$150.00  
(5 ACRES & LARGER) \$250.00  
3<sup>RD</sup> & EACH ADDITIONAL REVIEW \$ 50.00

H. LAND USE ORDINANCE \$ 30.00

COPIES  
8.5" X 11" (14") \$ .25  
11" X 17" \$ .50  
18" X 24" \$ 2.00  
24" X 36" \$ 3.00  
30" X 42" \$ 4.00

# DEPARTMENT OF PLANNING & INSPECTIONS

## DEVELOPMENT REVIEW PROCEDURES

### PLAN REVIEW

CHAPTER 35 OF THE LUMBERTON CITY CODE REQUIRES THE PREPARATION AND SUBMITTAL OF DEVELOPMENT PLANS FOR REVIEW AND APPROVAL PRIOR TO THE ISSUANCE OF A BUILDING PERMIT. THE DEPARTMENT COORDINATES THIS FUNCTION FOR THE CITY AND ADVISES APPLICANTS OF THEIR RESPONSIBILITIES RELATIVE TO PLAN SUBMISSION, PERMIT ISSUANCE, AND FEE PAYMENT.

MOST BUILDING PERMITS CAN BE ISSUED WITHIN 2 TO 4 WORKING DAYS WHILE MOST TRADE PERMITS CAN BE ISSUED UPON APPLICATION. THE INFORMATION REQUIRED TO BE DISCLOSED FOR THE ISSUANCE OF A PERMIT IS REFLECTED ON THE APPLICATIONS OR ON THE SITE PLAN CHECK LIST, ALL OF WHICH ARE AVAILABLE AT THE DEPARTMENT.

BUILDING PERMITS FOR CHANGE OF USE, NEW CONSTRUCTION, ADDITIONS, ETC. REQUIRE THE SUBMISSION OF DETAILED DEVELOPMENT SITE PLANS AS WELL AS CONSTRUCTION DRAWINGS AND SPECIFICATIONS.

### REVIEW BY OTHER AGENCIES

THE TYPE OR LOCATION OF A DEVELOPMENT PROPOSAL MAY REQUIRE THE REVIEW OF PLANS AND SPECIFICATIONS BY STATE OR FEDERAL AGENCIES. WHILE THE APPLICANT IS RESPONSIBLE FOR ENSURING COMPLIANCE WITH THE REGULATIONS OF OTHER AGENCIES, THE DEPARTMENT WILL ROUTE PLANS TO THE RELEVANT CITY AGENCIES FOR REVIEW AND COMMENT. PERMITS MAY NEED TO BE OBTAINED FROM THESE AGENCIES AND FEES PAID.

IN ADDITION, AUTHORIZATION TO USE A TRACT OF LAND MY REQUIRE THE APPROVAL OF THE LUMBERTON CITY COUNCIL OR BOARD OF ADJUSTMENT; THESE APPROVALS ARE SUBJECT TO A PUBLIC HEARING PROCESS AND CAN REQUIRE SEVERAL MONTHS TO CONCLUDE.

### OTHER FEES

FEES MY BE ASSESSED BY STATE AND FEDERAL AGENCIES AS WELL AS THE OTHER CITY AGENCIES. EXAMPLES INCLUDE THE PUBLIC WORKS DEPARTMENT FEES FOR DRIVEWAY CUTS, WATER CONNECTION, SEWER CONNECTION, AND STORM DRAINAGE, ALSO THE ELECTRIC UTILITIES DEPARTMENT FEES FOR SERVICE CONNECTIONS.

THESE FEES AS, APPROPRIATE, MUST BE PAID PRIOR TO THE ISSUANCE OF A BUILDING PERMIT.

### MUNICIPAL PLANNING AUTHORITY

THE CITY OF LUMBERTON ENFORCES COMPREHENSIVE LAND USE CODES WITHIN ITS CORPORATE LIMITS AND EXTRATERRITORIAL JURISDICTION. QUESTIONS ABOUT THE LOCATION OF ITS PLANNING BOUNDARY SHOULD BE DIRECTED TO THE PLANNING DEPARTMENT AT (910) 671-3838.

### MUNICIPAL UTILITIES

THE CITY OF LUMBERTON IS A FULL SERVICE UTILITY PROVIDER OFFERING WATER, SANITARY SEWER, AND ELECTRIC UTILITY SERVICES.

### CONTACT PERSONS

#### PLANNING DIRECTOR

AR'TRIEL KIRCHNER 671-3976

#### DEPUTY PLANNING DIRECTOR

BRIAN NOLLEY 671-3977

#### INSPECTIONS DIRECTOR

BEN ANDREWS 671-3837

#### BUILDING INSPECTORS

BOBBY RAY MEARES 671-3839

JEREMY WOODALL 671-3840

#### CODE ENFORCEMENT OFFICER

STEPHANIE CANADY 671-3842

#### FIRE INSPECTOR

SETH HUTCHINSON 671-3841

#### COMMUNITY DEVELOPMENT ADMINISTRATOR

VACANT 671-3844

#### PUBLIC WORKS DIRECTOR

ROB ARMSTRONG 671-3851

#### ELECTRIC UTILITIES DIRECTOR

LAMAR BRAYBOY 671-3865

## Planning & Inspections Fee

# CITY OF LUMBERTON



## PERMIT FEE SCHEDULE

**EFFECTIVE JULY 1, 2018**