

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 (\$200.00 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 asked to provide a final copy of the annexation plat, to be recorded, and an email with the written legal description identifying the property boundaries. Once received, the Planning Department will have the plat and ordinance 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.

Dates, times and process 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 #)

5. Deed Book: _____ Page: _____

This the _____ day of _____, 20_____. .

PROPERTY OWNER

ADDRESS

Name: _____

Address: _____

Telephone: _____

Signature: _____

Email Address(s): _____

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 FEDERAL, STATE, AND 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 MAY 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 MAY 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.

PLANNING DIRECTOR ARTRIEL KIRCHNER 671-3976

ASSISTANT PLANNING DIRECTOR BRIAN NOLLEY 671-3977

INSPECTIONS DIRECTOR BEN ANDREWS 671-3837

BUILDING CODE ENFORCEMENT OFFICERS
DOUGLAS HEMINGWAY 671-3839
BOBBY RAY MEARES 671-3840

MINIMUM HOUSING ENFORCEMENT OFFICER SHANNA HALLIBURTON 671-3842

FIRE MARSHAL BRANTLEY JACKSON 671-3841

EXECUTIVE SECRETARY JESSICA RANSOM 671-3838

COMMUNITY DEVELOPMENT ADMINISTRATOR STEPHANIE CANADY 671-3844

PUBLIC WORKS DIRECTOR ROB ARMSTRONG 671-3851

ELECTRIC UTILITIES DIRECTOR GREG PREVATTE 671-3868

Planning & Inspections Fee

CITY OF LUMBERTON



PERMIT FEE SCHEDULE EFFECTIVE JULY 1, 2023

Effective July 1, 2023

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. IN THE PLANNING 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
COMMERCIAL 10,001+ \$250.00

D. MOVING PERMIT: \$100.00

II. INSULATION
\$0.015 PER SQUARE FOOT HEATED FLOOR
(\$50.00 MINIMUM)

III. ELECTRICAL
\$50.00 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 \$35.00
201 AMP+ \$50.00

IV. PLUMBING

A. \$50.00 APPLICATION FEE PLUS:
\$5.00 PER FIXTURE

B. SPRINKLER SYSTEM
\$0.01 PER SQUARE FOOT FLOOR AREA

V. MECHANICAL

\$50.00 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	\$10.00

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 - TONS	\$10.00
5.1 - 15 TONS	\$15.00
15+ TONS	\$25.00

D. COOKING EQUIPMENT HOODS
(COMMERCIAL ONLY)

0.1 - 10 SQ.FT.	\$15.00
10.1 - 50 SQ.FT.	\$20.00
50.1 - 100 SQ.FT.	\$25.00
100+ SQ.FT.	\$35.00

EXHAUST FANS

\$5.00

VENTILATION EQUIPMENT
(OTHER THAN RESIDENCES)

\$20.00

E. MODIFICATION, REPAIR OR REPLACEMENT OF

DUCT WORK	\$30.00
GAS PIPING	\$30.00

VI. MOBILE HOMES

SET UP FEE	\$50.00
ELECTRICAL FEE	\$50.00
PLUMBING FEE	\$50.00
REINSPECTION FEE	\$30.00

VII. MISCELLANEOUS FEES

A. ABC COMPLIANCE	\$50.00
B. DAYCARE COMPLIANCE	\$50.00
C. FUEL TANK PRESSURE TEST	\$50.00
D. POWER OUTS (VACANT)	\$50.00
E. COMMERCIAL FIRE ALARM	\$50.00

VIII. SIGNS

A. NEW SIGN

1. OUTDOOR ADVERTISING OFF PREMISES-	\$100.00 PER SIDE
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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

IX. OTHER FEES

A. CONDITIONAL USE PERMIT

1. APPLICATION FEE	\$350.00
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 \$350.00

C. REZONING PETITION
APPLICATION \$350.00

D. ZONING TEXT AMENDMENTS \$300.00

E. ANNEXATION PETITION
APPLICATION \$200.00

F. LAND USE PERMIT (ZONING) \$25.00

G. ZONING CERTIFICATION LETTER \$15.00

H. SITE PLAN REVIEW

(LESS THAN 1 ACRE)	\$ 50.00
(FROM 1 TO 4.9 ACRES)	\$150.00
(5 ACRES & LARGER)	\$250.00
3 RD & EACH ADDITIONAL REVIEW	\$ 50.00

I. LAND USE ORDINANCE \$ 30.00

J. FLOODPLAIN DEVELOPMENT PERMIT \$25.00

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