

City of Lumberton



Planning & Neighborhood Services

Special Use Permit process is as follows: Applications must be submitted at least two (2) weeks prior to the intended City Council Meeting.

- 1) Submit a completed application, along with the application fee (\$350.00 non-refundable-fees subject to change) and a detailed business plan.
- 2) Once the Planning Department receives the above information, we will contact you to schedule a preapplication meeting, if needed. After the meeting, 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 will then decide to forward the application to the Planning Board for their recommendation, table the request for more information or deny the request based on their findings.
 - a) If the application is forwarded to the Planning Board, you will receive notification indicating the date, time and location of the meeting. Please have a representative familiar with the request plan to attend this meeting.
 - b) If the application is tabled for more information, you will be notified.
 - c) If the application is denied, you will be notified.
- 4) If the application is forwarded to the Planning Board; they will hold the public meeting, make their recommendation and forwarded it back to City Council (they, too, have the option of tabling the request for more information).
- 5) Once the Planning Board's recommendation is forwarded to City Council, a Public Hearing is scheduled. You will receive notification indicating the date, time and location of the public hearing. Please have a representative familiar with the request plan to attend this meeting as well.
 - a) If the application is denied, you will be notified.
 - b) If the application is tabled for more information, you will be notified.
 - c) If the application is approved, the property owner will receive a Special Use Permit that must be signed and notarized by all property owners. If there is more than one property owner, please request additional signature sheets. Please return the signed permit to the Planning Department along with a check for \$26.00, **payable to: Robeson County Register of Deeds**, for recordation fees (personal checks are not accepted).
 - d) Once the permit has been recorded, we will provide you with the Deed Book and Page number. Then, you must contact us (Planning Department and Inspections Department) to obtain the necessary development permits.

Application must be complete prior to acceptance.

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***

**DEPARTMENT OF PLANNING & NEIGHBORHOOD SERVICES
CITY OF LUMBERTON, NORTH CAROLINA
APPLICATION FOR A SPECIAL USE PERMIT**

TO: THE CITY COUNCIL OF THE CITY OF LUMBERTON

The undersigned hereby respectfully requests that the City Council of the City of Lumberton issue a Special Use Permit as hereinafter described:

1. Applicant:

Legal Name: _____

Owner: _____

Legal Name: _____

Physical Address: _____

Physical Address: _____

Mailing Address: _____

Mailing Address: _____

Telephone: _____

Telephone: _____

Name of Business: _____

Business Address: _____

EMAIL: _____

Description of Property:

2.

_____ (Address)

_____ (Deed Book)

_____ (Page)

_____ (Map Book)

_____ (Page)

_____ (Frontage)

_____ (Area)

3. Tax Map Identification (parcel number): _____

4. Proposed Use of Property: _____

5. Zoning District Designation of Property: _____

6. Development Site Plan: See Appendix A of Land Use Ordinance.

7. Notice of Hearing: All property owners within 150' of the perimeter of the property subject of this petition must be notified by first class mail. Please attach list of all such property owners as reflected on the current tax Assessor's Roll with current mailing addresses, Taxing Township, Map Number, Block Number, and parcel Number.

8. Supportive Information: At the Hearing, you will be responsible for providing information to the City Council to enable it to determine whether the development, if completed as proposed, will comply with the requirements of the Land Use Ordinance. You should be ready to show the following relative to the proposed development:

- a. That it will not materially endanger the public health or safety; and
- b. That it will not substantially injure the value of adjoining or abutting property; and
- c. That it will be in harmony with the area in which it is to be located; and
- d. That it will be in general conformity with the Land Use Plan Thoroughfare Plan, or other plan officially adopted by the City.

9. Application Fee: Submit the fee payment with application. The application fee is nonrefundable.

ADDRESS:

10. Briefly describe Applicants intended use of the property (Applicant must attach a detailed business plan, if applicable):

11. Notarized Signatures:

I certify that all of the information presented by the undersigned in this Application is accurate to the best of my knowledge, information and belief.

Applicant: _____ **Name** _____ **Physical Address** _____

Applicant: _____ **Signature** _____

STATE OF _____ **COUNTY OF** _____

I, _____, a Notary Public in and for said County and State, do hereby certify that the following individual personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

WITNESS my hand and Notarial Seal this _____ day of _____, 20____.

My Commission Expires: _____

Owner: _____ **Name** _____ **Physical Address** _____

Owner: _____ **Signature**

STATE OF **COUNTY OF**

I, _____, a Notary Public in and for said County and State, do hereby certify that the following individual personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

WITNESS my hand and Notarial Seal this _____ day of _____, 20____.

_____**My Commission Expires:** _____
Notary Public Signature



Planning & Neighborhood Services

Authorization to appear before City Council/Planning Board/Board of Adjustment on the behalf of the property owner(s).

Application File No.: _____

Property address: _____ Parcel #: _____

I, _____ (property owner), give Dr./Mr./Ms. _____ the authority to appear before City Council/Planning Board/Board of Adjustment on my behalf.

Authorized Person (print/type full name): _____

Signature: _____ **(Authorized Person)**

Authorized Actions: Appear before City Council/Planning Board/Board of Adjustment on property owner's behalf; Answer questions of the board(s) on property owner's behalf; Appear as the applicant.

1. The North Carolina State Bar has opined on more than one occasion, that non-lawyers representing someone else at a quasi-judicial hearing (such as variances and special use permits) constitutes the unauthorized practice of law (The City Attorney can provide copies of these opinions). Simply providing factual or expert testimony as a witness does not violate this rule.
2. If the applicant is not present and the representative does not have sufficient knowledge regarding the application to satisfy the Planning Board or Board of Adjustment, this may cause the request to be tabled or denied.

I, the undersigned, (owner of the above described property), do hereby acknowledge: (1) that I give authority to the authorized person listed above to appear before City Council/Planning Board/Board of Adjustment on my behalf, (2) that this authorization will not waive my rights as the property owner.

STATE OF _____ COUNTY OF _____

I, _____, a Notary Public in and for said County and

State, do hereby certify that _____ personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

WITNESS my hand and Notarial Seal this _____ day of _____, 20____.

Notary Public

My Commission Expires: _____.

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