

City of



Lumberton

Planning & Neighborhood Services

Special Use Permit process is as follows: Applications must be submitted at least four (4) 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), development site plans, 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. After recording, you may contact Planning and Inspections Departments to obtain the necessary development Permits.
- Application must be complete prior to acceptance.

City Council meets every second Monday of the month.

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

*** Dates, times, fees, and process are subject to change***

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

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:

Owner:

Legal Name: _____

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):

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__.

Notary Public Signature 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__.

Notary Public Signature My Commission Expires: _____

REQUIRED APPLICATION / APPEAL AND SPECIAL USE PERMIT APPENDIX

FOR ELECTRONIC GAMING OPERATIONS

Under the Lumberton City code, Electronic Gaming Operations are allowed only Zones B-4, B-5 and B-7, and even then, only by a Special Use Permit. Further requirements and limitations are set forth in Code Section 35-166.5. Subsection (j) thereof makes an Electronic Gaming Operation impermissible within 1000 feet of certain other uses. If a proposed Electronic Gaming Operation fails to meet these or any other threshold requirements, staff will not accept an application for the required special use permit. A letter setting forth the basis for the refusal to accept the application will be provided upon request.

The following Certification is also required to be signed and notarized before any Electronic Gaming Operation Special Use Permit application or appeal will be accepted and processed:

CERTIFICATION

I, _____, the undersigned applicant for an Electronic Gaming Operation Special Use Permit, or Appellant of an Electronic Gaming Operation-related issue, having been duly sworn, do hereby acknowledge that any false statement herein could be construed as perjury, and further certify that:

1. In addition to the above, the Electronic Gaming Operation for which I am applying, or to which the appeal pertains, is not in any way in contravention or violation of any aspect of Article 37 of Chapter 14 of the North Carolina General Statutes. _____ (initial)

2. I understand that, while the City seeks the assurance set out in Paragraph 1, no action or inaction by the City with regard to an Electronic Gaming Operation Special Use Permit or appeal, shall be construed in any way as a conclusion

by the City that the facility is in compliance with Article 37 of Chapter 14 of the North Carolina General Statutes. I understand that it is not part of the City Special Use process to evaluate the facility for compliance with Chapter 14 (entitled "Criminal Law"), Article 37, of the NC General Statutes, which is, again, clearly a criminal matter. The enforcement of Article 37 of Chapter 14 of the NC General Statutes falls under the purview of Law Enforcement. _____ (initial)

3. I further understand that despite any type of City acceptance of the application or appeal, processing of the same, or approval as for the special use process or appeal, city, county, and/or state law enforcement may investigate the subject facility and determine whether it is in violation of Article 37 of Chapter 14 of the North Carolina Statutes and may take any and all appropriate legal actions, including but not limited to confiscation of property and criminal prosecution, and I understand that in this regard I am proceeding completely at my own risk. _____ (initial)

4. I acknowledge that I have been given the opportunity to consult with legal counsel prior to executing this Certification. _____ (initial)

Notarized signatures:

APPLICANT: _____ (print)

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 was duly sworn, and duly acknowledged the due execution of the foregoing instrument.

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

Notary Public Signature

My Commission Expires: _____

PROPERTY OWNER: _____ (print)

Physical Address

Property 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 was duly sworn, and duly acknowledged the due execution of the foregoing instrument.

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

Notary Public Signature

My Commission Expires: _____

City of



Lumberton

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: _____.

Appendix A Information Required With Applications

A-1. In general.

- (a) As provided in section 35-49, it is presumed that all of the information listed in this appendix must be submitted with an application for a zoning, sign, or special use permit to enable the permit-issuing authority to determine whether the development, if completed as proposed, will comply with all the requirements of Chapter 35. As set forth in section 35-92, applications for variances are subject to the same provisions. However, the permit-issuing authority may require more information or accept as sufficient less information, according to the circumstances of the particular case. A developer who believes information presumptively required by this appendix is unnecessary shall contact the planning staff for an interpretation.
- (b) As also provided in section 35-49, the administrator shall develop application processes, including standard forms, to simplify and expedite applications for simple developments that do not require the full range of information called for in this appendix. In particular, developers seeking only permission to construct single-family houses or duplexes or to construct new or modify existing signs should contact the administrator for standard forms.

(Ord. No. 813, § 1, 6-3-85)

A-2. Written application.

Every applicant for a variance or a zoning, sign, or special use permit shall complete a written application containing at least the following information:

- (1) The name, address, and phone number of the applicant.
- (2) If the applicant is not the owner of the property in question, (i) the name, address, and phone number of the owner, and (ii) the legal relationship of the applicant to the owner that entitles the applicant to make application.
- (3) The date of the application.
- (4) Identification of the particular permit sought.
- (5) A succinct statement of the nature of the development proposed under the permit or the nature of the variance.
- (6) Identification of the property in question by street address and tax map reference.
- (7) The zoning district within which the property lies.
- (8) The number of square feet in the lot where the development is to take place.
- (9) The gross floor area of all existing or proposed buildings located on the lot where the development is to take place.

- (10) If the proposed development is a multifamily residential development, the number of one-, two-, three-, or four-bedroom dwelling units proposed for construction.

(Ord. No. 813, § 1, 6-3-85)

A-3. Development site plans.

Subject to section A-1 of this appendix, every application for a variance or a zoning, sign, or special use permit shall contain plans that locate the development site and graphically demonstrate existing and proposed natural, manmade, and legal features on and near the site in question, all in conformity with sections A-4 through A-6 of this appendix.

(Ord. No. 813, § 1, 6-3-85)

A-4. Graphic materials required for plans.

- (a) The plans shall include a location map that shows the location of the project in the broad context of the city or planning jurisdiction. This location map may be drawn on the development site plans or it may be furnished separately using reduced copies of maps of the Lumberton planning jurisdiction available at the planning and neighborhood services department.
- (b) Development site plans shall be drawn to scale, using such a scale that all features required to be shown on the plans are readily discernible. Very large developments may require that plans show the development in sections to accomplish this objective without resort to plans that are so large as to be cumbersome, or the objective may be accomplished by using different plans or plans drawn to different scales to illustrate different features. In all cases, the permit-issuing authority shall make the final determination whether the plans submitted are drawn to the appropriate scale, but the applicant for a special use permit relies in the first instance on the recommendations of the administration.
- (c) Development site plans should show on the first page the following information:
 - (1) Name of applicant;
 - (2) Name of development (if any);
 - (3) North arrow;
 - (4) Legend;
 - (5) Scale.
- (d) All of the features required to be shown on plans by sections A-5 and A-6 may be included on one set of plans, so long as the features are distinctly discernible.

(Ord. No. 813, § 1, 6-3-85)

A-5. Existing natural, manmade and legal features.

- (a) Development site plans shall show all existing natural, manmade, and legal features on the lot where the development is to take place, including but not limited to those listed below. In addition, the plans shall also show those features indicated below by an asterisk [*] that are located within fifty (50) feet in any direction of the lot where the development is to take place, and shall specify (by reference to the table of permissible uses or otherwise) the use made of adjoining properties.

(b) *Existing natural features:*

- (1) Treeline of wooded areas.
- (2) Orchards or other agricultural groves by common or scientific name.
- ;anchor;(3) Streams, ponds, drainage ditches, swamps, boundaries of floodways and floodplains.
- (4) Base flood elevation data (See Article XVI, Division 1).
- ;anchor;(5) Contour lines (shown as dotted lines) with no larger than two-foot contour intervals. (As indicated in subsection A-6(b)(17), proposed contour lines shall be shown as solid lines.)

(c) *Existing manmade features:*

- ;anchor;(1) Vehicle accommodation areas (including parking areas, loading areas and circulation areas, see section 35-290), all designated by surface material and showing the layout of existing parking spaces and direction of travel lanes, aisles, or driveways.
- (2) Streets, private roads, sidewalks, and other walkways, all designated by surface materials.
 - (3) Curbs and gutters, curb inlets and curb cuts, and drainage grates.
 - (4) Other storm water or drainage facilities, including manholes, pipes, and drainage ditches.
 - (5) Underground utility lines, including water, sewer, electric power, telephone, gas, cable television.
 - (6) Aboveground utility lines and other utility facilities.
 - ;
 - ;anchor;(7) Fire hydrants.
 - ;anchor;(8) Buildings, structures and signs (including dimensions of each).
 - (9) Location of exterior light fixtures.
 - ;anchor;(10) Location of dumpsters.

(d) *Existing legal features:*

- (1) The zoning of the property, including zoning district lines where applicable.

- (2) Property lines (with dimensions identified).
- (3) Street right-of-way lines.
- (4) Utility or other easement lines.

(Ord. No. 813, § 1, 6-3-85)

A-6. Proposed changes in existing features or new features.

- (a) Development site plans shall show proposed changes in (i) existing natural features (see A-5(b)), (ii) existing manmade features (see A-5(c)), and (iii) existing legal features (see A-5(d)).
- (b) Development site plans shall also show proposed new legal features (especially new property lines, street right-of-way lines, and utility and other easements), as well as proposed manmade features, including, but not limited to, the following:
 - (1) The number of square feet in every lot created by a new subdivision.
 - (2) Lot dimensions, including lot widths measured in accordance with section 35-183.
 - (3) The location and dimensions of all buildings and freestanding signs on the lot, as well as the distances all buildings and freestanding signs are set back from property lines, streets or street right-of-way lines (see section 35-184.)
 - (4) Principal side(s) building elevations for typical units of new buildings or exterior remodelings of existing buildings, showing building heights (see section 35-185) and proposed wall sign or window sign area.
 - (5) The location and dimensions of all recreational areas provided in accordance with Article XIII, with each area designated as to type of use.
 - (6) Areas intended to remain as usable open space. The plans shall clearly indicate whether such open space areas are intended to be offered for dedication to public use or to remain privately owned.
 - (7) Streets, labeled by classification (see section 35-210) and street name showing whether curb and gutter or shoulders and swales are to be provided and indicating street paving widths. Private roads in subdivisions shall also be shown and clearly labeled as such.
 - (8) Curbs and gutters, curb inlets and curb cuts, drainage grates.
 - (9) Other storm water or drainage facilities, including manholes, pipes, drainage ditches, retention ponds, etc.
 - (10) Sidewalks and walkways, showing widths and surface material.
 - (11) Bridges.

- (12) Outdoor illumination with lighting fixtures sufficiently identified to demonstrate compliance with section 35-242.
- (13) Underground utility lines, including water, sewer, electric power, telephone, gas, cable television. Water and sewer pipeline signs shall be labeled.
- (14) Aboveground utility lines and other facilities.
- (15) Fire hydrants.
- (16) Dumpsters.
- (17) New contour lines resulting from earth movement (shown as solid lines) with no larger than two-foot contour intervals (existing lines should be shown as dotted lines).
- (18) Scale drawings of all signs requiring permits pursuant to Article XVII, together with an indication of the location and dimensions of all such signs.
- (19) Vehicle accommodation areas (including parking areas, loading areas, and circulation areas, see section 35-290), all designated by surface material showing the dimensions and layout of proposed parking spaces and the dimensions and direction of travel of lanes, aisles, and driveways.
- (20) Proposed plantings or construction of other devices to comply with the screening requirements of Article XIX.

(Ord. No. 813, § 1, 6-3-85)

A-7. Documents and written information in addition to plans.

In addition to the written application and the plans, whenever the nature of the proposed development make information or documents such as the following relevant, such documents or information shall be provided. The following is a representative list of the types of information or documents that may be requested:

- (1) Documentation confirming that the applicant has a legally sufficient interest in the property proposed for development to use it in the manner requested, or is the duly appointed agent of such a person.
- (2) Certifications from the appropriate agencies that proposed utility systems are or will be adequate to handle the proposed development, as set forth in Article XV, and that all necessary easements have been provided.
- (3) Detailed description of play apparatus to be provided in miniparks.
- (4) Legal documentation establishing homeowners associations or other legal entities responsible for control over required common areas and facilities.
- (5) Bonds, letters of credit, or other surety devices.

- (6) Stamped envelopes containing the names and addresses of all those to whom notice of a public hearing must be sent to comply with section 35-102 or section 35-52.
- (7) Complete documentation justifying any requested deviation from specific requirements established by this chapter as presumptively satisfying design standards.
- (8) Written evidence of permission to use satellite parking spaces under the control of a person other than the developer when such spaces are allowed pursuant to section 35-298.
- (9) Written evidence of good faith efforts to acquire satellite parking under the circumstances set forth in section 35-299.
- (10) Time schedules for the completion of phases in staged development, as required by section 35-61.
- (11) The environmental impact of a development, including its effect on historically significant or ecologically fragile or important areas and its impact on pedestrian or traffic safety or congestion.

(Ord. No. 813, § 1, 6-3-85)

A-8. Number of copies of plans and documents.

With respect to all plans and other documents required by this appendix, the developer shall submit the number of copies (not to exceed fifteen (15)) that the administrator deems necessary to expedite the review process and to provide necessary permanent records.

(Ord. No. 813, § 1, 6-3-85)

Appendix B Specifications on Driveway Entrances

All driveway entrances and other openings onto city maintained streets shall, at a minimum, conform to the requirements set forth in the N.C. Department of Transportation's Policy on Street and Driveway Access to North Carolina Highways, as amended. Whenever, in that policy, regulations both for urban and rural situations are given, the urban requirements shall be applicable.

(Ord. No. 813, § 1, 6-3-85; Ord. No. 933, 3-16-87)

Appendix C Vehicle Accommodation Area Surfaces

C-1. Paved surfaces.

Vehicle accommodation areas paved with asphalt shall be constructed in the same manner as street surface. If concrete is used as the paving material, vehicle accommodation areas shall be similarly constructed except that six (6) inches of concrete shall be used instead of two (2) inches

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 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.

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
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