

# Town of Atlantic Beach

## Application Package for Multi-Family Development

The multi-family housing development standards shall apply to all development consisting of more than three (3) dwelling units on a single tract of land and/or the development of two (2) or more buildings located on the same development parcel. Multi-family development guidelines shall not apply to projects meeting the definition of a condotel.



**OFFICE USE**  
Preliminary Fee: \$250  
Final Fee: \$250  
Combined: \$350  
Amount Paid: \_\_\_\_\_  
Date: \_\_\_\_\_

### Basic Project Information

Project Name: \_\_\_\_\_ PIN Number: \_\_\_\_\_  
Project Address: \_\_\_\_\_  
Zoning Class: \_\_\_\_\_ Acreage: \_\_\_\_\_  
Number of Units: \_\_\_\_\_ Number of Buildings: \_\_\_\_\_  
Flood Zone: \_\_\_\_\_ Project Height: \_\_\_\_\_

Approval Sought:  Preliminary  Specific Phase  Entire Project

### Contact Information

Company Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Contact Address: \_\_\_\_\_  
Contact E-Mail: \_\_\_\_\_  
Contact Phone: \_\_\_\_\_  
Contact Fax: \_\_\_\_\_

Engineering Firm: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Contact Address: \_\_\_\_\_  
Contact E-Mail: \_\_\_\_\_  
Contact Phone: \_\_\_\_\_  
Contact Fax: \_\_\_\_\_

### Project Description

Please give a brief description of your project. You may wish to include information on phasing plans, building type, unit sizes, building style, etc. This should give approving boards a vision of the type of project you would like to construct:

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**Setback & Buffer Information**

Describe the adjacent property use to each side of the project including zoning classification:

North: \_\_\_\_\_  
 East: \_\_\_\_\_  
 South: \_\_\_\_\_  
 West: \_\_\_\_\_

**PLEASE NOTE:**

The following property line setback standards and building separation requirements shall be complied with for all multi-family housing developments. However, the Planning Board may require additional setbacks or building separations if in its discretion doing so would promote an improved project more in character with the area surroundings.

Zoning District	Property Line Setback Standards (1)			Building Separation Standards (2)(3)					
	Front	Side	Rear	Front to Front	Front to Side	Front to Rear	Side to Side	Rear to Side	Rear to Rear
RS	25'	10'	20'	40'	30'	35'	15'	25'	20'
GB (4)	10'	10'	0'	20'	15'	20'	10'	15'	20'

- (1) If a project falls within or adjacent to a residential zoning district, the side and rear minimum setback requirements shall be doubled.
- (2) Building spacing from private drives within a development shall meet the same front yard setbacks as required from a public street. Building setback shall be measured from the edge of platted drive closest to the building line.
- (3) Building separations shall be measured from the nearest portion of any building or structure to the nearest portion of the adjacent building or structure. Projections within this separation area shall be regulated in accordance with provisions into a required yard as established in Section 2.9 of this Ordinance.
- (4) Building separation standards within the GB district may be relaxed through compliance with Section 6.1, Causeway Overlay District.

The following buffer standards shall be applied (See UDO Article10):

Zoning District of Subject Property		Zoning District of Adjoining Property		
		CDD, CB, COD	RS, GB	R-1(C), R-1(5), R-1(7), R-1M, R-2, R-3
Zoning District of Subject Property	CDD, CB, COD	0/0	.2/.2	.4/.6
	RS, GB	.2/.2	0/0	.2/.4
	R-1(C), R-1(5), R-1(7), R-1M, R-2, R-3	.4/.6	.2/.4	0/0

Describe Required Buffer Standard For Each Direction:

North: \_\_\_\_\_  
 East: \_\_\_\_\_  
 South: \_\_\_\_\_  
 West: \_\_\_\_\_

Please be sure the landscaping plan is provided in addition to the site plan.

**Recreation Area**

Any development designed under the multi-family housing provisions shall be required to provide outdoor open space or recreational amenities within the development site area equivalent to a minimum two hundred (200) square feet per residential unit in addition to the areas required for building yard separations and minimum setback and buffer standards. However, the Planning Board may require additional open space if in its discretion doing so would promote an improved project.

Recreational Space Required: (# units x 200 square feet) \_\_\_\_\_

Describe Recreational Space and Amenities: (Note this area on site plan)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signage**

Signage location must be denoted on site plan. All signage must meet UDO 11.5.1:

*Residential districts contain developments that require signage. Such developments include, but are not limited to: Single-Family Subdivisions, Multi-Family Developments, Manufactured Home Parks, Churches, and Recreational Facilities. One (1) ground mounted or monument sign per entrance may be utilized providing it does not exceed twenty (20) square feet, and shall not exceed seven (7) feet in height. Additionally, home occupations may install one sign with an area of no greater than four (4) square feet. Home occupation signage shall be permanently fixed to the residence within which the home occupation resides.*

**Trash Removal**

Denote dumpsters and screening method on site plan. If dumpsters will not be utilized, please explain how trash will be disposed of here:

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

**Parking**

All parking for multi-family developments must meet standards outlined in Article 9 of the UDO and be demonstrated on the site plan. The UDO Administrator will provide you with a copy of these regulations. Multi-family developments shall utilize the formula of condominiums and provide at least 1.5 spaces per unit.

Minimum parking: # units \_\_\_\_\_ x 1.5 spaces = \_\_\_\_\_

In addition, one handicap space is required for every 25 spaces. These shall be denoted on site plan.

**Landscaping & Buffering**

Landscaping and Buffering must meet Article 10 of the UDO. The UDO Administrator will provide you with a copy of this information. Please provide a narrative summarizing the landscaping plan:

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**Accessory Structures**

All accessory structures must be clearly demonstrated on the site plan. List accessory structures and associated square footage:

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**Impervious Coverage & Density**

For projects over one acre, is a redevelopment permit being utilized? YES NO  
 If yes, attach permit to application packet.

Does this project require a stormwater management system? YES NO  
 If yes, attach to application packet.

Please be sure you are in compliance with the proper requirements for applicable district:

Zoning District	Minimum Lot Area Per Unit	Minimum Lot Area per Project	Minimum Lot Standards		Height Standards		Maximum Impervious Surface Coverage **
	Per Unit in Multi-Family Development	First Building	Width	Depth	1 & 2 Family Units	3+ Family Units	
RS	2,000 sf	14,000 sf	120'	120'	45'	55'	40%
GB	2,500 sf	10,000 sf	100'	100'	45'	55'	75%
CDD	REFER TO SECTION 6.9						

\*\* Does not apply to projects over one acre with a redevelopment permit.

**Additional Approvals Needed**

Does this project require DOT approval? YES NO  
 If yes, attach approval to application packet.

Does this project require a state wastewater permit? YES NO  
 If yes, attach to application packet. If unavailable, attach an explanation

Does this project require approval from CAMA? YES NO  
 If yes, attach to application packet.

**Septic/Sewer**

Please describe plans for septic/sewer:

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**Streets & Driveways**

Type:  Public  Private

Width: \_\_\_\_\_

Material: \_\_\_\_\_

**Lighting**

The lighting plan must be in accordance with UDO Sections 9.16, 9.17, 9.18 and 9.19. The UDO Administrator will provide a copy of these requirements. Please describe how you will meet the lighting plan:

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**Water**

Please describe plans for water:

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**Required Attachments and Copies Required to go to TRC:**

Site Plans: 10

Landscape Plan: 10

Light Plan: 10

**Notes:**

► Prior to the sale of any dwelling unit within a multi-family housing development, projects must be established as condominiums pursuant to the North Carolina General Statutes Chapter 47A or Chapter 47C. The sale of any dwelling unit or occupiable space must be in accordance with the condominium act. A copy of the final condominium documentation shall be supplied to the Planning Department for inclusion into the files of the approved development plans.

► After Council approval, a commercial zoning permit will be necessary prior to obtaining building permits.

► Independent permits will need to be obtained prior to installation of signage.

► Independent permits will need to be obtained prior to installation of outdoor hot tubs and pools where applicable.

► Independent permits will need to be obtained prior to installation of fencing where applicable.