

# Town of Burgaw Development Process

New development or redevelopment of a property is often a multi-step, multi-department process. The following information should guide your planning and help to answer many of your questions, but please contact the appropriate department if you need clarification or would like further explanation.

## Zoning Compliance Permits

The first step in the development process starts in the planning department. While most small-scale projects can receive zoning approval within a day, please contact the planning administrator to set up a meeting to review larger or more complex projects. She will be able to provide you with information on all required zoning permits and approvals (general zoning permit, conditional use permit, subdivision review, text change amendments, variances, etc.), information needed for the application (such as landscaping plans), and additional regulations, so that you can develop your property the way you intend. She will also coordinate with the Public Works and Inspections departments so many of your questions can be answered up-front. A pre-application technical review meeting may be required for more complex projects.

## Site-Development Related Permits

Development projects may require a variety of permits—water/sewer permits, driveway permits, stormwater permits, etc.—and review of outside agencies, including the NC Department of Transportation, the NC Department of Natural Resources, and the Army Corp of Engineers. If your property is located in a floodplain, Elevation and/or No-Rise Certificates may be required from a licensed surveyor before permits are issued and construction can begin. Particular uses may also trigger water/sewer impact fees and/or tap fees. Most additional requirements will be identified at the zoning compliance permit phase, and these permits will be required prior to applying for and receiving building permits.

## Building Permits

The Town of Burgaw Inspections Department is responsible for all building permits and inspections. The building inspector will also ensure that all required permits and fees are submitted as required. All required information must be in place and final building and zoning inspections are required before issuance of a certificate of occupancy.

## Contacts

As a note, the development process may take longer than you anticipate. Please contact the planning department as early in the process as possible to make sure you are aware of all requirements and to set up a pre-application technical review meeting if necessary.

### **Town of Burgaw Planning Department**

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### **Town of Burgaw Public Works**

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