



APPLICATION FOR SITE PLAN REVIEW

Instructions:

Please complete the application below including all required attachments and the **application fee of \$200.00** and return to the Beaufort Town Hall, 701 Front Street or P.O. Box 390; Beaufort, N.C., 28516. Incomplete applications will not be processed but **will be** returned to the applicant. Please contact Town Hall 252-728-2141 if there are any questions.

APPLICANT INFORMATION

Applicant/Company Name: _____

Applicant Address: _____

Applicant Phone Number(s): _____

Applicant Email Address: _____

PROPERTY INFORMATION

Property Owner Name: _____

Property Owner Address: _____

Property Owner Phone(s): _____

Property Owner Email Address: _____

Property Address: _____

PIN # and Block #: _____

Size of property (in sq. ft. or acres): _____ Current Zoning: _____

Applicant Signature: _____ Date: _____

Property Owner Signature*: _____ Date: _____

**Property owner signature needed if different person than the applicant. In lieu of a signature here, a signed note from the owner is acceptable.*

An **application fee of \$200.00**, either in cash, money order, or check made payable to the "Town of Beaufort" must accompany this application (a credit card payment can be made in person at Town Hall). The complete application, payment, and supporting materials **must** be received by Town Staff at least 15 working days prior to a regularly scheduled Planning Board [meeting date](#).

Please refer to the **Land Development Ordinance, Section 18** for the submission procedures and [list of materials](#) required to submit with this application. If any document(s) greater in size than 11"x17" will be submitted, please submit at least **14 copies** of the document(s).

The Town's website is www.beaufortnc.org.

OFFICE USE ONLY

Date: _____

Reviewed for completeness by: _____

Received by: _____

Date deemed complete/accepted: _____