



## APPLICATION FOR SITE PLAN REVIEW

### Instructions:

Please complete the application below including all required attachments and the **application fee of \$300.00** 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 Planning and Inspections at 252-728-2142 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 \$300.00**, 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 needed to submit with this application. All plans and drawings submitted should be submitted in an electronic or digital copy and at least one paper color copy of such plans and drawings submitted.

The Town's website is [www.beaufortnc.org](http://www.beaufortnc.org).

### OFFICE USE ONLY

Revised 08/2020

Date: \_\_\_\_\_

Reviewed for completeness by: \_\_\_\_\_

Received by: \_\_\_\_\_

Date deemed complete/accepted: \_\_\_\_\_