



Residential Site Plan and As-Built Survey Requirements

Please refer to the Town of Duck Residential Permitting Guidelines to determine if your application for a building or land disturbance permit requires submission of a residential site plan. Site plans for new residential construction projects and additions beyond the existing footprint of the dwelling should consist of a current survey prepared by a North Carolina Licensed Land Surveyor. Site plans for minor development activities including deck additions and accessory structures may be based on older surveys if all existing property improvements are shown and these can be field verified. Below is a list of the information required to be shown on residential site plans. Some items may not be necessary depending on the scope of individual projects. Please contact the Town of Duck Department of Community Development if you have a question regarding the application requirements for your specific project.

Upon completion of all land disturbing activities and prior to final inspection and receipt of a Certificate of Occupancy for new structures or additions, an updated as-built survey (2 copies) may be required in accordance with the Town of Duck Residential Permitting Guidelines.

All surveys should show:

1. Land Surveyor Certification and contact information
2. Scale (not less than 1"=50) and North Arrow
3. Vicinity Map
4. Legend
5. Adjacent rights of way and distance from the edge of the pavement, curb, path or sidewalk to the property line, including street names and cross streets. Show center of adjacent streets and curb elevations (if applicable).
6. Adjacent lot numbers
7. Lot Dimensions and Area in square feet
8. Minimum building line (front) and required side and rear building setback lines
9. Legal Description/ Subdivision Name, Lot and Block
10. Property Owners' name(s)
11. Dare County Assessor's PIN Number

12. Street Address
13. Easement Lines and Dimensions
14. Driveways and Parking Areas, with proposed areas exhibiting 10x20 parking spaces (including spaces proposed under structures) and driveway width (min.12') from the street to the house
15. Location and Dimensions of proposed and existing structures, with distance to all property lines and other structures. Identify each building by its use (garage, single family detached, etc.)
Make sure there is a clear distinction between existing buildings and any proposed additions.
Also show any buildings to be demolished
16. Lot Corner, House Corner and Pool Corner Elevations
17. Spot Elevations at the center of lot lines adjacent to rights of way and the high and low spots on the lot. If requested by the planning office for lots with substantial elevation differences, supplemental information following submission of a site plan may be required, to include: Site contours at maximum two foot intervals showing elevation of the land and direction of the slope; percent of slopes; grade break lines and extended contour lines to identify adjoining property conditions.
18. Proposed grading and filling on site (areas of grading and filling and depth of excavation or fill proposed) if applicable
19. Known location of underground features, including but not limited to wells, septic systems (proposed or existing), underground tanks [Septic system approved required through Dare County Department of Environmental Health—indicate location of tank, pump and drainfield]
20. Critical areas and buffers as follows
 - FEMA flood zones, with FEMA map references
 - CAMA Areas of Environmental Concern and setback lines
 - Wetlands, streams, ponds, drainage swales
 - Shorelines
 - Mean high water marks and first line of stable natural vegetation
21. Location of overhead utilities—existing poles and lines
22. Location of existing and proposed fences, retaining walls, bulkheads
23. Lot Coverage calculated as a percentage of lot coverage to lot area and further broken down by square foot as follows:
 - Buildings and outbuildings (not including unroofed decking/steps open to ground below)
 - Patios, driveways, parking areas in pavers, concrete, asphalt
 - Swimming pools and their concrete surrounds
 - Concrete or paver walkways

- Other impervious features such as hot tubs, peat system pods, sport courts

24. Lot Coverage within the CAMA Area of Environmental Concern (for Estuarine and Public Trust Shorelines only) calculated as a percentage of lot coverage subject to CAMA regulations to area in the AEC. Must include all site features regulated by the Coastal Area Management Act (buildings and outbuildings with all roofed decks and steps, all concrete, asphalt, pavers and gravel patios, driveways, walkways and parking areas, plus pool decks and sports courts and similar facilities) within the AEC.
25. Location of all dunes and dune system contours, labeling the dune crest and both the landward and oceanward dune toes. Spot elevations on the highest portion of the dunes.