

**CITY OF ALBEMARLE
COORDINATION FORM**

City Tracking Number: _____ County Tracking Number: _____

Date Received: _____

Type of Development: Commercial Industrial Residential

Section I: Applicant Information

Applicant Name: _____ Phone Number: _____

Mailing Address: _____ Email: _____

Property Owner (*if Different*): _____ Phone Number: _____

Mailing Address: _____ Email: _____

Contractor Name: _____ Phone Number: _____

Email: _____

Architectural/Engineering Firm: _____ Phone Number: _____

Email: _____

Section II: Property and Purpose Information

Property Information:

Street Address: _____ If new address check here:

Lot Acreage: _____ Tax Record Number: _____

Will a new driveway be installed? Yes No If "Yes", driveway permit required and Fee May Be Required

Property & Building Purpose Information:

Previous Building Use if Known: _____

Proposed Building Use: _____

Building Square Footage: _____

Will chemicals be used or stored: Yes No Type: _____

Description of Activities/Uses:

Will a new sign be installed? Yes No If "Yes", sign permit required and Fee May Be Required

Structural Development Information:

Activity: *Select all that apply*

- New Structure
- Addition
- Alteration
- Relocation
- Demolition
- Accessory Use
- Remodel

Structure Type: *Select 1*

- Single-Family Residential
- Two Family Residential
- Multi-Family Residential
- Manufactured Home
- Mixed Use
- Non-Residential
- Tent
- Other: _____

Other Development: *Select all that apply*

- Clearing
- Drilling
- Watercourse Alteration
- Drainage Improvements
- Road Construction
- Individual Water and Wastewater
- Other (specify): _____

- Fill
- Grading
- Mining
- Excavation (except structural)
- Subdivision – number of lots: _____
- Parking lot – number of spaces: _____

Land Disturbing Activity:

If this project entails land disturbing activities how many acres will be disturbed: _____

The North Carolina Department of Environmental and Natural Resources reviews projects involving one (1) acre or more of disturbed area. The City of Albemarle, regardless of disturbed area requires that best management practices for Soil Erosion and Sedimentation Control be depicted on all plans, and that such best management practices be installed according to and as specified in the plans as originally submitted and approved.

I certify that the information above is true and correct and that I will conform with all applicable laws and policies of the City of Albemarle and the State of North Carolina in connection herewith.

Signature of Applicant: _____

Date: _____

City of Albemarle Use Only

Section III: City Planning and Community Development

Existing Zoning: _____ Proposed Use Permitted: Yes No*
Further Action Required: Yes No
 Conditional Use Text Amendment Map Amendment

Is the above described property within the Flood Hazard Area? Yes No
If "Yes" applicant must complete application for Permit to Develop in a Flood Hazard

Is the above described property within the Watershed Area? Yes No
If "Yes" is the property/use Exempt: Yes No
If "No" applicant must complete application for Watershed Protection Permit

Is the above described property within the Historic District? Yes No
If "Yes", Certificate of Appropriateness may be required.

Setbacks: Front: _____ Rear: _____ Sides: _____ Side with Street: _____
Buffers: _____
Landscaping: _____
Signature of Planning Staff: _____ Date: _____

Section IV: NC Building Code Classification

Current Classification or Previous Classification: _____
Proposed Classification: _____
Is this a "Change of Use": Yes No Under Review
Is Fire Protection or Detection Required: Yes No Type: _____
Are "Operational Permits" Required? Yes No Type: _____
Signature of Fire Marshal or Designee: _____ Date: _____

Section V: Power Authorization

Provisional Power Authorized: Yes No
Power Authorized: Yes No
Temporary Power Authorized: Yes No
Signature of Fire Marshal or Designee: _____ Date: _____



CITY OF ALBEMARLE COORDINATION FORM INSTRUCTIONS

The City of Albemarle requires a Coordination Form be submitted to the City's Planning and Community Development Department for any development within the city's jurisdiction prior to applying for building permits and utility connections.

Applicant Instructions: Applicants must complete **Section I** and **Section II**

Section I: Applicant Information

- You must provide your name, mailing address, phone number and email address.
- Provide the property owner's name, mailing address, phone number and email address if different.
- If you are using a contractor provide the contractor's name, phone number and email address.
- If you are using an architectural or engineering firm provide the firm's name, phone number and email address.

Section II: Property and Purpose Information

- Provide the property information including street address, lot acreage, and tax record number. (if it is a new address check the "new address" box)
- Indicate if a new driveway will be installed. If "yes" a driveway permit will be required by either the City of Albemarle or North Carolina Department of Transportation and a fee may be required.
- Provide information on past (if known) and intended use of the property and building.
- Provide the square footage of the building or space.
- Indicate if chemicals will be used and/or stored onsite. If "yes" please list the type of chemicals.
- Provide a description of the intended use and activities that will take place in the building and/or space. List any and all activities that may take place including future activities.
- Indicate if a new sign will be installed. If "yes" a sign permit will be required and a fee may be required.
- Select all that apply Activity and Structure Type in the lists
- Indicate any other development from the list and provide additional information as requested
- If the project will disturb land (grading, paving, building, etc) provide the size of disturbance in acres.
- **Application will not be accepted unless it is signed and dated by applicant**

Applicant must submit completed Coordination Form to the City of Albemarle's Planning and Community Development Department for approval prior to applying for city utilities and/or building permits from Stanly County Central Permitting.