

**CITY OF ALBEMARLE  
COORDINATION FORM**

City Tracking Number: \_\_\_\_\_ County Tracking Number: \_\_\_\_\_

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

Type of Development:     Commercial     Industrial     Residential

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**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: \_\_\_\_\_

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**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.*

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**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**

*Check One:*  
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.**