



**TOWN OF OAK RIDGE**  
 8315 Linville Road, P.O. Box 374, Oak Ridge, NC 27310  
 phone (336) 644-7009 fax (336) 644-7012  
 www.oakridgenc.com

**Development Clearance Certificate**

2018

Instructions: A Development Clearance Certificate is required for all development regulated by the Town of Oak Ridge Code of Ordinances. This Certificate must be completely filled-out, signed by an authorized Town of Oak Ridge representative, and (when required) submitted to the Guilford County Planning & Development Department for the appropriate permit issuance before any work may commence on the project. Changes to the scope of work or plat plan must be re-reviewed by the Town of Oak Ridge and a new certificate issued. Depending on the permit type a plot plan or other supporting documentation may be required.

TYPE OF PERMIT	DCC PERMIT#

PROPERTY INFORMATION	
property address:	etj:
tax map parcel number:	subdivision name:
section or phase number:	lot number:
plat book number:	page number:

APPLICANT INFORMATION	
Name:	phone number:
mailing address:	
email:	
owner's name (if different than above):	
owner's address:	
zip code:	phone number:

ZONING INFORMATION					
zoning district:			certificate of appropriateness approval date:		
<b>required setbacks:</b>	front:	right:	left:	rear:	corner lot:
construction type:					
proposed use:					
zoning or development conditions/limitations/remarks:					

OWNER / CONTRACTOR/REPRESENTATIVE CERTIFICATION	
signature:	date:

PLANNING DEPARTMENT CERTIFICATION	
town official:	date:

Soil erosion and sediment control is required on building and construction land-disturbance activities per G.S. 113A-57. Install and maintain necessary soil erosion and sediment control measures to prevent impact to streams, wetlands, public and private properties.



**GUILFORD COUNTY INSPECTIONS DEPARTMENT**  
400 West Market Street  
Greensboro, NC 27402

## **Plot Plan Requirements**

### **Projects Requiring Plot Plans**

Plot plans are required for the following:

- All permitted improvements to single-family homes, duplexes, and townhomes involve a change in footprint. Plot plans are not required for commercial projects with an approved site plan
- Additions
- New residential construction
- Accessory structures (Decks, garages, retaining walls, sheds, swimming pools, etc.)
- Any other activity which adds a structure or other improvement to the property

If you have access to a survey of your property, you can use it. If you need help, you can draw the plot plan yourself. If you draw the plot plan yourself, be sure to sign it and include the date.

### **Needed Information**

1. The plot plan should be drawn to scale. An acceptable engineering scale should be used.
  - Draw the property lines (front, sides, and rear).
  - Show the actual measurements on each line. Any easements, streams, or restrictions, including allowable and proposed impervious surfaces and/or a flood zone, must be shown. Show the name and location of all streets and utilities on or adjacent to the property. Indicate which direction is north.
  - Impervious surface allowances and the proposed utilization in square feet must be shown.
2. **For new house construction:** Draw the house within the property lines, showing the exact distance from the property lines (front, sides, rear). Also, show the dimensions of the house and the distance to property lines.
3. **For additions:** After completing 1 and 2 above, draw the addition in the proper place, showing the distance to applicable property lines and the added dimension. Indicate what is existing and what is proposed to be built.
4. **For accessory structures** (includes garages, storage buildings, carports, etc.): After completing #1 above, draw the accessory structure in the proper place on the lot, showing the distance to each applicable property line. Provide the dimensions of the accessory structure.
5. Show all existing structures on site.

# Example of a Plot Plan

