



THE VILLAGE OF PINEHURST
 PLANNING & INSPECTIONS DEPARTMENT
 395 MAGNOLIA ROAD
 PINEHURST, NC 28374

NEW RESIDENT PERMITTING INFORMATION

The Planning and Inspections Department is responsible for the review and approval of permit requests for all of the following:

- 1) New homes, additions, and alterations (pools, decks, patios, playhouses, accessory buildings, etc.)
- 2) Fences, retaining walls, columns, pet houses, and pet runs
- 3) Bulkheads and docks
- 4) Propane tanks
- 5) Irrigation wells (where allowed)
- 6) Playground equipment
- 7) Home occupations

Overview of fee schedule:

Application for plan review- new house, alteration, addition, playhouse, patio, accessory structure, etc.	\$225.00
Application for fence, wall, pet house, or similar structure	\$50.00
Application for bulkhead and dock	\$50.00
Application for deck, swimming pool, and spa	\$100.00
Application for irrigation well	\$100.00
Application for propane tank	\$25.00
Change-outs and upgrades (residential)	\$50.00
Application for playground equipment	\$35.00
Application for home occupation	\$50.00
Application to request change of address	\$35.00

PLAN SUBMITTAL

Plans for new homes, additions, alterations, retaining walls, patios, bulkheads, docks, decks, pools, spas, and accessory buildings may be submitted to our office on Wednesdays, before 1:30 p.m. Packets of information for each of these procedures are available in the lobby of the Planning and Inspections Department. For questions regarding the submittal of such plans, please contact the Planner Technician at (910) 295-2581. Please note that for each of the aforementioned submittals, the homeowner must appear before the Community Appearance Commission (CAC) before issuance of the building permit. Property owners in Old Town must first appear before the CAC, and also the Planning and Zoning Board (P&Z). ANY exterior change to any structure on your property requires a building permit.

FENCES

Fences can be up to six feet in height in the side and rear yards, if the lot does not abut a golf course or a lake. Fences in the front yard may only be 3 ½ feet in height, and may not be located in the Village right-of-way. Packets are available in our lobby and they will instruct homeowners as to what type of fences are allowed in their zoning district. Plans for fences, walls, pet houses, pet runs and similar structures may only be submitted on Wednesdays, before 1:30 p.m. Please contact our office at (910) 295-2581 with any questions.

PROPANE TANKS

Propane tanks with a capacity of 50 pounds or greater require a permit. Tanks must be buried and placed at least ten feet from the property lines. The exposed cap must be painted dark brown or forest green. Propane tanks are not permitted on vacant lots. Applications for propane tanks are accepted daily, any time during regular business hours. For questions regarding propane tanks, please contact our office at (910) 295-2581.

IRRIGATION WELLS

Irrigation wells are not allowed on lots located within the Pinehurst Well Field. You may visit our office to view a copy of the well field map. For properties located outside of the well field, irrigation wells may be drilled once a permit is obtained from our department. At the time of application, a site plan of the lot showing the elevation above sea level for the proposed well location must be submitted. Permits are issued on a case-by-case basis, meaning that if the well contractor you have selected to do the job has any outstanding permits issued, he must first finish these projects before we can accept any paperwork related to new well construction. For questions regarding irrigation wells, please contact our office at (910) 295-2581.

PLAYGROUND EQUIPMENT

All swing sets and playground equipment must be located in the side or rear yard and must be set in at least eleven feet from the property line(s) (excluding lots abutting golf courses, for which golf course setbacks will apply). No component of the equipment shall be higher than fourteen feet from grade and no part of any structure designed to hold individuals shall be higher than seven feet. Platforms shall have railings and vertical members in required railings shall be spaced a maximum of four inches apart. Playground equipment shall have appropriate screening as required by our department from all adjacent property lines and shall be earthtone in color. A protective surfacing of mulch, wood chips, or fine sand is recommended. At the time of application submittal, a site plan of the property must be provided showing that the required setbacks will be met. Applications are accepted daily, during regular business hours. For questions regarding playground equipment, please contact our office at (910) 295-2581.

MISCELLANEOUS

The Pinehurst Development Ordinance (PDO) and the Pinehurst Municipal Code (PMC) are the two bodies of work that define many standards and conditions required of all Pinehurst property owners. The PDO regulations apply to owners of property within the Pinehurst city limits, as well as those in the extra-territorial jurisdiction (ETJ). The PMC regulations only apply to those property owners within Pinehurst city limits.

The PDO includes conditions such as the following:

1. Boats may only be parked on private property for seven days each month.
2. Oversized vehicles, commercial vehicles and trailers are not allowed to be stored in residential districts.
3. Basketball goals may not be located within the Village right-of-way.
4. Temporary signs advertising the sale, lease, or rental of property can be no larger than twelve by eighteen inches in total surface area, dark green and white in color, no taller than three feet from grade, and set back ten feet from the road. Signs must be removed within three days of the sale, lease, or rental of the property. One sign is allowed per five-acre lot, and no directional signage is allowed. Signs placed closer than ten feet from the road will be removed and destroyed. The same conditions apply to those signs for construction sites for single-family residential structures. Signs for yard sales are allowed, with one sign on the lot where the yard sale is located, and no more than two additional off-site signs. These signs shall not exceed four square feet in surface area and may be no closer than ten feet from the road. Yard sale signs may be erected three days before the event and must be removed within one day of completion of the event. No permit is required for temporary signage and no fee will be charged.

5. Swimming pools installed after September 24, 2002, must be enclosed by a fence a minimum of four feet in height. At the end of the swimming season, the pool water structure, or chamber shall be treated, altered, or maintained so as to prevent the development of unsanitary conditions.
6. Home occupations are allowed, given that the principal person providing the service resides in the dwelling on the premises. The area used for the business may not exceed twenty percent of the combined floor area of the structure or five hundred square feet, whichever is less. There shall be no advertising devices on the property, no additional parking areas other than the driveways are allowed, wholesale or retail sale of goods shall not occur on the premises, and the business may not create any additional traffic or parking congestion in the area. A permit is required for any home occupation.
7. Temporary use permits are required for any civic or cultural event, grand openings, concerts, parades, athletic events (including those which utilize Village property, public streets, or right-of-ways), and other temporary events of community-wide significance. The permit fee is \$50.00 and applications shall be filed at least two weeks prior to the date of the scheduled event. If public safety support is requested from the Village, applications must be filed at least four weeks before the event. For all events requiring the use of Village property (i.e. streets, parks, etc.), a Release and Indemnity Agreement must be submitted.

The PMC regulations include the following:

1. Garbage and trash shall be kept in securely covered, portable, above ground containers made of non-rusting material, not exceeding thirty-three gallons. Containers must be placed curbside prior to 7:00 AM on the day of pick up and must be removed from curbside by the end of the day of pick up. When not placed at curbside for pick up, containers shall be placed at or near the side or rear entrance of any residence.
2. The approved hours of construction fall between 7:00 a.m. and 7:00 p.m. on Monday through Saturday. The Pinehurst Police Department enforces the noise ordinance (i.e. loud music, barking dogs, etc.) and their phone number is (910) 295-3141.
3. All dogs and cats over four months old kept in Pinehurst must be licensed. You may contact the Village Hall at (910) 295-1900 for pet licensing information. No dog owner shall allow such animal to run at large or act as a nuisance within the corporate limits of Pinehurst. Such owner shall keep the dog on a secure leash and shall be responsible for the actions of the dog, including the cleaning up of dog droppings on Village property.

4. The Village considers several conditions to be public nuisances. Some of these conditions include: the uncontrolled growth of weeds or grass over eight inches high, or other unsightly vegetation; the accumulation of rubbish, trash, or junk causing, or threatening to cause the accumulation of stagnant water or the inhabitation of rats, mice, snakes, or vermin; any accumulation of animal or vegetable matter that is offensive by the virtue of odors; the open storage of any refrigerator, stove, glass, building material, or building rubbish; damaged structures and resulting debris; damaged canopies, signs or awnings; burned or partially burned structures and buildings; indoor upholstered furniture being stored outdoors; and any accumulation of combustible items such as mattresses, boxes, paper, tires, brush, refuse, old clothes, rags, damaged trees, or downed or leaning trees. If any of the above conditions are found to exist on any Village property, the property owner will be contacted by the Village, advised of the law, and asked to take immediate steps to correct the violation.
5. Any vehicle that does not display a current and valid license plate, and is partially dismantled or wrecked, or cannot be self-propelled or moved in the manner in which it was originally intended to move shall be considered a "junked motor vehicle" and appropriate action will be taken by the Village to abate the situation.
6. No more than one licensed motor vehicle may be displayed for sale or trade on private property at any given time for a period not to exceed thirty days. No more than two vehicles may be displayed for sale or trade on the premises within the same twelve-month period. The vehicles must be registered to the property owner of the premises on which the vehicles are displayed. No vehicles for sale shall be located on vacant lots and prior to displaying a vehicle for sale, the owner must register the car for sale at our office.

Please understand that this is only a brief overview of some of the rules and regulations in Pinehurst. You may contact our office at (910) 295-2581 with any questions or concerns regarding any information found here.