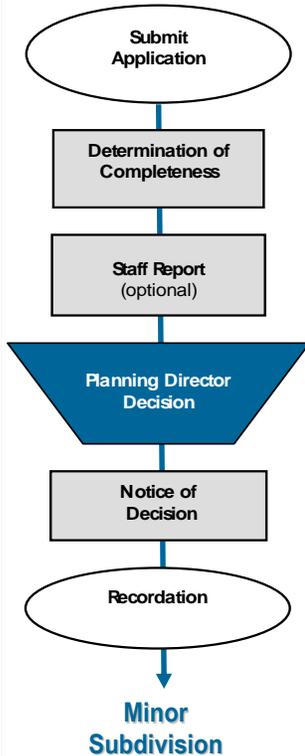




# Minor Subdivision Review Process



## Contact Information

Currituck County  
Planning and Community Development  
153 Courthouse Road, Suite 110  
Currituck, NC 27929

Phone: 252.232.3055  
Fax: 252.232.3026

Website: <http://www.co.currituck.nc.us/planning-community-development.cfm>

## General

**Traditional Minor Subdivision** – The division of land into five or fewer lots when the subdivision does not constitute a no review subdivision and the subdivision fronts on an existing NCDOT maintained public street or private access street.

**Family Subdivision** – A subdivision where single family lots may only be conveyed to family members within two degrees of kinship (e.g. child, grandchild) and the division of lots may occur at a rate not greater than one lot per year up to a maximum of five lots.

## Water System Requirements

Excluding Family Subdivisions, all lots within a subdivision, including a traditional minor subdivision, must connect to the county water supply system. In cases where there is no county water supply system within the area, or the distance from a proposed subdivision to an existing county water main exceeds the required distance for connection, the owner must pay a fee for the future water improvements.

Patrick Irwin, Director of Public Utilities, will facilitate the water system connection requirements. Please contact Mr. Irwin at [Pat.Irwin@CurrituckCountyNC.gov](mailto:Pat.Irwin@CurrituckCountyNC.gov) or 252-232-6047.

## Step 1: Application Submittal and Acceptance

The applicant must submit a complete application packet. A complete application packet consists of the following:

- Completed Currituck County Minor Subdivision Application
- Application Fee (\$50)
- Copy Site Evaluation by Albemarle Regional Health Services
- Copy of Currituck County Water Department receipt for water connection or future connection fee payment (Family Subdivisions are exempt)
- A final plat drawn to scale. The plat shall include the items listed in the design standards checklist
- One paper copy of final plat
- Fully executed Street Name Request form, if applicable

On receiving an application, staff shall, within ten business days, determine whether the application is complete or incomplete. A complete application contains all the information and materials listed above, and is in sufficient detail to evaluate and determine whether it complies with appropriate review standards. If an application is determined to be incomplete, the applicant may correct the deficiencies and resubmit the application for completeness determination. Failure to resubmit a complete application within 45 calendar days after being determined incomplete will result in the application being considered withdrawn.

### Step 2: Staff Review Decision Making Standards

Once an application is determined complete, staff may prepare a staff report and shall provide a decision on the application. The staff report may identify and recommend conditions of approval addressing how compliance deficiencies might be corrected and adverse effects of the application might be mitigated. A minor subdivision shall be approved on a finding that:

- It complies with the UDO.
- It will result in lots that are at least 40,000 square feet in area, unless in the SFR district, where lots shall be at least 120,000 square feet in size;
- It will result in five or fewer lots created from the parent parcel or tract (including the residual parcel or tract of less than ten acres in area), as it existed on April 2, 1989;
- It does not create a private access street serving more than two lots unless it is a family subdivision; and,
- Any private access street complies with Private Access Street Standards in the UDO.

Family subdivisions shall follow the review procedure for minor subdivisions and shall comply with the general standards above as well as the following:

- Lots shall be conveyed solely to family members within two degrees of kinship (e.g., child, grandchild);
- No more than one lot shall be created per year;
- Ingress and egress to a lot shall not be from a major arterial street;
- Private access streets created shall not serve more than five lots; and,
- Principal uses shall be limited to single family detached dwellings and customary accessory uses.

Note: Staff review comments are valid for six months. If outstanding items have not been received within six months of the comments being issued, the minor subdivision file will be voided.

### Step 3: Final Plat Signature and Recordation

Once the final plat is reviewed and corrections, if any, are made, the following items must be submitted:

- 2 paper copies
- 1 hard copy of ALL documents
- 1 – 8.5" x 11" copy of plan
- 1 Mylar copy for signature and recording

Staff will sign the Mylar and return it to the applicant for recordation with the Currituck County Register of Deeds within 90 days of its approval or it shall be null and void.



# Minor Subdivision Application

OFFICIAL USE ONLY:

Date Filed: \_\_\_\_\_  
Gate Keeper: \_\_\_\_\_  
Amount Paid: \_\_\_\_\_

### Contact Information

APPLICANT:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

PROPERTY OWNER:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: \_\_\_\_\_

SURVEYOR (if different from applicant):

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

### Request

Subdivision Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Parcel Identification Number \_\_\_\_\_ Number of Lots : \_\_\_\_\_

TYPE OF SUBDIVISION

- Traditional
- Family

I hereby authorize county officials to enter my property for purposes of determining compliance with all applicable standards. All information submitted and required as part of this process shall become public record.

\_\_\_\_\_  
Property Owner(s)/Applicant\*

\_\_\_\_\_  
Date

**\*NOTE: Form must be signed by the owner(s) of record, contract purchaser(s), or other person(s) having a recognized property interest. If there are multiple property owners/applicants a signature is required for each.**

**Minor Subdivision Design Standards Checklist**

The table below depicts the design standards for a final plat for a minor subdivision application. Please make sure to include all applicable listed items to ensure all appropriate standards are reviewed.

# Minor Subdivision Design Standards Checklist

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

Project Name: \_\_\_\_\_

Applicant/Property Owner: \_\_\_\_\_

<b>Minor Subdivision Design Standards Checklist</b>	
1	Name of Subdivision, Township, County, State
2	Name, signature, license number, seal, address, and phone number of land surveyor, engineer, architect, planner, and/or landscape architect involved in preparation of the plat
3	Property owner name(s), address, phone number, and e-mail address.
4	Site address and parcel identification number
5	North arrow and scale to be 1" = 100' or larger
6	Vicinity map showing property's general location in relation to streets, railroads, and waterways
7	Zoning classification of the property and surrounding properties
8	All applicable certificates and statements as listed in Section 3.1.2 of the Administrative Manual
9	A scaled drawing showing the following existing features within the property and within 50' of the existing property lines: boundary lines, total acreage, adjacent use types, sidewalks and pedestrian circulation courses, streets, rights-of-way, easements, structures septic systems, wells, utility lines (water, sewer, telephone, electric, lighting, and cable TV), fire hydrants, culverts, stormwater infrastructure (drainage pipes, ditches, etc.), water bodies, wooded areas, and cemeteries
10	Lot layout including lot lines locations and dimensions, total number of lots, total lot area, and lot numbers for entire tract (No future development area left undefined)
11	Location of all designated Areas of Environmental Concern or other such areas which are environmentally sensitive on the property, such as Maritime Forest, CAMA, 404, or 401 wetlands as defined by the appropriate agency.
12	Location or areas to be used for non-residential and multi-family purposes, if applicable.
13	Location and type of site identification signs, traffic control signs, street name signs, and directional signs, if applicable.
14	Flood Zone line and Base Flood Elevation as delineated on the "Flood Insurance Rate Maps/Study Currituck County"
15	Street name and street addresses as approved by GIS
16	Contour intervals of two feet, with flood elevation data, if required by the administrator
17	Delineate all soil series based on Currituck County Soils Map or NC licensed Soil Scientist
18	Proposed street design data with profile, if applicable.
19	Monumentation set and control corner established.
20	Appropriate certification blocks and notes.

## Minor Subdivision Submittal Checklist

Staff will use the following checklist to determine the completeness of your application within ten business days of submittal. Please make sure all of the listed items are included. The Planning Director shall not process an application for further review until it is determined to be complete.

# Minor Subdivision Submittal Checklist

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

TRC Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

Applicant/Property Owner: \_\_\_\_\_

### Major Subdivision – Preliminary Plat Submittal Checklist

1	Complete Minor Subdivision application	
2	Application fee (\$50)	
3	Final Plat with surveyor's seal	
4	Completely executed street name approval form	
5	Copy of Site evaluation from ARHS	
6	Copy of Currituck County Water Department receipt for water connection fee or future connection fee paid (Family Subdivisions are exempt)	
7	Wetland certification letter and map, if applicable	
8	Letter of commitment from centralized water provider, if applicable	
9	NCDENR, PWS, wastewater and waterline extension certification, if connecting to existing central water	
10	NCDENR, DWQ stormwater management permit (including application, plan, narrative, and calculations), if disturbing more than one acre or 10,000 square feet or more of built upon area.	
11	NCDENR, DLQ, erosion and sedimentation control permit, if one acre or more of total land disturbance.	
12	NCDENR, DCM CAMA permit, if development is proposed within the coastal management's area of environmental concern.	
13	NCDOT, encroachment agreement, if required.	
14	3 copies of plans (1 at application; 2 at final approval)	
15	8.5" x 11" copy of plan	
16	Hard copies of ALL documents	

**Minor Subdivision Street/Private Access Name Request Form**

Please complete this form and submit it to the Currituck County Geographical Information Systems (GIS) Coordinator for review prior to the submittal of your minor subdivision application to the Planning Division. The GIS Coordinator can be reached at 252-232-2034.

**Request**

*This section to be completed by the applicant.*

Subdivision Name: \_\_\_\_\_

Subdivision Type: \_\_\_\_\_

<b>Proposed Street Name</b>	<b>Office Use Only</b>

Alternate Street Name(s): Please provide at least one alternate street name

<b>Proposed Alternate Street Name(s)</b>	<b>Office Use Only</b>

**Street Name Review**

*This section to be completed by GIS Coordinator.*

Proposed street name(s) with a check mark are approved. Proposed street names with an X mark are denied.

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Please return copy to lead Planner: \_\_\_\_\_