

# CURRITUCK COUNTY PLANNING DEPARTMENT

# CURRITUCK COUNTY DEVELOPMENT REVIEW PROCESS MANUAL

The County's Guidance Document for Consolidating the  
Development Process



A COMPONENT OF THE CURRITUCK COUNTY UNIFIED  
DEVELOPMENT ORDINANCE





# Development Review Process Manual

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## Introduction

The Currituck County development review process is established by the Board of Commissioners to provide a framework that allows reasonable oversight by county staff and officials while ensuring development projects are consistent with the Unified Development Ordinance and adopted plans. This process provides an opportunity to not only protect the public health, safety, and welfare; but also allows the county to coordinate development impacts with the provision of services.

To help consolidate the development process and promote efficiency, the Board of Commissioners has established this Development Review Manual as an aid for citizens, public officials, engineers, and developers. The manual includes information on review processes, submittal procedures, and design/review requirements. It also provides an overview of county zoning districts, including common uses and residential densities. The basic intent of this manual is to consolidate the zoning review and decision making processes outlined in the Unified Development Ordinance in an easy to use and understandable document.

While the Development Review Manual is not an ordinance, it is adopted by resolution of the Board of Commissioners and incorporated by reference within the Unified Development Ordinance. This allows the procedures outlined in the manual to be applied flexibly and remain reflective of changing economic and environmental conditions. If the County Administrator determines the manual needs to be amended, notice of any such change will be provided via the county website and electronic mailing lists maintained by the Planning Department.

If the specific provisions of the Development Review Manual conflict with the Unified Development Ordinance or other regulatory agencies, the provisions of said other regulation are deemed controlling.

## Summary Table of Authority

The Summary Table of Authority summarizes the role of relevant review authorities for each development review procedure.

	Staff	Technical Review Committee	Planning Board	Board of Commissioners
Sketch Plan	R	D		
Preliminary Plat/SUP	R	R	R	D
Pre-Construction Review	R	D		
Final Plat	R	D		
Rezoning	R		R	D
Special Use Permit	R	R*	R	D
Minor Subdivision	D	R*		
Commercial Site Plan Review	R	D		

**R = Recommending Authority**

**D = Decision Authority**

**\*If required by Administrator.**

## Submittal Deadlines

**Submittal deadlines are firm and shall not be waived. Cut-off time is 3:00 p.m. for all submittal dates. In order to avoid late or incomplete submissions, it is recommended that an applicant submit all required materials in advance of the scheduled deadline. An appointment with the Planning Technician, 252-232-6026, is necessary for all application submittals. Incomplete applications will be returned to the applicant.**

### Currituck County 2011- 2012 Submittal Schedule

Suggested Pre-Application Meeting	Application Submittal Date	TRC Comments to Developer Deadline	TRC Mtg Date	Deadline for TRC Revisions	Staff Approval of Sketch Plans, Pre-Construction Drawings, and Final Plats	PB Mtg Date	Preliminary Plat/ Rezoning/ SUP BOC Mtg	Text Amendment BOC Mtg Date
09/15/11	09/22/11	10/13/11	10/19/11	10/24/11	11/07/11	11/08/11	12/05/11	12/19/11
10/20/11	10/27/11	11/10/11	11/16/11	11/21/11	12/12/11	12/13/11	01/03/12	01/17/12
11/17/11	11/22/11	12/15/11	12/21/11	12/28/11	01/09/12	01/10/12	02/06/12	02/20/12
12/15/11	12/22/11	01/12/12	01/18/12	01/23/12	02/13/12	02/14/12	03/05/12	03/19/12
01/19/12	01/26/12	02/09/12	02/15/12	02/20/12	03/12/12	03/13/12	04/02/12	04/16/12
02/16/12	02/23/12	03/15/12	03/21/12	03/26/12	04/09/12	04/10/12	05/07/12	05/21/12
03/15/12	03/22/12	04/12/12	04/18/12	04/23/12	05/07/12	05/08/12	06/04/12	06/18/12
04/19/12	04/26/12	05/10/12	05/16/12	05/21/12	06/11/12	06/12/12	07/02/12	07/16/12
05/17/12	05/24/12	06/14/12	06/20/12	06/25/12	07/09/12	07/10/12	08/06/12	08/20/12
06/21/12	06/28/12	07/12/12	07/18/12	07/23/12	08/13/12	08/14/12	09/04/12	09/17/12
07/19/12	07/26/12	08/09/12	08/15/12	08/20/12	09/10/12	09/11/12	10/01/12	10/15/12
08/16/12	08/23/12	09/13/12	09/19/12	09/24/12	10/08/12	10/09/12	11/05/12	11/19/12

	Suggested Pre-Application Meeting	Application Submittal Date	TRC Comments to Developer Deadline	TRC Mtg Date	Deadline for TRC Revisions	Staff Approval of Sketch Plans, Pre-Construction Drawings, and Final Plats	PB Mtg Date	Preliminary Plat/ Rezoning/ SUP BOC Mtg	Text Amendment BOC Mtg Date
Sample Sketch Plan Track									
Sample Preliminary Plat Track									
Sample Pre Construction Plan Track									
Sample Final Plat Track									
Sample Rezoning/ SUP Track			*	*					
Sample Text Amendment Track			*	*					

**SKETCH PLAN:** FROM SUBMITTAL DATE, WILL TRACK THROUGH STAFF AND TRC

**PRELIMINARY PLAT:** FROM SUBMITTAL DATE, WILL TRACK THROUGH STAFF, TRC, PLANNING BOARD, AND BOC.

**PRE-CONSTRUCTION PLANS:** FROM SUBMITTAL DATE, WILL TRACK THROUGH STAFF AND TRC

**FINAL PLAT:** FROM SUBMITTAL DATE, WILL TRACK THROUGH STAFF AND TRC

**REZONING, SUP, TEXT AMENDMENT:** FROM SUBMITTAL DATE, WILL TRACK THROUGH STAFF, TRC (IF NECESSARY\*), PLANNING BOARD, AND BOC

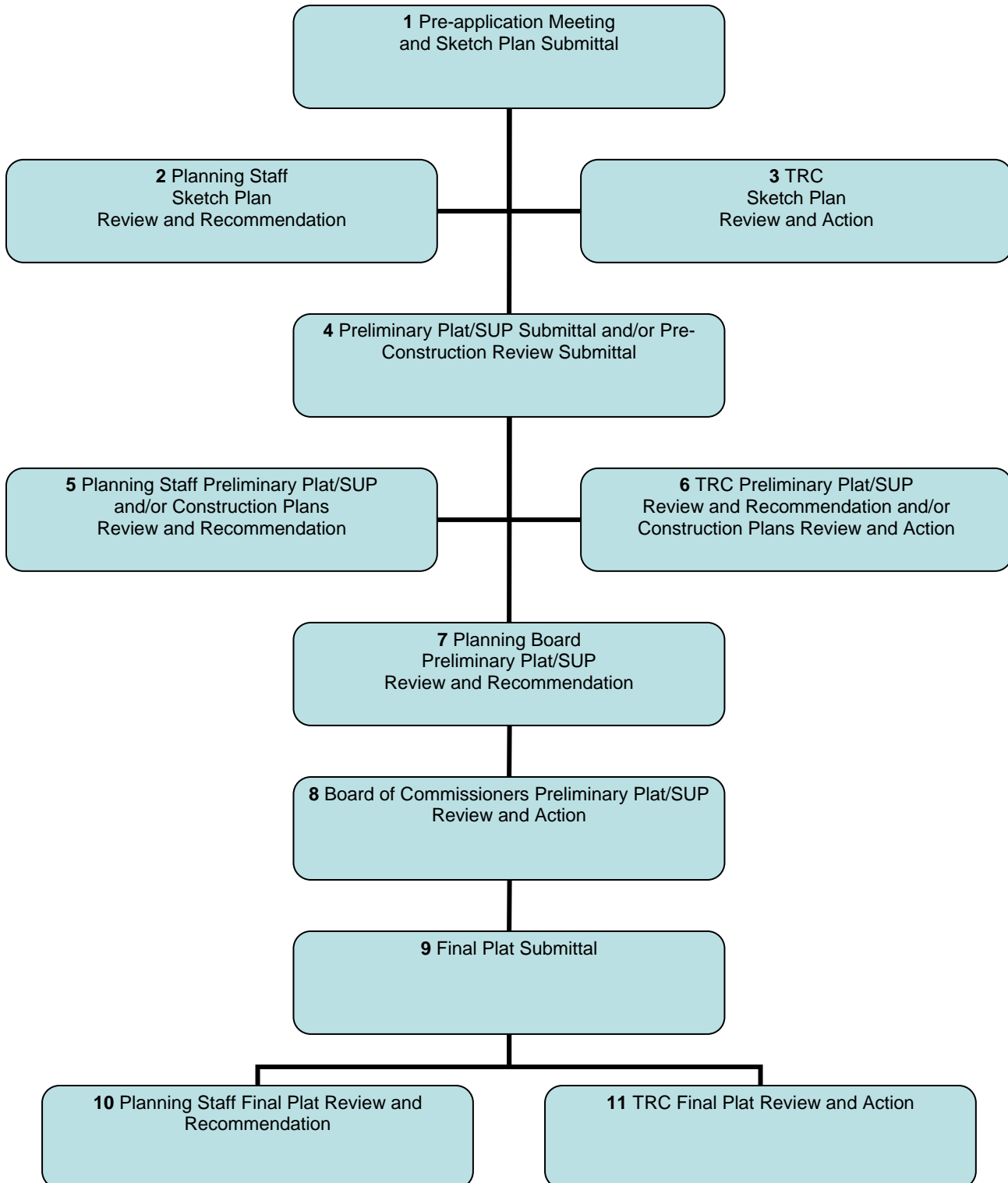
**Notes:**

1. All required materials must be received prior to the close of business on the application submittal date. Failure to submit all required information, documents and fees will result in the being returned to the applicant or carried to the next scheduled meeting.
2. The dates are subject to change; therefore, it is the responsibility of the applicant to verify dates with the Currituck County Planning Department.
3. Resubmittal appointments are not necessary; however, they are strongly encouraged. If a runner drops off a resubmittal, they must call ahead and verify that the staff person reviewing project is available to receive the resubmittal so that the necessary revisions can be verified while the runner waits. If resubmittals are dropped off without a meeting with the staff reviewing that plan and the resubmittal is found to be incomplete, then the item will not be placed on the agenda of the appropriate board. It will be delayed until the next board meeting. A cover memo is required that explains all changes to the plan and address all TRC/Staff comments.

## Major Subdivisions

A major subdivision is a subdivision that creates six or more lots and is subject to the improvement standards in the UDO.

### Review Process



## Major Subdivision Submittal Checklists

Staff will use the following checklists to determine the completeness of your application. Only complete applications will be accepted.

# Sketch Plan

## Submittal Checklist

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

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

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

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

Number of Lots/Units: \_\_\_\_\_

### Applications

\_\_\_ Complete Major Subdivision application

### Statements/Forms

\_\_\_ Recorded plat or deed

\_\_\_ Open space calculations (21 or more lots or reducing lot area and adding reduction to open space). Can be shown on sketch plan sheet.

\_\_\_ Conservation subdivisions: Perk tests for 10% of lots selected by administrator and Albemarle Regional Health Services

### Fee

\_\_\_ Application fee (\$100/lot-unit)

### Plans

\_\_\_ Sketch Plan

\_\_\_ Yield Plan (conservation subdivisions and any subdivision reducing lot area and adding reduction to open space)

\_\_\_ Number of Copies Submitted

5 Copies of plans

5 Hard copies of ALL documents

1 PDF digital copy (ex. Compact Disk – e-mail not acceptable) of all plans AND documents

1 8 1/2" x 11" reduction

### File

\_\_\_ Add new case number

### Pre-application Meeting

\_\_\_ Pre-application Meeting was held on \_\_\_\_\_ and the following people were present: \_\_\_\_\_

### Comments

\_\_\_\_\_  
\_\_\_\_\_

# Preliminary Plat/Special Use Permit

## Submittal Checklist

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

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

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

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

Number of Lots/Units: \_\_\_\_\_

### Applications

- \_\_\_ Complete Major Subdivision application
- \_\_\_ Special use permit application

### Approvals/Forms

- \_\_\_ Physical Analysis
- \_\_\_ Fiscal Impact Analysis
- \_\_\_ Traffic Analysis
- \_\_\_ Street name approval form
- \_\_\_ ARHS septic evaluations OR letter of commitment from sewer service provider
- \_\_\_ Letter of commitment from central water service provider, if applicable
- \_\_\_ Drainage narrative
- \_\_\_ NCDENR Stormwater Management application
- \_\_\_ US Army Corps of Engineers wetland certification map and letter, if applicable
- \_\_\_ Open space calculations (21 or more lots or reducing lot area and adding reduction to open space). Can be shown on preliminary plat sheet.

### Plans

- \_\_\_ Preliminary plat with engineer's seal
- \_\_\_ Existing features analysis – separate sheet
- \_\_\_ Detailed Preliminary Construction plans – separate sheets (road, stormwater, and utility construction drawings, including hydrant location)
- \_\_\_ Number of Copies Submitted
  - 5 Copies of plans
  - 5 Hard copies of ALL documents
  - 1 PDF digital copy (ex. Compact Disk – e-mail not acceptable) of all plans AND documents
  - 1 8 ½" x 11" reduction

### Pre-application Meeting

\_\_\_ Pre-application Meeting was held on \_\_\_\_\_ and the following people were present: \_\_\_\_\_

### Comments

\_\_\_\_\_  
\_\_\_\_\_

# Pre-Construction

## Submittal Checklist

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

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

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

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

Number of Lots/Units: \_\_\_\_\_

### Applications

\_\_\_ Complete Major Subdivision application

### Approvals/Forms

- \_\_\_ Street name approval form, if changing street name(s)
- \_\_\_ NCDENR DWQ stormwater permit and narrative with calculations, if applicable
- \_\_\_ NCDENR, LQD erosion and sedimentation control permit, if applicable
- \_\_\_ NCDOT driveway permit and encroachment agreement, if applicable
- \_\_\_ Wastewater plant construction permit, if applicable
- \_\_\_ NCDENR waterline and wastewater extension permit, if applicable
- \_\_\_ CAMA major permit, if applicable
- \_\_\_ US Army Corps of Engineers wetland certification map and letter, if applicable
- \_\_\_ Open space calculations (21 or more lots or reducing lot area and adding reduction to open space). Can be shown on preliminary plat sheet.

### Plans

- \_\_\_ Existing features analysis – separate sheet
- \_\_\_ Detailed construction plans – separate sheets (road, stormwater, and utility construction drawings, including hydrant location)
- \_\_\_ Number of Copies Submitted
  - 5 Copies of plans
  - 5 Hard copies of ALL documents
  - 1 PDF digital copy (ex. Compact Disk – e-mail not acceptable) of all plans AND documents
  - 1 8 1/2" x 11" reduction

### Pre-application Meeting

\_\_\_ Pre-application Meeting was held on \_\_\_\_\_ and the following people were present: \_\_\_\_\_

### Comments

\_\_\_\_\_  
\_\_\_\_\_

The applicant may submit the preliminary plat and pre-construction application packet concurrently.

# Final Plat

## Submittal Checklist

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

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

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

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

Number of Lots/Units: \_\_\_\_\_

### Applications

- \_\_\_ Complete Major Subdivision application
- \_\_\_ Application Fee - \$33/lot if sketch plan was approved prior to April 2003

### Approvals/Forms

- \_\_\_ Copy of homeowner's association by-laws and restrictive covenants
- \_\_\_ Street maintenance bond and agreements
- \_\_\_ NCDOT pavement certification (with asphalt test documents)
- \_\_\_ Fire Chief certification for dry hydrant installation, if applicable
- \_\_\_ Water/sewer district documents and approvals, if applicable
- \_\_\_ Waterline acceptance/certification letter from NC DEH, Public Water Supply section
- \_\_\_ Wastewater system completion/connection certificates from NC DENR, DWQ
- \_\_\_ Engineering certification of all required improvements installed (streets, water/sewer lines, lighting, and landscaping)
- \_\_\_ Verification of payment of county water connection fees per lot (excluding Fruitville Township and Gibbs Woods).

### Plans

- \_\_\_ Final plat with engineer's seal
- \_\_\_ As-built construction drawings for:
  - \_\_\_ Roads
  - \_\_\_ Stormwater infrastructure
  - \_\_\_ Utility plans including hydrant locations
  - \_\_\_ Landscaping
  - \_\_\_ Lighting (41 lots or more)
- \_\_\_ Number of Copies Submitted
  - 5 Copies of plans
  - 5 Hard copies of ALL documents
  - 1 PDF digital copy (ex. Compact Disk – e-mail not acceptable) of all plans AND documents
  - 1 8 1/2" x 11" reduction

### Pre-application Meeting

- \_\_\_ Pre-application Meeting was held on \_\_\_\_\_ and the following people were present: \_\_\_\_\_

**Comments**

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**Recordation Submittal**

- \_\_\_ 1 signed mylar
- \_\_\_ 2 paper copies
- \_\_\_ 1 – 8 1/2" x 11" reduction

## Major Subdivision Design Standards Checklist

**Each of these items must be included and complete at the time of submission.**

	Sketch Plan	Preliminary Plat/SUP	Pre-Construction Review	Final Plat
Name of Subdivision, Township, County, State	X	X	X	X
Name, signature, license number, seal and address of engineer, land surveyor, architect, planner, and/or landscape architect involved in preparation of plat	X	X	X	X
Vicinity Map: 1" = 2,000' or Larger	X	X	X	X
North arrow and scale to be 1" = 100' or larger	X	X	X	X
The boundaries and total acreage of the property and the portion of the property to be subdivided	X	X	X	X
Ownership of adjoining property				X
Smallest lot size, total number of lots, total lot area, lot lines, and lot numbers to be shown for the entire tract (no future development area left undefined).				
Approximate location, dimension, and area of each lot.	X			
Actual location and dimension of each lot.		X	X	X
The zoning classification of the property and the adjoining properties.	X	X		
Sight triangles.		X		
Appropriate certification blocks and notes.				X
Yield plan (41 or more lots or reducing lot area and adding area to open space).	X			
Open space calculations (21 or more lots or reducing lot area and adding area to open space).				
Approximate location and area.	X			
Actual location and area.		X	X	X

Existing features analysis showing the following existing items within the property to be subdivided and within 50' of the exterior property lines: Property lines, streets and ROWs, structures, septic systems, wells, easements, culverts, storm drainage pipes, ditches, canals, streams, water courses, bridges, paths, railroads, utility lines, wooded areas, swamps, ponds, cemeteries, and water lines.				
Approximate location	X			
Actual location		X	X	
Archeological report and acceptance letter by Office of State Archeology (if required)		X		
Location, widths, linear feet, and purpose of any proposed: Buffers, pedestrian/bicycle/jogging trails or courses, ROWs or easements, cul-de-sacs or turnarounds, utility connections (sewer, water, drainage, gas, electricity, or telephone lines) to existing systems or proposed easements, community water or community sewage disposal systems, proposed ponds or other storm drainage features, sidewalks, and modifications to existing topography.				
Approximate location and area. (except utilities)	X			
Actual location and area.		X	X	X

Location and area of all designated Areas of Environmental Concern or other such areas which are environmentally sensitive within the subdivision, such as Maritime Forest, CAMA, 404, or 401, wetlands as defined by the appropriate agency.				
Approximate location and area.	X			
Actual location and area.		X	X	X
Flood Zone line designation and Base Flood Elevation as delineated on the "Flood Insurance Rate Maps/Study Currituck County."				
Approximate location.	X			
Actual location.		X	X	X
Location and area of land to be dedicated or reserved for public or private use (parks, recreational sites, open space requirements).				
Approximate location, area and proposed use.	X	X		
Actual location, use, and area with designs and any required permits (i.e. CAMA) for recreational improvements.			X	X
Provisions concerning their future ownership and maintenance				X
Location or areas, if any, to be used for non-residential and multi-family purposes.				
Approximate location.	X			
Actual location.		X	X	X
Location and type of site identification signs, traffic control signs, street name signs, and directional signs shown.		X	X	
Physical analysis (type of units expected, including number of bedrooms, size, and timing of phases).		X		

Fiscal impact analysis (statement addressing the impact on the fiscal resources of the county including additional tax revenues anticipated and additional costs such as fire, police, solid waste, health, social services, water, sewer, schools, roads, and the like).		X		
Traffic analysis (estimated number of trips generated, capacity analysis, volume of existing traffic on roads adjacent to and within ½ mile of tract, and directional distribution of traffic).		X		
Letter of commitment from centralized water and sewer service provider stating their system capacities, capabilities, and commitment to service the proposed subdivision up to full build out.	X* *AMENDED Sketch	X		
NC DENR wastewater line extension permit.			X	
NC DENR wastewater plant construction permit, if required.			X	
Septic evaluations by Albemarle Regional Health Services for each individual lot for non-centralized sewer systems.		X		
Street Name(s) as approved by GIS.		X	X	X
Street address for each lot.				X
Contour intervals of two feet, with flood elevation data, if required by the administrator.		X		
Delineate all soil series based on Currituck County Soils Map or NC licensed Soil Scientist.	X			
Proposed street grade, design data for street corners and curves, plan and profile for streets and water / sewer lines.		X	X	
NC DENR approved stormwater permit (include application, plan, narrative, and calculations).			X	

NC DENR approved Soil Erosion and Sedimentation Control plan and permit.			X	
Coastal Management Act Permits for improvements, if required.			X	
Road, stormwater infrastructure, and utility construction drawings (including water, sanitary sewer, stormwater management, telephone, electric, fire hydrant, lighting, and cable TV).				
Proposed.		X	X	
As-built.				X
Lighting plan with details (41 or more lots).				
Proposed.			X	
As-built.				X
Landscape plan with details.				
Proposed.			X	
As-built.				X
NCDOT driveway permit.			X	
NCDOT right-of-way encroachment agreement			X	
NC DENR Waterline extension permit.			X	
Monumentation set and control corner(s) established.				X
Copy of Homeowner's Association documents and any restrictive covenants which are to be recorded.				X
Copy of conservation easement to be recorded for a conservation subdivision				X
Street and stormwater maintenance bonds and agreements				X
NCDOT pavement certification with asphalt test data.				X
Building pad and first floor elevation.			X	X
Fire chief certification for dry hydrant installation, if installed.				X
Water/sewer district documents and approvals.				X

Waterline acceptance certification from NCDENR.				X
Wastewater system completion/ connection certifications from NCDENR for central systems and permit to authorize wastewater flows if a dry-line construction permit was previously issued.				X
Engineering certificate of all required improvements installed (streets, water/sewer lines, lighting, and landscaping)				X
Payment of per lot connection fees for county water (excluding Knotts Island, Gibbs Woods, and RO2 zoned areas)				X

**SPECIAL NOTE**

**Once the appropriate board acts on a plat or use permit, the approval is not valid until revised plats are received and approved. If the revised plans are not received within 60 days of the board hearing, the approval is voided and the request must go back through the review process.**

## **Conservation Subdivision – Additional Design Standards**

A yield plan shall be submitted with a sketch plan and shall at a minimum contain the following information:

1. The location and types of wetlands and other environmentally sensitive areas (i.e. hummocks, dunes, maritime forests);
2. Topographic information from U.S. Geological survey maps;
3. Types of soils on the property based upon the soil survey by USDA Soil Conservation Service; and,
4. Proposed lot and street layouts that conform to existing development standards governing lot dimensions, street design and parking.

A site analysis shall be submitted with a sketch plan and shall at a minimum contain the following information:

1. The location of secondary conservation areas;
2. A contour map based at least upon topographical maps published by the U.S. Geological Survey;
3. The location of severely constraining elements such as wetlands, watercourses, intermittent streams and floodways, and all right-of-ways and easements;
4. Soil boundaries as shown on USDA Soil Conservation Service medium-intensity maps; and,
5. The location of significant features such as woodlands, tree lines, open fields or meadows, scenic views into or out from the property, watershed divides and drainage ways, and existing structures, location(s) of existing cemeteries, roads, tracks and trails, significant wildlife habitat, prime agricultural farmland, historic, archeological and cultural features listed (or eligible to be listed) on national, state or county registers or inventories, aquifers and their recharge areas and other areas that have been obligated or committed to be used by any federal/state authority or court ordered judgment.

**Major Subdivision Final Plat Certificates**

**1. Certificate of Approval**

I hereby certify that all streets shown on this plat are within Currituck County, all streets and other improvements shown on this plat have been installed or completed and that the subdivision shown on this plat is in all respects in compliance with the Currituck County Unified Development and, therefore, this plat has been approved by the Currituck County Technical Review Committee and signed by the administrator, subject to its being recorded in the Currituck County Registry within 90 days of the date below.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator

**2. Certificate of Ownership and Dedication**

I hereby certify that I am the owner of the property described hereon, which property is located within the subdivision regulation jurisdiction of Currituck County, that I hereby freely adopt this plat of subdivision and dedicate to public use all area shown on this plat as streets, alleys, walks, parks, open space and easements, except those specifically indicated as private and that I will maintain all such areas until the offer of dedication is accepted by the appropriate public authority. All property shown on this plat as dedicated for a public use shall be deemed to be dedicated for any other public use authorized by law when such use is approved by the appropriate public authority in the public interest.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner

I, \_\_\_\_\_, a notary public of \_\_\_\_\_ County, North Carolina, do hereby certify that \_\_\_\_\_ personally appeared before me this date and acknowledged the due execution of the foregoing certificate.

Witness my hand and official seal this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_

**3. Certificate of Survey and Accuracy**

I hereby certify that this map (drawn by me) (drawn under my supervision) from (an actual survey made by me) (an actual survey made under my supervision) (a deed description recorded in Book \_\_, Page \_\_\_\_\_ of the \_\_ County Registry) (other); that the error of closure as calculated by latitudes and departures is 1:\_\_\_\_; that the boundaries not surveyed are shown as broken lines plotted from information found in Book \_\_\_\_\_, Page \_\_\_\_\_ and that this map was prepared in accordance with G. S. 47-30, as amended. Witness my original signature, registration number and seal this \_\_\_\_ day of \_\_\_\_\_ 20\_\_.

(Seal or Stamp)

\_\_\_\_\_  
Registered Land Surveyor

\_\_\_\_\_  
Registration Number

- \_\_\_ The survey creates a subdivision of land in an area covered by a subdivision ordinance.
- \_\_\_ The survey is of land in an unregulated area.

- \_\_\_ The survey is of an existing parcel or parcels and does not create a new street or change in an existing street.
- \_\_\_ The survey is of another category, such as the recombination of existing parcels or a court-ordered survey, or other exception to the definition of a subdivision.
- \_\_\_ From the information available, the surveyor is unable to make a determination of the above provisions.

**4. Division of Highway District Engineer Certificate for Public Streets (if applicable)**

I hereby certify that the public streets shown on this plat are intended for dedication and have been completed in accordance with at least the minimum specifications and standards of the NC Department of Transportation for acceptance of subdivision streets on the NC highway system for maintenance.

\_\_\_\_\_  
Date

\_\_\_\_\_  
District Engineer

**5. Engineer Certificate for Private Streets (if applicable)**

I hereby certify that the private streets shown on this plat are intended for private use and will remain under the control, maintenance and responsibility of the developer and/or a homeowner's association and that they have been completed in accordance with at least the minimum specifications and standards of the State Department of Transportation.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Licensed Engineer

**6. Statement of Environmental Concern**

If the subdivision is located within a North Carolina Coastal Area Management Act Area of Environmental Concern, the preliminary plat shall contain a statement as follows, signed by the local permit officer:

This subdivision (or portions thereof) is located within an Area of Environmental Concern.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Local Permit Officer

**7. Engineer Certification of Stormwater Improvements**

In the subdivision entitled \_\_\_\_\_, stormwater drainage improvements have been installed (1) according to plans and specifications prepared by \_\_\_\_\_, or (2) according to the as-built plan submitted by \_\_\_\_\_. Currituck County assumes no responsibility for the design, maintenance, or the guaranteed performance of the storm water drainage improvements and their effects.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Registered Land Surveyor/Civil Engineer

\_\_\_\_\_  
Registration Number

**8. Certificate of Review Officer**

State of North Carolina  
County of Currituck

I, \_\_\_\_\_, Review Officer of Currituck County, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Review Officer

**9. Public Dedication of Open Space, Ponds & Drainage Facilities Statement**

All final plats shall contain a notation containing the following words:

"Open space, ponds, and drainage facilities required to be provided by the developer in accordance with this ordinance shall not be dedicated to the public except upon written acceptance by the county, but shall remain under the ownership and control of the developer (or his successor) or a homeowners association or similar organization that satisfies the criteria established in the Currituck County Unified Development Ordinance".

**10. Property Adjacent to Active Farmland Statement**

All final plats upon which are shown any portions of property subdivided that is adjacent to farmland under active cultivation must contain the following statement:

"As of the recorded date of this plat, some portions of this development adjoin land used for active agriculture purposes which may include, but not be limited to activities such as dust generation, spraying of chemicals, etc., therefore, further investigation may be desired by prospective purchasers."

**11. Wetlands Statement**

If 404 wetlands are located on the site, the following certification is required:

"Property on this plat may contain 404 wetlands and may require U.S. Corp of Engineers approval prior to development of the property."

**12. Easement Establishment Statement**

"A 10 foot easement for utilities and drainage along rear and side property lines and a 15 foot easement along the front property line is hereby established."

**13. RO2 Zoning District Statement**

All final plats upon which are shown property subdivided within the RO2 zoning district must contain the following statement:

"Future property owners in this area should be aware of the fact that no state maintained road extends into this area or is planned and that access to all lots is generally available only to four-wheel drive vehicles utilizing the public beach right-of-way."

**14. Floodway/Floodplain Statement**

If the property is located in a floodway or floodplain the following certification must be shown:

"Use of land within a floodway or floodplain is substantially restricted by Chapter 6 of the Currituck County Unified Development Ordinance."

**15. Stormwater Statement**

No more than \_\_\_%\* of any lot shall be covered by impervious structures and materials, including asphalt, gravel, concrete, brick stone, slate, or similar material, not including wood decking or the water surface of swimming pools. This covenant is intended to ensure compliance with the Stormwater Permit number \_\_\_\_\_ issued by the State of North Carolina. The covenant may not be changed or deleted without the consent of the State. Filling in or piping of any vegetative conveyances (ditches, swales, etc.) associated with this development, except for average driveway crossings, is strictly prohibited by any person. The lot coverage allowance provided in the Currituck County UDO may be different than the NC State Stormwater Permit \_\_\_\_\_. The most restrictive lot coverage shall apply.

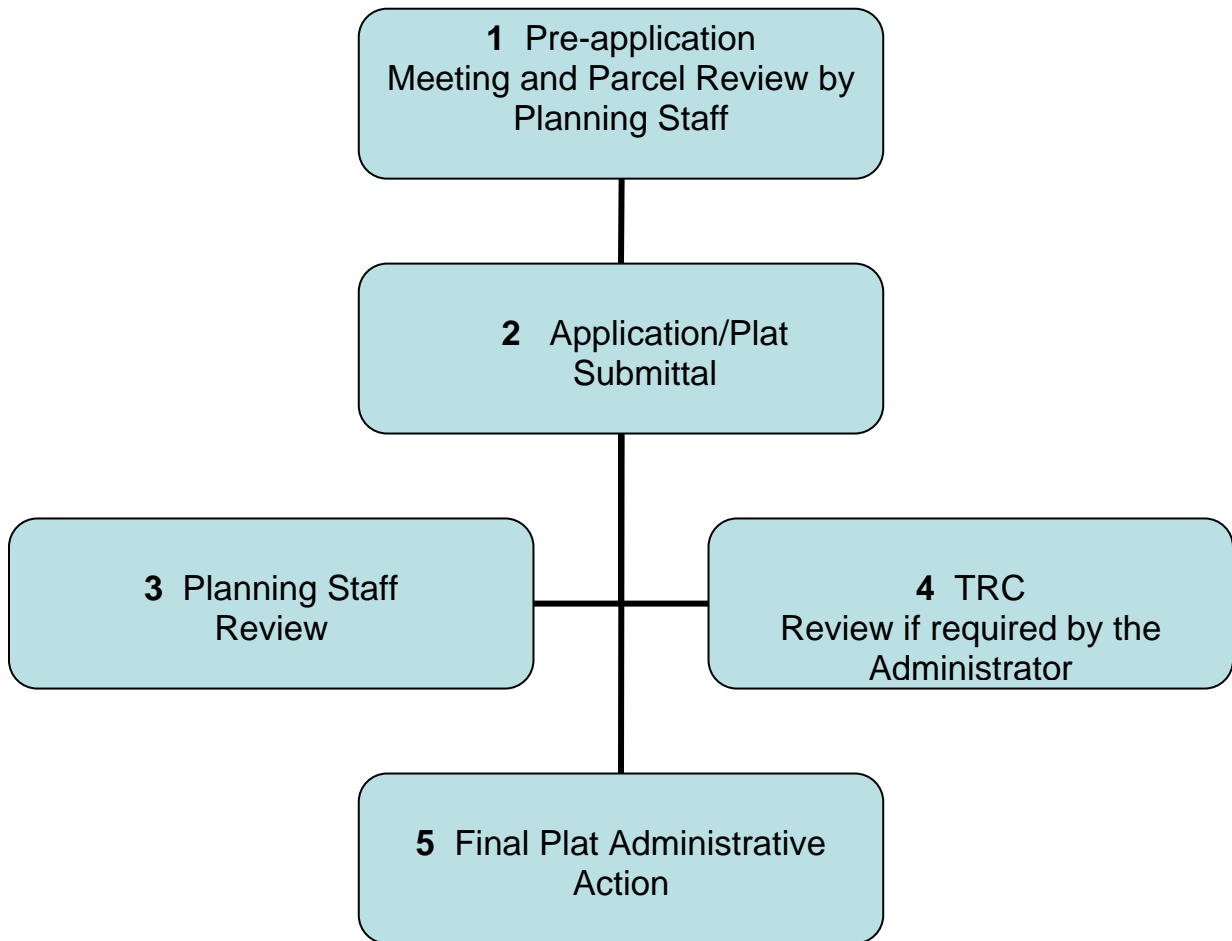
**16. RO2 Road Statement**

Further subdivision of any lot shown on this plat as served by a road or street may be prohibited by the Currituck County Unified Development Ordinance unless the roads or streets shown on this plat are improved to state standards. These roads do not meet state standards for the assumption of maintenance due to inadequate right-of-way and/or construction or lack of public dedication. It is not the function of the county government in the State of North Carolina to construct or maintain roads. There may be areas of standing water on the lots after ocean over wash or periods of heavy rains that may impede access to the individual home sites. It is the sole responsibility of the owners to provide an improved access to their properties.

## Minor Subdivisions

A minor subdivision is a subdivision that does not create more than a total of five lots or any new public streets and is subject to the improvement standards in the UDO.

### Review Process



## Minor Subdivision Submittal Checklists

Staff will use the following checklists to determine the completeness of your application. Please make an appointment with the Planning Technician (252-232-6026) to submit your application. The Planning Technician will review the submittal checklist with you at the time of this appointment and accept the submittal only if all of the requirements have been met.

### Minor Subdivision

#### Submittal Checklist

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

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

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

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

#### Applications

- Complete Minor Subdivision application
- NCDENR, DWQ stormwater permit application (if 10,000sf or more of built upon area)
- NCDENR, Land Quality, Erosion and Sedimentation Control permit application (if one acre or more of land disturbance)

#### Fee

- Application Fee (\$25/minor lot; \$50/PAS lot or family subdivision)

#### Forms

- Proposed Street Name form
- Water System Requirements form (Family Subdivision Exempt)

#### Plans

- One paper copy of the proposed subdivision

#### Pre-application Meeting

- Pre-application meeting was held on \_\_\_\_\_ and the following people were present: \_\_\_\_\_

#### Comments

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## Minor Subdivision Plan Requirements

Initially the subdivider shall submit one copy along with the required application and submittal fees for each lot. Once the review has been completed, the subdivider shall submit one signed mylar, two copies, and one 8.5" x 11" reduced copy. The subdivision plat shall be prepared by a surveyor, licensed and registered to practice in the state of North Carolina. The plat shall be drawn at a scale not to exceed 1" = 100'.

The subdivision plat shall depict or contain the following:

1. General Information – Including the name of the subdivision, the owner of the property, the tax identification number of the property, the township where the property is located, ownership of adjacent properties, name and address of the preparer and vicinity map showing location to principal roads. Initially the subdivider shall submit one copy along with the required application and submittal fees for each lot. Once the review has been completed, the subdivider shall submit one signed mylar, four copies, and one 8.5" x 11" reduced copy.
2. Existing Information – Boundaries, showing bearings and distances, of the tract to be subdivided, location of adjacent property lines, ownership of adjoining land, streets, structures, water courses, railroads, utility transmission lines and structures, water mains, bridges, culverts, storm drainage pipes, easements within the tract to be subdivided and within 50 feet of the property.
3. Natural Features – The location of wooded areas, swamps, wetlands and water bodies (streams, sounds, etc.). Contour intervals of one foot may be required at the discretion of the administrator. Flood zone designations and base flood elevations, as depicted on "Flood Insurance Rate Maps", must be shown on the plat.
4. Development Information – Layout of lot arrangements, including lot lines, bearings and distances, lot numbers and square footage/acreage. Layout of proposed street showing proposed street name and street addresses. Proposed buffers, location(s) of existing cemeteries, right-of-ways and other easements, their location, width and purpose. Layout of proposed utilities (sewer, water, drainage) showing connection to existing systems or easements reserved for proposed or potential systems. Where a development concept is approved which requires zero lot line development, alternative easements may be considered.
5. Site data – Total acreage of property to be subdivided; acreage in total number of lots and average lots sizes. Any proposed modification to topography.

## Minor Subdivision Design Standards Checklist

**Each of these items must be included and complete at the time of submission.**

	<b>Conventional Minor</b>	<b>Family Subdivision</b>	<b>Private Access Subdivision</b>
Name of Subdivision, Township, County, State, Parcel Id Number.	<b>X</b>	<b>X</b>	<b>X</b>
Name, signature, license number, seal and address of engineer, land surveyor, architect, planner, and/or landscape architect involved in preparation of plat.	<b>X</b>	<b>X</b>	<b>X</b>
Vicinity Map: 1" = 2,000' or Larger	<b>X</b>	<b>X</b>	<b>X</b>
North arrow and scale to be 1" = 100' or larger	<b>X</b>	<b>X</b>	<b>X</b>
The boundaries and total acreage of the property and the portion of the property to be subdivided.	<b>X</b>	<b>X</b>	<b>X</b>
Ownership of adjoining property.	<b>X</b>	<b>X</b>	<b>X</b>
Lot lines and lot numbers to be shown for the entire tract (no future development area left undefined).	<b>X</b>	<b>X</b>	<b>X</b>
The zoning classification of the property and the adjoining properties.	<b>X</b>	<b>X</b>	<b>X</b>
Sight triangles.	<b>X</b>	<b>X</b>	<b>X</b>
Appropriate certification blocks and notes.	<b>X</b>	<b>X</b>	<b>X</b>
Open space calculations (if reducing lot area and adding area to open space).	<b>X</b>	<b>X</b>	<b>X</b>

	<b>Conventional Minor</b>	<b>Family Subdivision</b>	<b>Private Access Subdivision</b>
Existing features analysis showing the following items within the property to be subdivided and within 50' of the exterior property lines: Property lines, streets and ROWs, structures, septic systems, wells, easements, culverts, storm drainage pipes, ditches, canals, streams, water courses, bridges, paths, railroads, utility lines, wooded areas, swamps, ponds, cemeteries, and water lines.	<b>X</b>	<b>X</b>	<b>X</b>
Location, widths, linear feet, and purpose of any proposed: ROWs or easements, cul-de-sacs or turnarounds, proposed ponds or other storm drainage features, and modifications to existing topography.	<b>X</b>	<b>X</b>	<b>X</b>
Location and area of all designated Areas of Environmental Concern or other such areas which are environmentally sensitive within the subdivision, such as Maritime Forrest, CAMA, 404, or 401, wetlands as defined by the appropriate agency.	<b>X</b>	<b>X</b>	<b>X</b>
Flood Zone line designation and Base Flood Elevation as delineated on the "Flood Insurance Rate Maps/Study Currituck County."	<b>X</b>	<b>X</b>	<b>X</b>
Location and type of site identification signs, traffic control signs, street name signs, and directional signs shown.		<b>X</b>	<b>X</b>
Street Name(s) as approved by GIS for newly created street.		<b>X</b>	<b>X</b>
Street address for each lot <10 acres.	<b>X</b>	<b>X</b>	<b>X</b>
Proposed street grade, design data for corners and curves, plan and profile for streets and water/sewer lines.			<b>X</b>

	<b>Conventional Minor</b>	<b>Family Subdivision</b>	<b>Private Access Subdivision</b>
NC DENR approved stormwater permit (include application, plan, narrative, and calculations), if disturbing more than one acre.	<b>X</b>	<b>X</b>	<b>X</b>
NC DENR approved Soil Erosion and Sedimentation Control plan and permit, if disturbing more than one acre.	<b>X</b>	<b>X</b>	<b>X</b>
Coastal Management Act Permits for improvements, if required.	<b>X</b>	<b>X</b>	<b>X</b>
Road, stormwater infrastructure, and utility construction drawings (including water, sanitary sewer, stormwater management, fire hydrant, and lighting).			<b>X</b>
NCDOT driveway permit.			<b>X</b>
NCDOT right-of-way encroachment agreement.			<b>X</b>
NC DENR Waterline extension permit, if extending waterlines.	<b>X</b>		<b>X</b>
Monumentation set and control corner(s) established.	<b>X</b>	<b>X</b>	<b>X</b>
Copy of Homeowner's Association documents and any restrictive covenants which are to be recorded for open space and PAS streets.	<b>X</b>	<b>X</b>	<b>X</b>
Street and stormwater maintenance bonds and agreements.			<b>X</b>
NCDOT pavement certification with asphalt test data.			<b>X</b>
Fire chief certification for dry hydrant installation, if installed.			<b>X</b>
Waterline acceptance certification from NCDENR, if water line extended.	<b>X</b>		<b>X</b>
Payment of per lot connection fees for county water (excluding Knotts Island, Gibbs Woods, and RO2 zoned areas).	<b>X</b>		<b>X</b>

**Minor Subdivision Final Plat Certificates**

**1. Certificate of Ownership, Dedication, and Drainage**

I hereby certify that I am the owner of the property described hereon, which property is located within the subdivision regulations jurisdiction of Currituck County, that I hereby freely adopt this plat of subdivision and irrevocably dedicate to public use all areas shown on this plat as easements, except those specifically indicated as private, and that I will maintain all such areas until the offer of dedication is accepted by an appropriate public authority, or a private road maintenance agreement is executed by all property owners in this subdivision. All property shown on this plat as dedicated for public use shall be deemed to be dedicated for any other public use authorized by law when such use is approved by the appropriate public authority in the public interest.

I hereby certify that this development shall be constructed and maintained so that no adjacent properties are unreasonably burdened with surface waters as a result of this development. This development shall not impede nor obstruct the natural flow of water from higher adjacent properties nor shall it unreasonably collect and channel surface waters from the development unto lower adjacent properties.

\_\_\_\_\_ Date \_\_\_\_\_ Owner

I, \_\_\_\_\_, a notary public of \_\_\_\_\_ County, North Carolina, do hereby certify that \_\_\_\_\_ personally appeared before me this date and acknowledged the due execution of the foregoing certificate.

Witness my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_ My commission expires \_\_\_\_\_.  
Notary Public

**2. Certificate of Review Officer**

State of North Carolina, County of Currituck

I, \_\_\_\_\_, Review Officer of Currituck County, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.

\_\_\_\_\_ Date \_\_\_\_\_ Review Officer

**3. Certificate of Survey and Accuracy**

I hereby certify that this map (drawn by me) (drawn under my supervision) from (an actual survey made by me) (an actual survey made under my supervision) (a deed description recorded in Book \_\_\_\_\_ Page \_\_\_\_\_ of the \_\_\_\_\_ County Registry) (other); that the error of closure as calculated by latitudes and departures is 1:\_\_\_\_; that the boundaries not surveyed are shown as broken lines plotted from information found in Book \_\_\_\_\_, Page \_\_\_\_\_, and that this plat was prepared in accordance with G.S. 47-30, as amended. Witness my original signature, registration number and seal this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_ Registered Land Surveyor  
(Seal or Stamp) \_\_\_\_\_  
Registration Number

\_\_\_\_ The survey creates a subdivision of land in an area covered by a subdivision ordinance.  
\_\_\_\_ The survey is of land in an unregulated area.

- \_\_\_\_\_ The survey is of an existing parcel or parcels.
- \_\_\_\_\_ The survey is of another category, such as the recombination of existing parcels or a court-ordered survey.
- \_\_\_\_\_ From the information available, the surveyor is unable to make a determination of the above provisions.

**4. Certificate of Approval for Minor Conventional Subdivisions**

I hereby certify that the subdivision shown on this plat does not involve the creation of new public streets or any change in existing public streets, that the subdivision shown is in all respects in compliance with the Currituck County Unified Development Ordinance and that therefore this plat has been approved by the Currituck County administrator subject to its being recorded in the Office of the Currituck County Register of Deeds within ninety (90) days of the date below.

\_\_\_\_\_ Date

\_\_\_\_\_ Administrator

**5. Certificate of Approval for Private Access Subdivisions**

I hereby certify that the private access subdivision shown on this plat does involve the creation of new streets but no change in existing public streets, that the subdivision shown is in all respects in compliance with the Currituck County Unified Development Ordinance and that therefore this plat has been approved by the Currituck County administrator subject to its being recorded in the Office of the Currituck County Register of Deeds within ninety (90) days of the date below.

\_\_\_\_\_ Date

\_\_\_\_\_ Administrator

**6. Certificate of Approval for Family Subdivisions**

I hereby certify that the family subdivision shown on this plat does involve the creation of new accessways but no change in existing public streets, that the subdivision shown is in all respects in compliance with the Currituck County Unified Development Ordinance and that therefore this plat has been approved by the Currituck County administrator subject to its being recorded in the Office of the Currituck County Register of Deeds within 90 days of the date below.

\_\_\_\_\_ Date

\_\_\_\_\_ Administrator

**7. Property Adjacent to Active Farmland Statement**

All final plats upon which are shown any portions of property subdivided that are adjacent to farmland under active cultivation shall contain the following statement:

“As of the recorded date of this plat, some portions of this development adjoin land used for active agriculture purposes which may include, but not be limited to activities such as dust generation, spraying of chemicals, etc., therefore, further investigation may be desired by prospective purchasers.”

**8. Floodway/Floodplain Statement**

If the property is located in a floodway or floodplain the following certification must be shown:

“Use of land within a floodway or floodplain is substantially restricted by the Currituck County Unified Development Ordinance.”

**9. Wetlands Statement**

If 404 wetlands are located on the site, the following certification is required:

“Property on this plat may contain 404 wetlands and may require U.S. Corp of Engineers approval prior to development of the property.”

**10. Easement Establishment Statement**

“A 10 foot easement for utilities and drainage along rear and side property lines and a 15 foot easement along the front property line is hereby established.”

**11. Not Evaluated for Septic Suitability**

The lots shown on this plat have not been evaluated through a perk test by the Albemarle Regional Health Services to ensure that the lots are suitable to support a septic system. There is no assurance from the county that these lots are buildable.

**12. Private Access Disclosure Statement**

“Further subdivision of any lot shown on this plat as served by a private street may be prohibited by the Currituck County Unified Development Ordinance unless the streets shown on this plat are improved to state standards. These streets do not meet state standards for assumption of maintenance due to lack of public dedication. It is not the function of county government in the State of North Carolina to construct or maintain streets.”

## Exempt Family Divisions

An exempt family division is the division of a tract or parcel transferred to a family member within two degrees of kinship (e.g., child, grandchild) and it shall not be subject to the requirements and review processes of the Unified Development Ordinance provided no more than one lot is created out of the parent parcel. A maximum of one exemption shall be used on the parent parcel. The transferred parcel shall be a minimum of 40,000 square feet in size and share a common access with the original parcel.

It is the intent of the Board of Commissioners to provide a one time subdivision exemption to allow a family member to act as a caretaker for an ill parent or grandparent. The exemption is not intended to allow for the transfer of property to any persons beyond two degrees of kinship. As such, the deed transferring the property to a family member must be recorded with the exempt subdivision plat.

### Exempt Family Subdivision Certificate

This plat is exempt from Currituck County Subdivision regulations. Upon recordation of this plat, the new lot is to be conveyed to \_\_\_\_\_ (name), the \_\_\_\_\_ (relationship) of \_\_\_\_\_ (owner name).

\_\_\_\_\_  
Owner(s)

\_\_\_\_\_  
Date

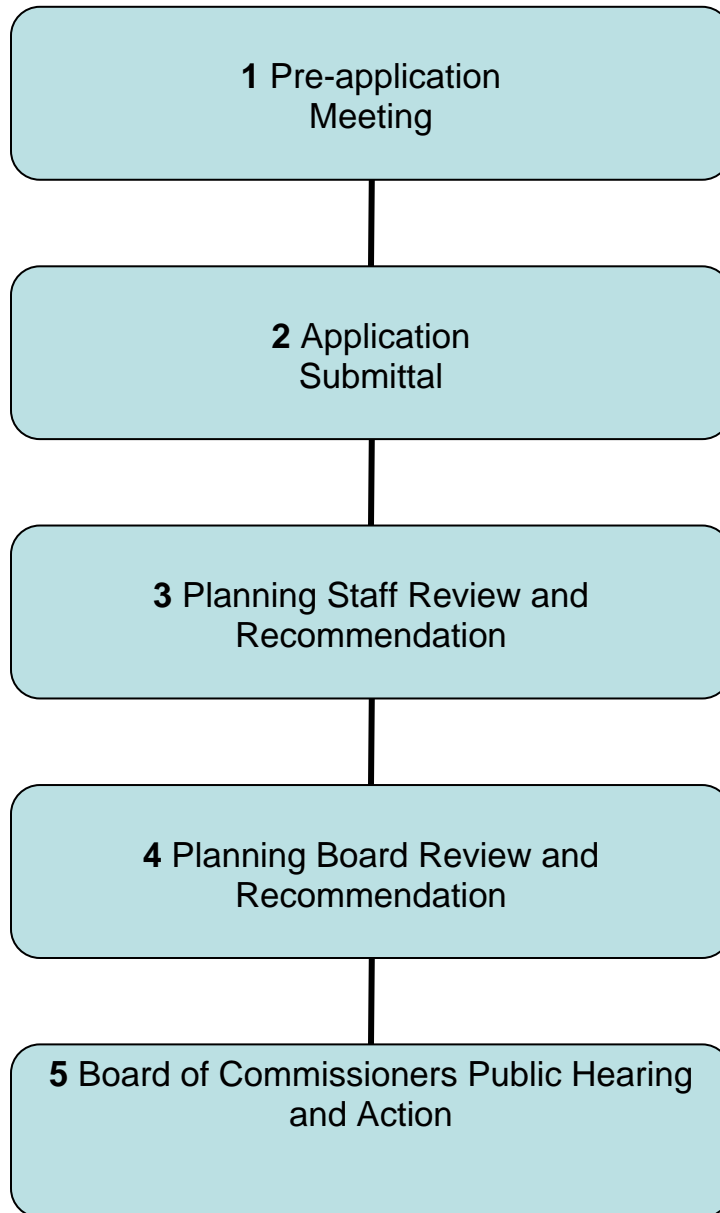
\_\_\_\_\_  
Subdivision Administrator

\_\_\_\_\_  
Date

## Map Amendment (Rezoning)

A rezoning is a change in the zoning designation of a property or properties on the Currituck County Zoning Map.

### Review Process



**Map Amendment (Rezoning) Submittal Checklist**

Staff will use the following checklists to determine the completeness of your application. Please make an appointment with the Planning Technician (252-232-6026) to submit your application. The Planning Technician will review the submittal checklist with you at the time of this appointment and accept the submittal only if all of the requirements have been met.

**Zoning Map Amendment  
Submittal Checklist**

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

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

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

**Applications**

- \_\_\_ Complete Zoning Map Amendment application
- \_\_\_ Hearing Dates and Procedure for Continued Requests form

**Statements/Forms**

- \_\_\_ If the request does not include the entire parcel, please provide a metes and bound description of the proposed area to be rezoned.

**Fee**

- \_\_\_ Application fee (\$150 plus \$5 for each acre)

**Plans**

- \_\_\_ Site plan or map
- \_\_\_ Number of Copies Submitted
  - 5 Copies of plans
  - 5 Hard copies of ALL documents
  - 1 PDF digital copy (ex. Compact Disk – e-mail not acceptable) of all plans AND documents

**File**

- \_\_\_ Add new case number

**Pre-application Meeting**

- \_\_\_ Pre-application Meeting was held on \_\_\_\_\_ and the following people were present: \_\_\_\_\_

**Comments**

\_\_\_\_\_  
\_\_\_\_\_



## Conditional Zoning

Conditional zoning provides for the use of development conditions or use limitations as part of a rezoning approval. These conditions help ensure compatibility between the subject property and surrounding areas. A conditional zoning district has all the requirements of a traditional zoning district, as well as specific development conditions agreed to by the property owner and Board of Commissioners.

Staff will use the following checklists to determine the completeness of your application. Please make an appointment with the Planning Technician (252-232-6026) to submit your application. The Planning Technician will review the submittal checklist with you at the time of this appointment and accept the submittal only if all of the requirements have been met.

## Conditional Zoning Submittal Checklist

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

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

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

### Applications

- \_\_\_ Complete Conditional Zoning application
- \_\_\_ Hearing Dates and Procedure for Continued Requests form

### Statements/Forms

- \_\_\_ If the request does not include the entire parcel, please provide a metes and bound description of the proposed area to be rezoned.
- \_\_\_ Community Meeting Report

### Fee

- \_\_\_ Application fee (\$150 plus \$5 for each acre)

### Plans

- \_\_\_ Survey of the property
- \_\_\_ Conceptual site plan
- \_\_\_ Number of Copies Submitted
  - 5 Copies of plans
  - 5 Hard copies of ALL documents
  - 1 PDF digital copy (ex. Compact Disk – e-mail not acceptable) of all plans AND documents

### File

- \_\_\_ Add new case number

**Pre-application Meeting**

\_\_\_ Pre-application Meeting was held on \_\_\_\_\_ and the following people were present: \_\_\_\_\_

**Comments**

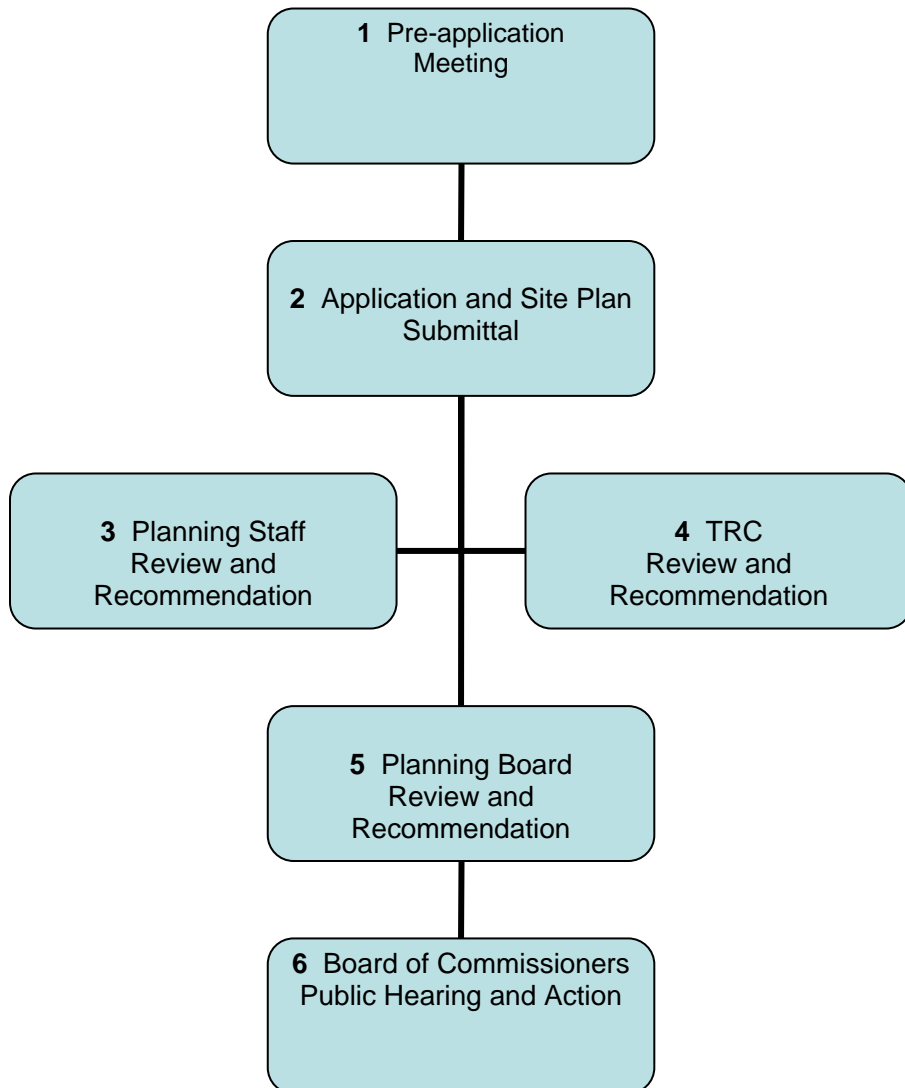
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## Special Use Permits

A Special Use Permit (SUP) is a permit issued by the Board of Commissioners that authorizes the recipient to make use of property in accordance with the requirements of the UDO as well as any additional requirements imposed by the Board of Commissioners.

### Review Process



## Special Use Permit Submittal Checklist

Staff will use the following checklists to determine the completeness of your application. Please make an appointment with the Planning Technician (252-232-6026) to submit your application. The Planning Technician will review the submittal checklist with you at the time of this appointment and accept the submittal only if all of the requirements have been met.

## Special Use Permit Submittal Checklist

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

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

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

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

### Applications

- \_\_\_ Complete Special Use Permit application
- \_\_\_ Hearing Dates and Procedure for Continued Requests form
- \_\_\_ NCDENR, DWQ stormwater permit application
- \_\_\_ NCDENR, Land Quality, Erosion and Sedimentation Control permit application
- \_\_\_ NCDOT Street and Driveway Access Permit Application and Encroachment Agreement

### Approvals/Forms

- \_\_\_ Narrative explaining the proposed use

### Fee

- \_\_\_ Application Fee (\$150)

### Plans

- \_\_\_ Accurate conceptual site plan drawn to scale (1" = 50')
- \_\_\_ Drainage Plan, including narrative
- \_\_\_ Bufferyard/Landscape Plan
- \_\_\_ Number of Copies Submitted
  - 5 Copies of plans
  - 5 Hard copies of ALL documents
  - 1 PDF digital copy (ex. Compact Disk – e-mail not acceptable) of all plans AND documents

### File

- \_\_\_ Add new case number

**Pre-application Meeting**

\_\_\_ Pre-application Meeting was held on \_\_\_\_\_ and the following people were present: \_\_\_\_\_

**Comments**

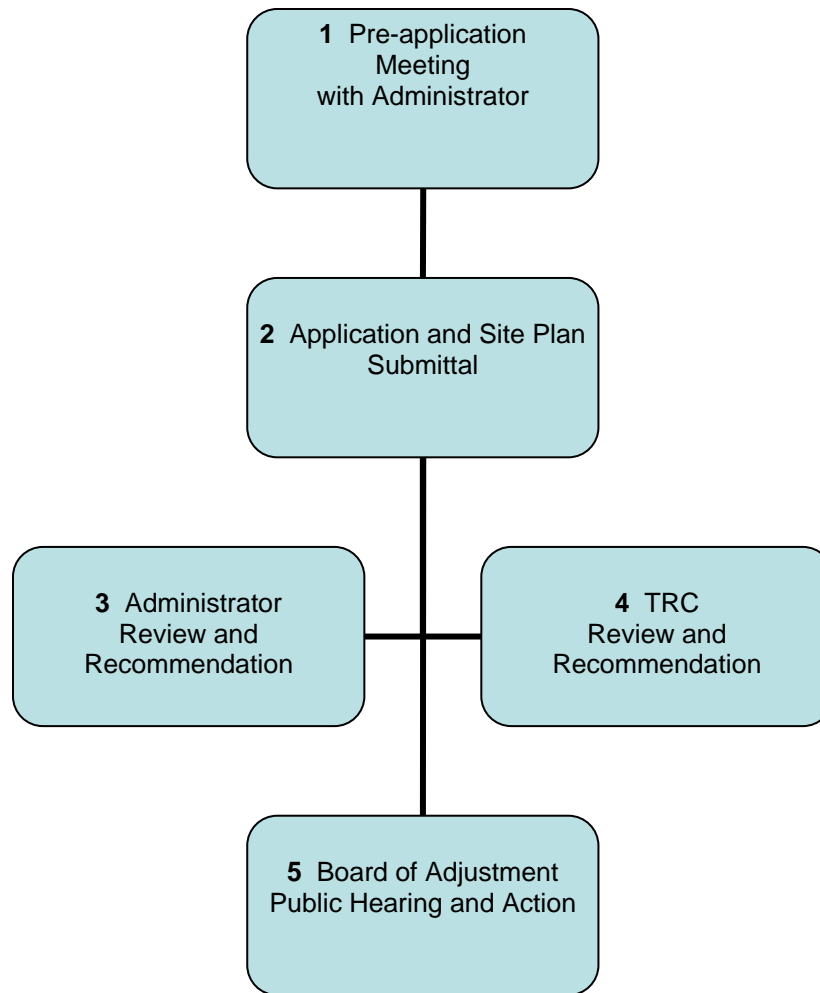
\_\_\_\_\_  
\_\_\_\_\_

**NOTE: NCDENR Permits and approved plans are required prior to building permit application or commencement of use if building permit is not required.**

## Conditional Use Permits

A Conditional Use Permit (CUP) is a permit issued by the Board of Adjustment that authorizes the recipient to make use of property in accordance with the requirements of the UDO as well as any additional requirements imposed by the Board of Adjustment.

### Review Process



## Conditional Use Permit Submittal Checklist

Staff will use the following checklists to determine the completeness of your application. Please make an appointment with the Planning Technician (252-232-6026) to submit your application. The Planning Technician will review the submittal checklist with you at the time of this appointment and accept the submittal only if all of the requirements have been met.

## Conditional Use Permit Submittal Checklist

Date Received: \_\_\_\_\_ TRC Date: \_\_\_\_\_ BOA Date: \_\_\_\_\_

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

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

### Applications

- \_\_\_ Complete Conditional Use Permit application
- \_\_\_ Hearing Dates and Procedure for Continued Requests form
- \_\_\_ NCDENR, DWQ stormwater permit application
- \_\_\_ NCDENR, Land Quality, Erosion and Sedimentation Control permit application
- \_\_\_ NCDOT Street and Driveway Access Permit Application and Encroachment Agreement

### Fee

- \_\_\_ Application Fee (\$150)

### Approvals/Forms

- \_\_\_ Narrative explaining the proposed use

### Plans

- \_\_\_ Accurate conceptual site plan drawn to scale (1" = 50')
- \_\_\_ Drainage Plan, including narrative
- \_\_\_ Bufferyard/Landscape Plan
- \_\_\_ Number of Copies Submitted
  - 5 Copies of plans
  - 5 Hard copies of ALL documents
  - 1 PDF digital copy (ex. Compact Disk – e-mail not acceptable) of all plans AND documents

### File

- \_\_\_ Add new case number

**Pre-application Meeting**

\_\_\_ Pre-application Meeting was held on \_\_\_\_\_ and the following people were present: \_\_\_\_\_

**Comments**

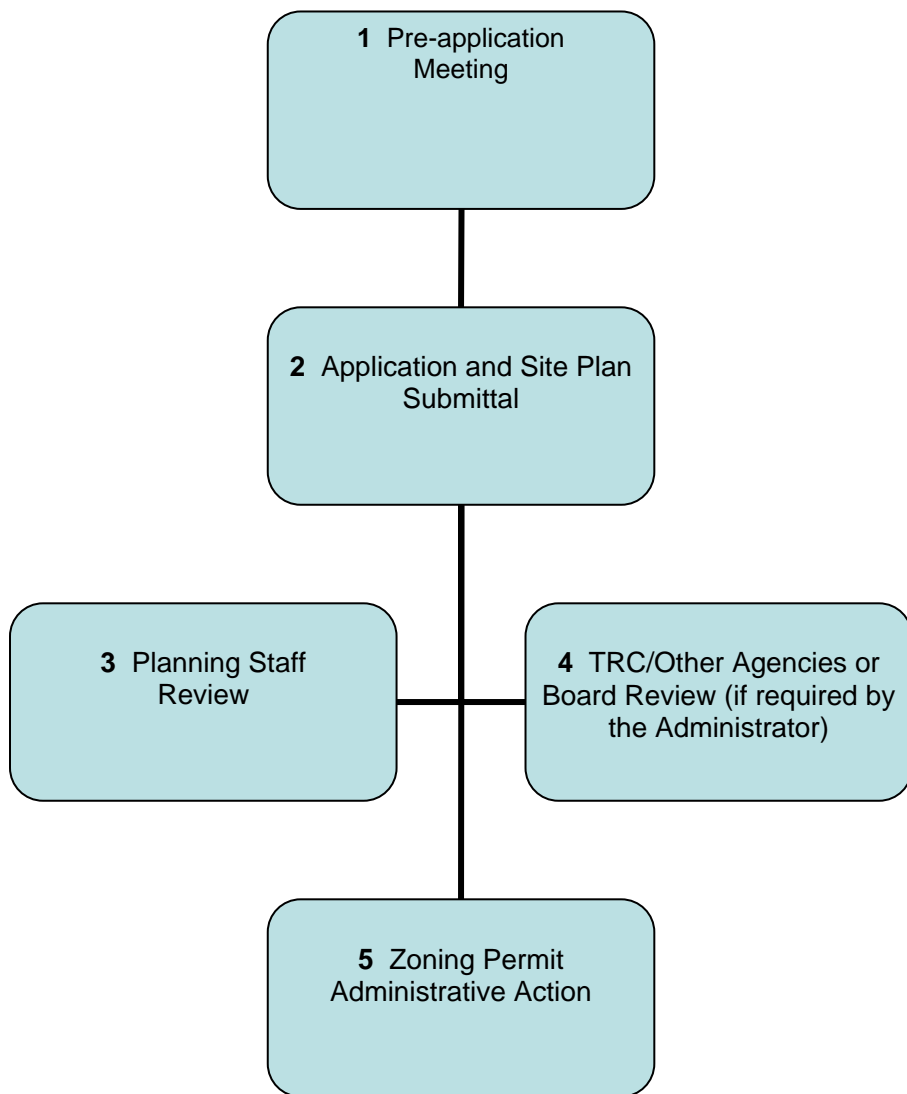
\_\_\_\_\_  
\_\_\_\_\_

**NOTE: NCDENR Permits and approved plans are required prior to building permit application or commencement of use if building permit is not required.**

## Commercial (Non-Residential) Site Plan Permit - TRC

A commercial site plan permit is a zoning permit issued by the administrator for non-residential development of a specific parcel. *NOTE: Non-Residential site plans with net increase of built upon area that does not exceed 1% of the total lot area or 400 square feet, whichever is less, and change of use requests from one business use to another business use within the same land use classification (LUC) will be reviewed by the Core Review Team (CRT). See page 43 for CRT review information.*

### Review Process



**Commercial (Non-Residential) Submittal Checklist - TRC**

Staff will use the following checklists to determine the completeness of your application. Please make an appointment with the Planning Technician (252-232-6026) to submit your application. The Planning Technician will review the submittal checklist with you at the time of this appointment and accept the submittal only if all of the requirements have been met.

**Non-Residential Site Plan**

**Submittal Checklist**

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

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

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

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

**Applications**

- \_\_\_ Complete Non-Residential Site Plan application
- \_\_\_ NCDENR, DWQ stormwater permit application (if 10,000sf or more of built upon area)
- \_\_\_ NCDENR, Land Quality, Erosion and Sedimentation Control permit application (if one acre or more of land disturbance)
- \_\_\_ NCDOT Street and Driveway Access Permit Application and Encroachment Agreement
- \_\_\_ ARHS Construction Improvements Permit

**Fee**

- \_\_\_ Application Fee (\$.02/sf of gross floor area or \$50 minimum)

**Plans**

- \_\_\_ Accurate site plan drawn to scale (1" = 50')
- \_\_\_ Drainage Plan
- \_\_\_ Bufferyard/Landscape Plan
- \_\_\_ Lighting Plan, if applicable
- \_\_\_ NCDENR, Land Quality, Erosion and Sedimentation Control Plan, if one acre or more of land disturbance.
- \_\_\_ Number of Copies Submitted
  - 5 Copies of plans
  - 5 Hard copies of ALL documents
  - 1 PDF digital copy (ex. Compact Disk – e-mail not acceptable) of all plans AND documents

**Pre-application Meeting**

\_\_\_ Pre-application meeting was held on \_\_\_\_\_ and the following people were present: \_\_\_\_\_

**Comments**

\_\_\_\_\_  
\_\_\_\_\_

## Commercial (Non-Residential) Site Plan Design Standards Checklist - TRC

- A. A site plan and fee for all (nonresidential) development shall be submitted to the county for review prior to issuance of required building permits.
- B. All nonresidential site plans shall be submitted at a scale of 1 inch equals 50 feet or larger with 5 black or blue/black line paper prints and drawn in a professional manner showing true dimensions.
- C. A PDF digital copy of all plans and documents.
- D. Unless otherwise determined by the administrator, site plans shall show the following minimum information:
  - 1. General Information including, but not limited to: Vicinity map; north arrow; engineering scale ratio; acreage; title of development; date of plan; gross floor area of all buildings; name and address of owner/developer; person or firm preparing the plan; zoning setback lines.
  - 2. Location(s), dimension(s), and arrangement of all: Existing and proposed vehicular entrances, exits, drives, and fire lanes; automobile parking spaces, drive aisles, number of spaces; truck unloading docks, ramps, and space; refuse collection (dumpster) container space(s); building(s) with exterior dimensions; fences, walls, ramps, pools, patios, and surfaces areas; water tap(s) denoting size(s) of line(s) or well area; sewer tap(s) denoting size(s) of line(s) or septic system location, repair area; electrical service connection(s), meter(s), and pole(s); fire hydrant(s); easements and right-of-ways as determined by NC Department of Transportation; public utility lines (water, sewer and storm sewer) within all adjacent public right-of-ways and easements, and curb and gutter.
  - 3. Screening/landscaping plan designed in accordance with the UDO shall be required showing plants with common names, sizes, barriers, and numbers of plants and trees.
  - 4. Sight distance triangle of 10' x 70' shall be indicated at the intersection of all public right-of-way lines and 10' x 35' at the intersection of a right-of-way and driveway.
  - 5. Comparison of how the proposed development relates to the maritime forest guide (if located in the Outer Banks Overlay District)

6. Drainage plan designed in accordance with Chapter 9, including site surface drainage, pipe size, yard drains, catch basins, curb inlets, and topographic plan that indicates location and elevations of roadside ditches, proposed culverts, and existing upstream and downstream culverts, changes above or below natural grade (shown in 1 foot intervals) and contains the following certificate:

Certification of Stormwater Management:

On the site plan entitled \_\_\_\_\_, stormwater drainage improvements shall be installed according to these plans and specifications and approved by Currituck County Planning Department. Currituck County assumes no responsibility for the design, maintenance, or the guaranteed performance of the stormwater drainage improvements.

\_\_\_\_\_  
Registered Land Surveyor/  
Civil Engineer

\_\_\_\_\_  
Date

I, \_\_\_\_\_, owner/agent do hereby certify that I will develop the property in accordance with the approved plans which will be constructed or maintained so that surface waters from such development are not unreasonably collected and channeled onto lower adjacent properties at such locations or at such volumes as to cause substantial damage to such lower adjacent properties. In addition, the development will be constructed or maintained so that it will not unreasonably impede the natural flow of water from higher adjacent properties across such development, thereby unreasonably causing substantial damage to such higher adjacent properties.

Date: \_\_\_\_\_ Owner/Agent: \_\_\_\_\_

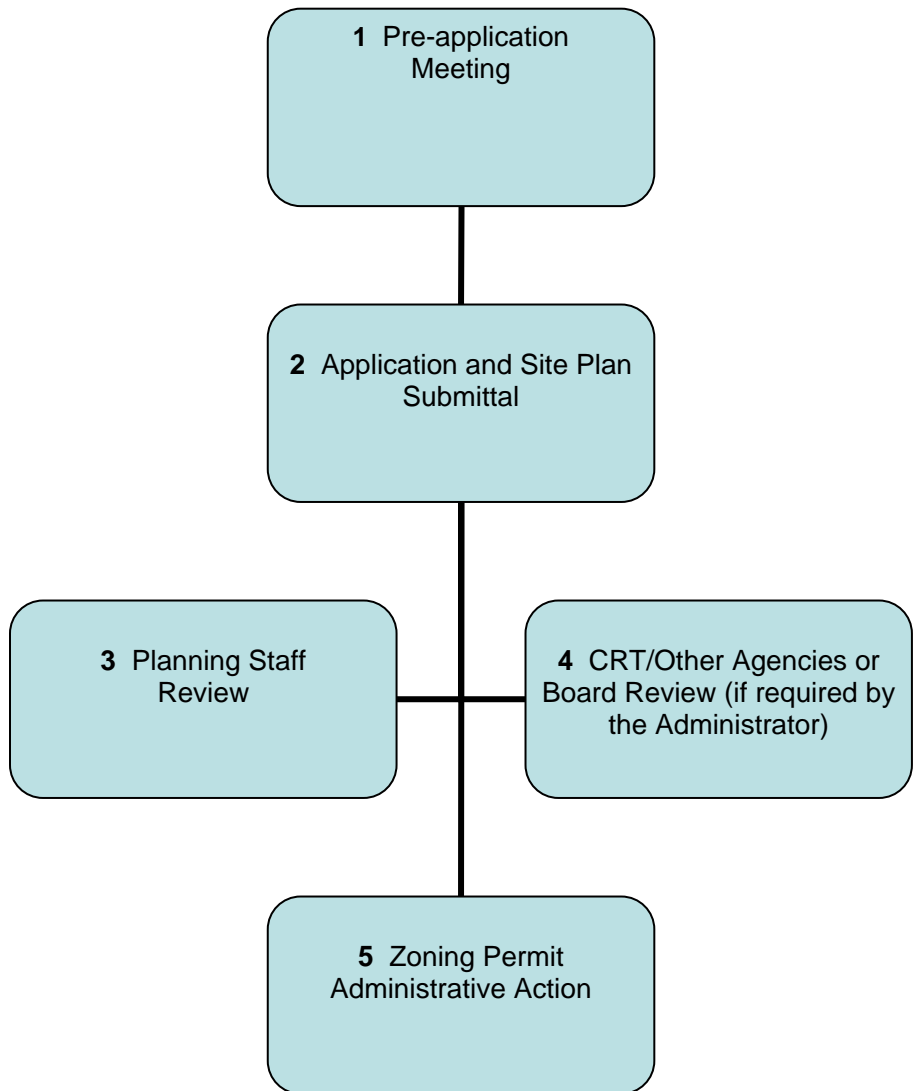
7. Lighting plan in accordance with the UDO.
8. Flood zone boundary lines and proposed finished floor elevations for all zones, excluding X and Shaded X.
9. Any additional information as may be required by the reviewing agents.

**NOTE: All TRC comments have to be adequately addressed prior to approval of a building permit. Revised site plans will be reviewed within five working days of submittal.**

## Commercial (Non-Residential) Site Plan Permit - CRT

A commercial site plan permit is a zoning permit issued by the administrator for non-residential development of a specific parcel. ***Non-Residential site plans with net increase of built upon area that does not exceed 1% of the total lot or 400 square feet, whichever is less, and change of use requests from one business use to another business use within the same land use classification (LUC) will be reviewed by the Core Review Team (CRT) within 10 days of submittal. LUC can be found in Chapter 2, Permitted Use Table, of the Unified Development Ordinance. The CRT consists of the building inspector, planner, fire marshal, and ARHS.***

### Review Process



**Commercial (Non-Residential) Submittal Checklist – CRT\***

Staff will use the following checklists to determine the completeness of your application. Please make an appointment with the Planning Technician (252-232-6026) to submit your application. The Planning Technician will review the submittal checklist with you at the time of this appointment and accept the submittal only if all of the requirements have been met.

**Non-Residential Site Plan  
Submittal Checklist**

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

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

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

**Applications**

- \_\_\_ Complete Non-Residential Site Plan application
- \_\_\_ NCDENR, DWQ stormwater permit application (if 10,000sf or more of built upon area)
- \_\_\_ NCDENR, Land Quality, Erosion and Sedimentation Control permit application (if one acre or more of land disturbance)
- \_\_\_ NCDOT Street and Driveway Access Permit Application and Encroachment Agreement
- \_\_\_ ARHS Construction Improvements Permit

**Fee**

- \_\_\_ Application Fee (\$.02/sf of gross floor area or \$50 minimum)

**Plans**

- \_\_\_ Accurate site plan drawn to scale (1" = 50')
- \_\_\_ Drainage Plan
- \_\_\_ Bufferyard/Landscape Plan
- \_\_\_ Lighting Plan, if applicable
- \_\_\_ NCDENR, Land Quality, Erosion and Sedimentation Control Plan, if one acre or more of land disturbance.
- \_\_\_ Number of Copies Submitted
  - 5 Copies of plans
  - 5 Hard copies of ALL documents
  - 1 PDF digital copy (ex. Compact Disk – e-mail not acceptable) of all plans AND documents

**Pre-application Meeting**

- \_\_\_ Pre-application meeting was held on \_\_\_\_\_ and the following people were present: \_\_\_\_\_

## Comments

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***\*NOTE: Non-Residential site plans with net increase of built upon area that does not exceed 1% of the total lot or 400 square feet, whichever is less, and change of use requests from one business use to another business use within the same land use classification (LUC) will be reviewed by the Core Review Team (CRT) within 10 days of submittal. LUC can be found in Chapter 2, Permitted Use Table, of the Unified Development Ordinance. The CRT consists of the building inspector, planner, fire marshal, and ARHS.***

## Commercial (Non-Residential) Site Plan Design Standards Checklist - CRT

- A. A site plan and fee for all (nonresidential) development shall be submitted to the county for review prior to issuance of required building permits.
- B. All nonresidential site plans shall be submitted at a scale of 1 inch equals 50 feet or larger with 5 black or blue/black line paper prints and drawn in a professional manner showing true dimensions.
- C. A PDF digital copy of all plans and documents.
- D. Unless otherwise determined by the administrator, site plans shall show the following minimum information:
  - 1. General Information including, but not limited to: Vicinity map; north arrow; engineering scale ratio; acreage; title of development; date of plan; gross floor area of all buildings; name and address of owner/developer; person or firm preparing the plan; zoning setback lines.
  - 2. Location(s), dimension(s), and arrangement of all: Existing and proposed vehicular entrances, exits, drives, and fire lanes; automobile parking spaces, drive aisles, number of spaces; truck unloading docks, ramps, and space; refuse collection (dumpster) container space(s); building(s) with exterior dimensions; fences, walls, ramps, pools, patios, and surfaces areas; water tap(s) denoting size(s) of line(s) or well area; sewer tap(s) denoting size(s) of line(s) or septic system location, repair area; electrical service connection(s), meter(s), and pole(s); fire hydrant(s); easements and right-of-ways as determined by NC Department of Transportation; public utility lines (water, sewer and storm sewer) within all adjacent public right-of-ways and easements, and curb and gutter.
  - 3. Screening/landscaping plan designed in accordance with the UDO shall be required showing plants with common names, sizes, barriers, and numbers of plants and trees.
  - 4. Sight distance triangle of 10' x 70' shall be indicated at the intersection of all public right-of-way lines and 10' x 35' at the intersection of a right-of-way and driveway.
  - 5. Comparison of how the proposed development relates to the maritime forest guide (if located in the Outer Banks Overlay District)

6. Drainage plan designed in accordance with Chapter 9, including site surface drainage, pipe size, yard drains, catch basins, curb inlets, and topographic plan that indicates location and elevations of roadside ditches, proposed culverts, and existing upstream and downstream culverts, changes above or below natural grade (shown in 1 foot intervals) and contains the following certificate:

Certification of Stormwater Management:

On the site plan entitled \_\_\_\_\_, stormwater drainage improvements shall be installed according to these plans and specifications and approved by Currituck County Planning Department. Currituck County assumes no responsibility for the design, maintenance, or the guaranteed performance of the stormwater drainage improvements.

\_\_\_\_\_  
Registered Land Surveyor/  
Civil Engineer

\_\_\_\_\_  
Date

I, \_\_\_\_\_, owner/agent do hereby certify that I will develop the property in accordance with the approved plans which will be constructed or maintained so that surface waters from such development are not unreasonably collected and channeled onto lower adjacent properties at such locations or at such volumes as to cause substantial damage to such lower adjacent properties. In addition, the development will be constructed or maintained so that it will not unreasonably impede the natural flow of water from higher adjacent properties across such development, thereby unreasonably causing substantial damage to such higher adjacent properties.

Date:\_\_\_\_\_ Owner/Agent:\_\_\_\_\_

7. Lighting plan in accordance with the UDO.
8. Flood zone boundary lines and proposed finished floor elevations for all zones, excluding X and Shaded X.
9. Any additional information as may be required by the reviewing agents.

**NOTE: All CRT comments have to be adequately addressed prior to approval of a building permit. Revised site plans will be reviewed within five working days of submittal.**

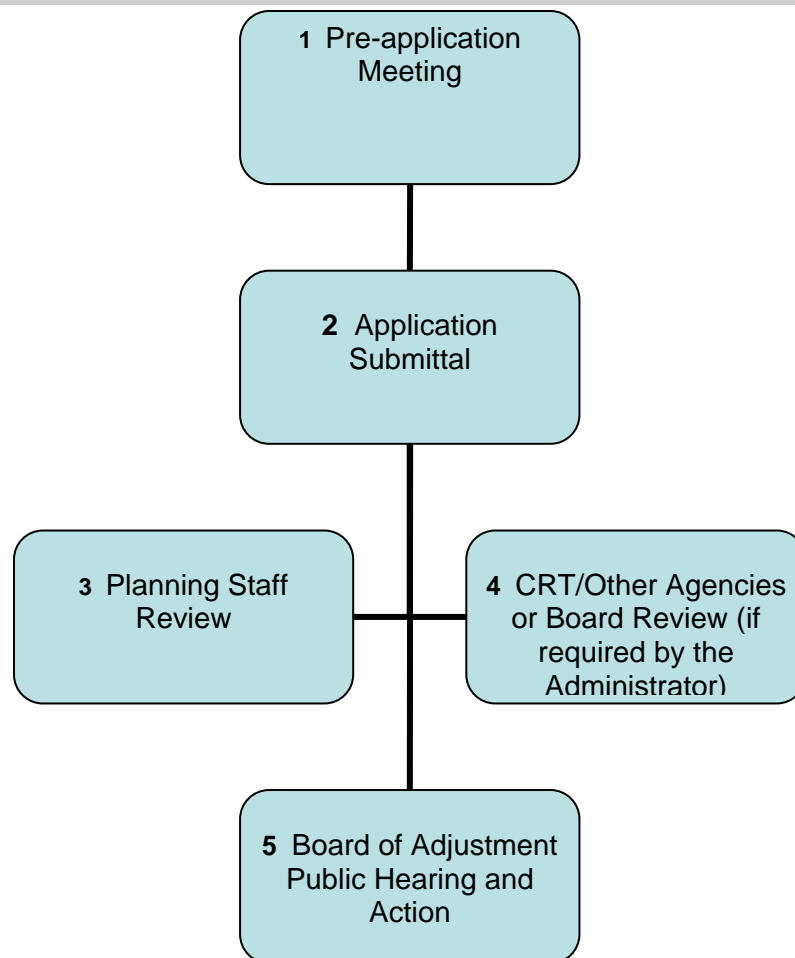
## Variances

A variance is a grant of relief from the requirements of the Unified Development Ordinance. A variance may be granted by the Board of Adjustment if it concludes that strict enforcement of the ordinance would result in practical difficulties or unnecessary hardships for the applicant and that, by granting the variance, the spirit of the ordinance will be observed, public safety and welfare secured, and substantial justice done.

Required findings:

1. If the applicant complies strictly with the provisions of the ordinance, he can make no reasonable use of his property;
2. The hardship of which the applicant complains is one suffered by the applicant rather than by neighbors or the general public;
3. The hardship relates to the applicant's land, rather than personal circumstances;
4. The hardship is unique, or nearly so, rather than one shared by many surrounding properties;
5. The hardship is not the result of the applicant's own actions; and,
6. The variance will neither result in the extension of a nonconforming situation in violation of Chapter 16 nor authorize the initiation of a nonconforming use of land.

## Review Process



## Variance Submittal Checklist

Staff will use the following checklists to determine the completeness of your application. Please make an appointment with the Planning Technician (252-232-6026) to submit your application. The Planning Technician will review the submittal checklist with you at the time of this appointment and accept the submittal only if all of the requirements have been met.

### Variance Submittal Checklist

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

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

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

#### Applications

- \_\_\_ Complete Variance application
- \_\_\_ Hearing Dates and Procedure for Continued Requests form
- \_\_\_ Number of Copies Submitted
  - 5 Hard copies of ALL documents
  - 1 PDF digital copy (ex. Compact Disk – e-mail not acceptable) of all plans AND documents

#### Fee

- \_\_\_ Application fee (\$150)

#### File

- \_\_\_ Add new case number

#### Pre-application Meeting

- \_\_\_ Pre-application Meeting was held on \_\_\_\_\_ and the following people were present: \_\_\_\_\_

#### Comments

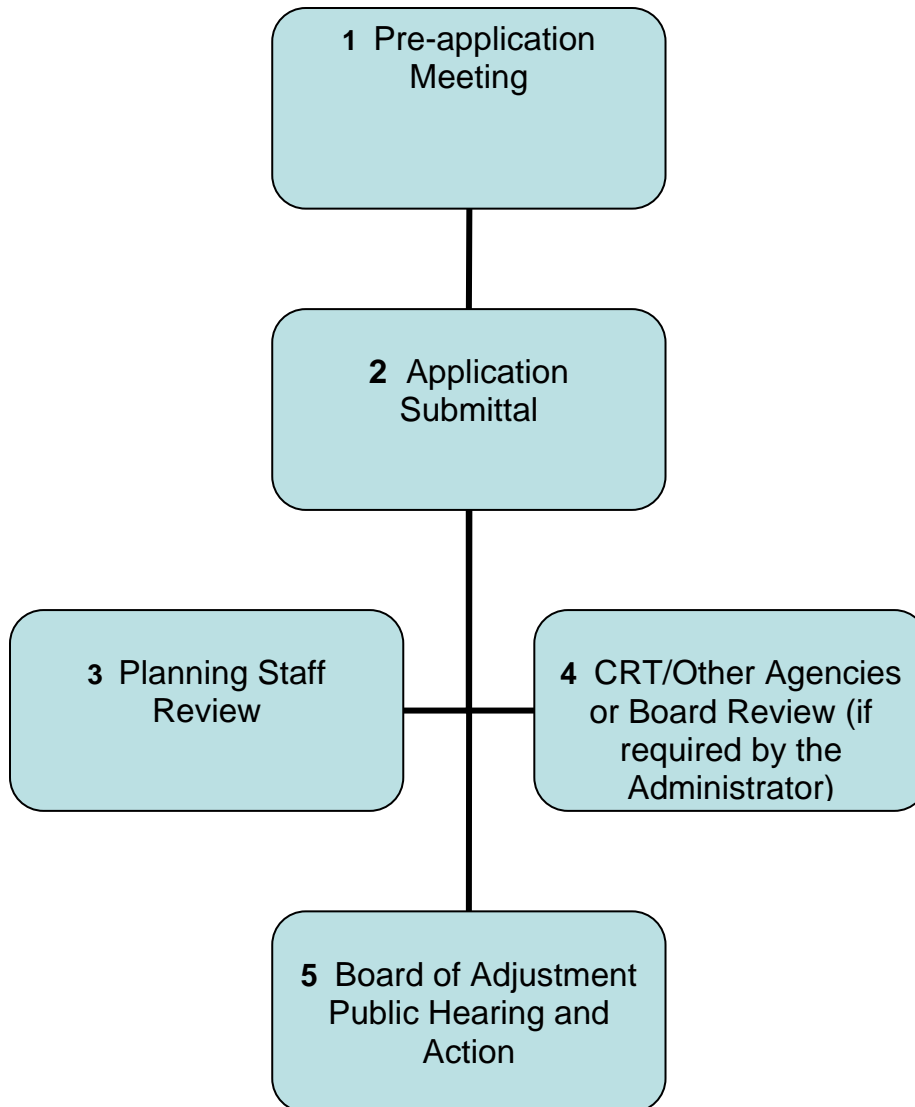
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# Appeals-Interpretation

An appeal-interpretation is a request by an applicant for the Board of Adjustment to review a decision or interpretation by the zoning administrator.

## Review Process



## Appeal-Interpretation Submittal Checklist

Staff will use the following checklists to determine the completeness of your application. Please make an appointment with the Planning Technician (252-232-6026) to submit your application. The Planning Technician will review the submittal checklist with you at the time of this appointment and accept the submittal only if all of the requirements have been met.

### Appeal - Interpretation Submittal Checklist

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

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

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

#### Applications

- \_\_\_ Complete Appeal - Interpretation application
- \_\_\_ Hearing Dates and Procedure for Continued Requests form
- \_\_\_ Evidence
- \_\_\_ Number of Copies Submitted
  - 10 Hard copies of ALL documents
  - 1 PDF digital copy (ex. Compact Disk – e-mail not acceptable) of all plans AND documents

#### Fee

- \_\_\_ Application fee (\$150)

#### File

- \_\_\_ Add new case number

#### Pre-application Meeting

- \_\_\_ Pre-application Meeting was held on \_\_\_\_\_ and the following people were present: \_\_\_\_\_

#### Comments

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## Hearing Dates and Procedure for Continued Request

If you wish to continue a request to a later date, you must appear before the appropriate committee/board on the scheduled meeting date, state the reason for continuance, and the meeting date you wish the request to be heard.

Please note the following:

- There is a \$100 processing fee for each delayed request. This must be paid prior the delayed meeting date.
- If you wish to delay your request at a Board of Adjustment or Board of Commissioners meeting, you are responsible for re-advertising your request in a newspaper of general circulation in Currituck County for the approved date. The notice shall include the date, time, place, and nature of the application and shall be advertised at least 10 days, but not more than 25 days, prior to the hearing. You must provide the Planning Department with a copy of the newspaper in which that advertisement occurred and an affidavit of publication provided by the newspaper listing the advertisement and advertisement date(s) prior to the Board of Adjustment meeting.
- A request may only be continued by an applicant a total of two times during the entire review process. If the request is not acted upon by the appropriate committee/board at the second delayed meeting date because of the applicant's request for continuance, the application will be voided and returned to the applicant. A new submittal, including submittal fees, will be required to place the item on an agenda. The request will process as a new submittal as if it has not been reviewed by any committees/boards. *Note: In the event of an emergency, the administrator may process the continuance without it being counted toward the maximum number of two continuances allowed.*

# Zoning Districts

## Residential Districts

Each of these districts is designed and intended to secure for the persons who reside there a comfortable, healthy, safe, and pleasant environment in which to live, sheltered from incompatible and disruptive activities:

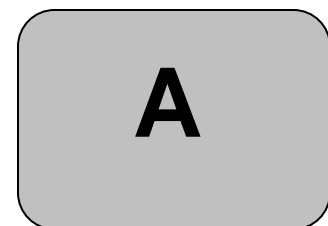
**Agricultural (A) District:** The Agricultural (A) district is designed to secure the agricultural integrity of the areas so classified. The uses encouraged in this district are agricultural or related to and dependent on agriculture. This district also includes vacant lands whose soils are unsuitable for development with septic systems.

**Residential densities** are typically one dwelling unit per three acres.



### Common Uses:

- Agricultural uses, with or without livestock
- Daycare centers
- Government offices
- Hunting and fishing lodges
- Mining
- Nursery or greenhouses
- Professional offices
- Religious Institutions
- Schools
- Single family dwellings
- Utility facilities

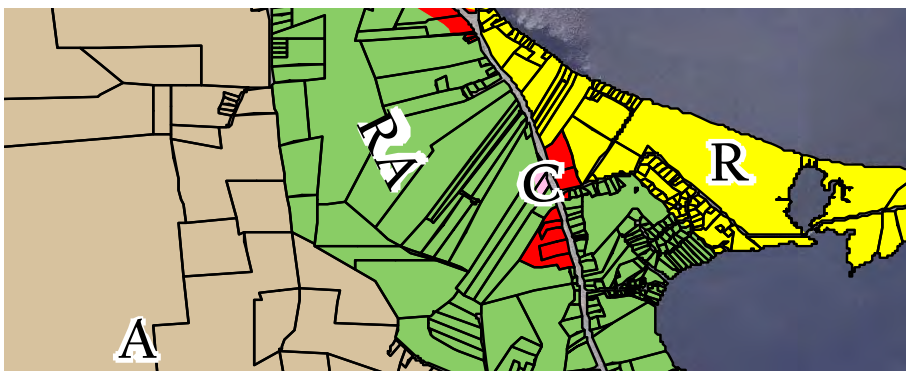


**Mixed Residential (RA) District:** The Mixed Residential (RA) district is designed to provide for mixed residential development on the mainland including site built, modular, double-wide, and (in existing mobile home subdivisions and mobile home parks) single-wide mobile homes. This district is intended to provide moderate cost housing options for residents and restrict the encroachment of mixed residential types in other districts and the encroachment of incompatible business uses (farm related or other) in established residential areas.

**Residential densities** are typically one dwelling unit per acre.



- Common Uses:**
- Accessory dwellings (apartments)
  - Agricultural uses with or without livestock
  - Daycare centers
  - Government offices
  - Hunting and fishing lodges
  - Multi-family Duplexes
  - Professional offices
  - Schools
  - Single family dwellings



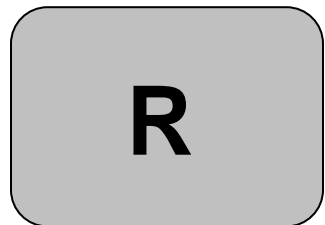
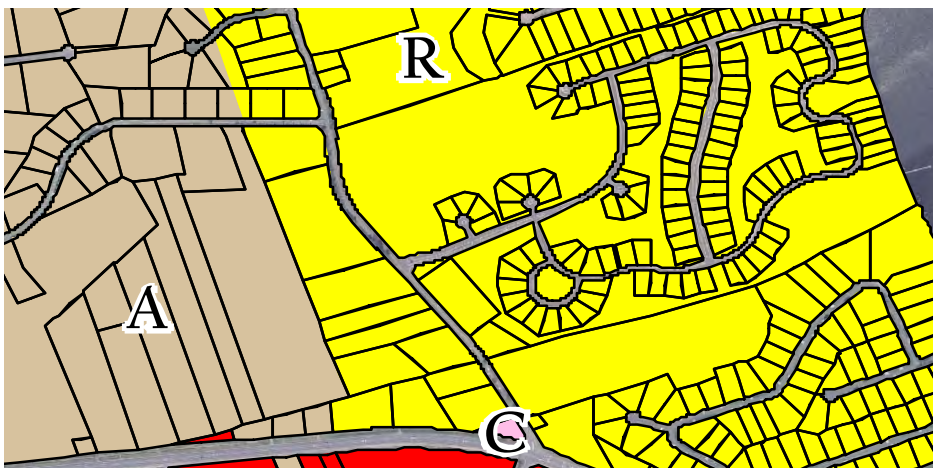
**Basic Residential (R) District:** The Basic Residential (R) district is designed to provide for low-density residential development on the mainland in areas that do not intrude into areas primarily devoted to agriculture.

**Residential densities** are typically one dwelling unit per acre.



**Common Uses:**

- Agricultural uses, without livestock
- Outdoor recreational facilities
- Professional offices
- Religious institutions
- Single family dwellings
- Utility facilities

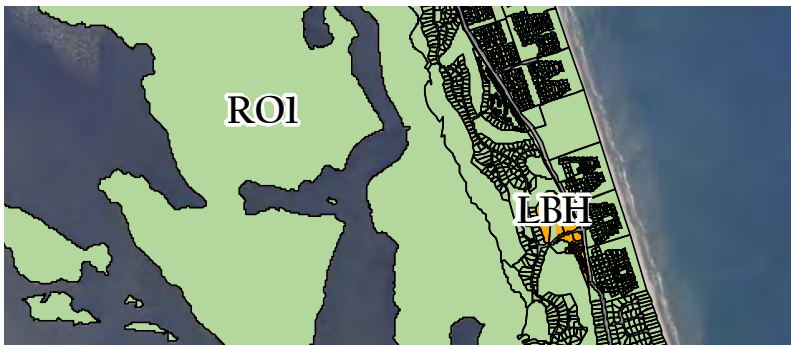


**Outer Banks Standard Residential (R01) District:** The Outer Banks Standard Residential (R01) district is designed to accommodate residential development (other than mobile homes) within the portion of the Currituck Outer Banks that is accessible by a state maintained road.

**Residential densities** are typically one dwelling unit per acre.



**Common Uses:**  
ABC stores  
Clinics  
Government offices  
Life guard stations  
Professional offices  
Religious Institutions  
Single family dwellings  
Utility facilities



**Outer Banks Limited Access Residential (RO2) District:** The Outer Banks Limited Access Residential (RO2) district is designed to accommodate low density residential development (other than mobile homes) within the portion of the Currituck Outer Banks that is not accessible by a state maintained road.

**Residential densities** are typically one dwelling unit per three acres.



**Common Uses:**  
Agricultural uses, with or without livestock  
Boat service and repair  
Single family dwellings



**Residential/Recreational (RR) District:** The Residential/Recreational (RR) district is designed to provide for some existing campgrounds and camper subdivisions and is retained for the purpose of regulating these existing uses. It is not intended that this district be expanded except in cases where:

1. An existing property containing an RR designation is split by zoning lines; and
2. The expansion only occurs within the lot boundaries as such boundaries existed as of April 2, 1989; and
3. The campground/camper subdivision meets all criteria established in Chapter 3 in addition to not exceeding an overall maximum density of 5.5 units (includes campers and motel rooms) and beds (includes group sleeping quarters) per acre.

**Residential densities** are typically one dwelling unit per acre for single family dwellings and 5.5 units per acre for campground/camper subdivisions.



**Common Uses:**  
Boat ramps  
Campgrounds  
Hunting and fishing lodges  
Single family dwellings



## Commercial Districts

Each of these districts is designed and intended to provide safe and attractive services conveniently located to serve the needs of surrounding residents without disrupting the character of nearby residential areas:

**General Business (GB) District:** The General Business (GB) district is the least restricted commercial district and is designed to accommodate the widest range of businesses.

**Residential densities** are typically one dwelling unit per acre for single family dwellings and 2.5 dwelling units per acre for multi-family dwellings.



### Common Uses:

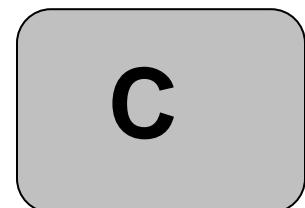
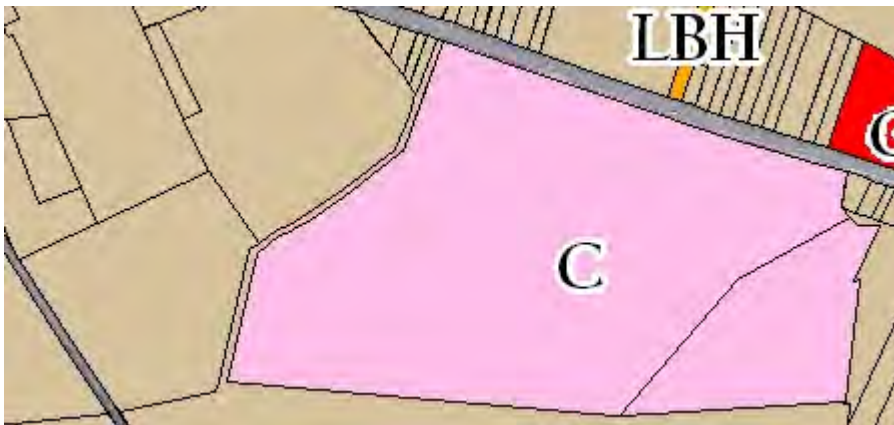
- Automotive and boat sales and rentals
- Automotive service and repair
- Convenience stores
- Daycare Centers
- Mini Warehousing
- Multi-family dwellings
- Professional offices
- Restaurants
- Retail uses, including shopping centers
- Single family dwellings
- Warehousing and distribution



**Commercial (C) District:** The Commercial (C) district is similar to the GB district except that most residential uses are not permitted in this zoning district.



**Common Uses:**  
Automotive and boat sales and rentals  
Boat services and repair  
Convenience stores  
Outdoor storage  
Professional offices  
Restaurants  
Retail uses, including shopping centers  
Warehousing and distribution  
Wholesale Trade



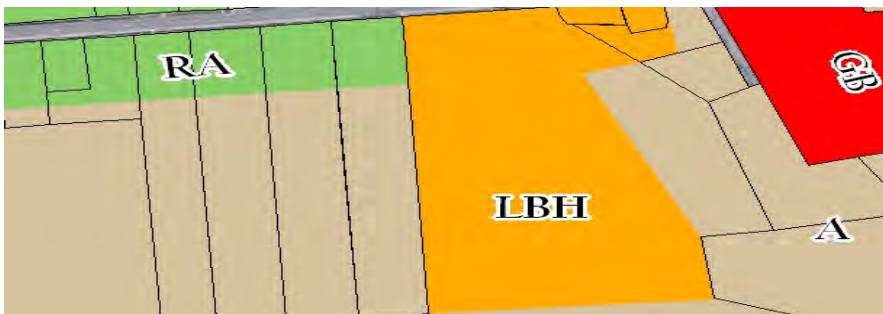
**Limited Business, Hotels Allowed (LBH) District:** The Limited Business, Hotels Allowed (LBH) district is generally designed to accommodate smaller scale businesses that primarily serve local clientele rather than regional needs. Land will generally be zoned LBH when:

1. Because of its location (e.g. at the intersection of two state maintained highways), it is undesirable as a site for residential development.
2. There is a demand for commercially zoned property at that location.

**Residential densities** are typically one dwelling unit per acre.



**Common Uses:**  
Single family dwellings  
Hospitals and clinics  
Hotels/Motels  
Convenience stores  
Restaurants  
Wholesale trade



## Industrial Districts

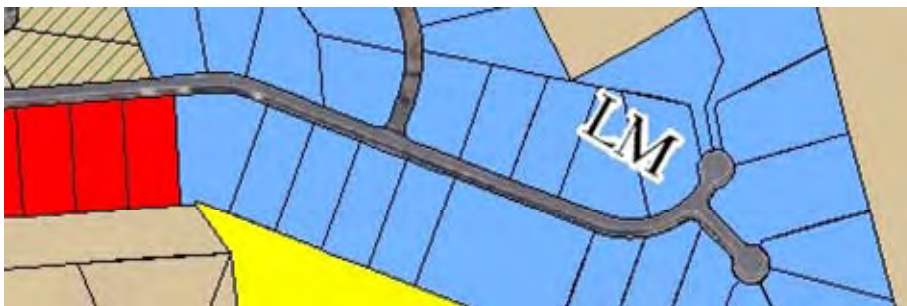
Each of these districts is intended primarily to accommodate enterprises engaged in the manufacturing, processing, creating, repairing, renovating, painting, cleaning, or assembling of goods, merchandise, or equipment:

**Light Manufacturing (LM) District:** The Light Manufacturing (LM) district is designed to accommodate enterprises engaged in the manufacturing, processing, creating, repairing, renovating, painting, cleaning, or assembling of goods, merchandise, or equipment. Certain types of manufacturing uses that tend to have significant adverse impacts on surrounding properties are excluded from the LM district.



### Common Uses:

- Automotive and boat sales and rentals
- Automotive services and repair
- Laundromats
- Manufacturing
- Mini Warehousing
- Professional offices
- Restaurants
- Retail uses
- Warehousing and distribution
- Wholesale trade



**Heavy Manufacturing (HM) District:** The Heavy Manufacturing (HM) district is designed to accommodate enterprises engaged in the manufacturing, processing, creating, repairing, renovating, painting, cleaning, or assembling of goods, merchandise, or equipment. Certain types of manufacturing uses that tend to have significant adverse impacts on surrounding properties are made permissible only within the HM district.



**Common Uses:**

- Automotive and boat service and repair
- Car washes
- Hospitals and clinics
- Junk yards and salvage yards
- Laundromats
- Manufacturing
- Mini warehousing
- Mining
- Professional offices
- Warehousing and distribution
- Wholesale trade



## Overlay Districts

Overlay districts are created to provide additional development standards for specifically identified areas. Overlay districts combine with the regulatory provisions of the underlying base zoning district to provide additional or supplementary standards. The following overlay districts are created for this purpose:

**Outer Banks (OB) Overlay District:** The purpose of the Outer Banks (OB) overlay district is to preserve and protect unique aspects of the Outer Banks area that do not exist elsewhere in Currituck County, as well as to provide protection from potential hazards associated with the Outer Banks environment. OB's are permitted on the Outer Banks in the RO1, RO2, GB, and LBH zoning districts.

**Residential densities** typically range from one unit per acre to one unit per three acres.

**Planned Adult Retirement (RET) Overlay District:** The purpose of the Planned Adult Retirement (RET) district is to allow planned adult retirement and/or assisted living community development. RET's are permitted only on sites of at least ten acres in areas located within the A, RA, R, RO1, RR, and GB zoning districts.

**Residential densities** are typically one dwelling unit per acre, but may be increase up to 250 units in the case of the conversion of a mobile home or RV park.



**Planned Unit Development (PUD) Overlay District:** The purpose of the Planned Unit Development (PUD) district is to allow mixed residential and commercial development as a unit and where a more efficient use of the land and additional on-site amenities can be achieved. PUD's are permitted only on sites of at least 50 acres in areas located within the R, RA, and RO1 zoning districts.

**Residential densities** are typically three dwelling units per acre.

**Residential Airpark Development (RAD) Overlay District:** The purpose of the Residential Airpark Development (RAD) district is to allow a mixed residential and aviation development. Any one or more property owners having 40 or more contiguous acres of land, at least one of which must be adjacent to the Currituck County Airport, may request the RAD overlay zoning district.

**Residential densities** are typically one dwelling unit per acre.

**Residential Multi-Family Development (RMF) Overlay District:** The purpose of the Residential Multi-Family (RMF) district is to provide for medium density residential development with some associated non-residential uses in close proximity to major thoroughfares and commercial zones on the Currituck County mainland. The RMF overlay is designed to have insignificant adverse impacts on surrounding single-family residential development. Areas located in a RMF overlay shall contain a minimum of five contiguous acres. RMF's are permitted in the R, RA, RR, and GB zoning districts.

**Residential densities** are typically one unit per 10,000 square feet.



## General Lot Requirements – Refer to UDO for Complete List of Requirements

Zone	Minimum Lot Size (acres and square feet)								Max. Lot Coverage (percentage) <sup>(9)</sup>			Floor Area Ratio <sup>(10)</sup>	Min. Setbacks (feet) <sup>(7)</sup>			Max. Height (feet)
	Individual Lots & Minor Subdivisions (up to 5 lots)		Conventional Subdivisions (up to 40 lots)		Conservation Subdivisions (41 lots or more)		Other						Front	Side	Rear	
	Lot Size <sup>(1/6)</sup>	Lot Width <sup>(2)</sup>	Lot Size <sup>(3)</sup>	Lot Width <sup>(8)</sup>	Lot Size <sup>(4)</sup>	Lot Width	Lot Size	Lot Width	< 10,000 sq. ft.	10,000 – 19,000 sq. ft.	> 19,000 sq. ft.					
<b>A</b> <sup>(4)</sup>	3 acres	125	3 acres <sup>(6)</sup>	125	20,000	100	3 acres	125	45	35	30	-	20	15	25	35
<b>RA</b>	40,000	125	40,000 <sup>(6)</sup>	125	20,000	100	40,000	125	45	35	30	-	20	15	25	35
<b>R</b>	40,000	125	40,000 <sup>(6)</sup>	125	20,000	100	40,000	125	45	35	30	-	20	15	25	35
<b>RO1</b>	40,000	125	40,000 <sup>(6)</sup>	125	20,000	100	40,000	125	45	35	30	-	20	15	25	35
<b>RO2</b>	120,000	125	120,000 <sup>(6)</sup>	125	1.5 acres	100	120,000	125	45	35	30	-	20	15	25	35
<b>RR</b>	40,000	125	40,000 <sup>(6)</sup>	125	20,000	100	40,000	125	45	35	30	-	20	15	25	35
<b>GB</b>	-	-	-	-	-	-	40,000	125	65			.400	20	15	25	35
<b>C</b>	-	-	-	-	-	-	40,000	125	65			.400	20	15	25	35
<b>LBH</b>	-	-	-	-	-	-	40,000	125	65			.400	20	15	25	35
<b>LM</b>	-	-	-	-	-	-	40,000	125	65			.400	20	15	25	35
<b>HM</b>	-	-	-	-	-	-	40,000	125	65			.400	20	15	25	35

- (1) In a Family Subdivision (Minor), one lot may be created per year for a total of five lots. Lots shall have a minimum of 40,000 square feet except in the RO2 District where the minimum lot size shall apply.
- (2) Corner lots shall be 10 feet wider than the required minimum lot width in order to accommodate the additional setback requirement.
- (3) A Conventional Subdivision may be developed without open space if each of the lots is five acres or more and the minimum lot width is 200 feet.
- (4) See Section 10.4 for density bonuses.
- (5) Each parcel as it existed on April 2, 1989 may create a total of five 40,000 square foot lots. If that parcel has been recombined with another parcel or parcels at some later date or is adjacent to another parcel under the same ownership, each parcel shall be allowed to create five parcels of 40,000 square feet, however the subdivision may be subject to the major subdivision review process.
- (6) The required lot size may be reduced to 20,000 square feet (1.5 acres in the case of RO2) if the lot size reduction is applied to the open space area.
- (7) Any lot shown within a subdivision or PUD granted a minimum of sketch plan approval from the Planning Board prior to April 2, 1989 shall: (i) have a ten foot side yard setback; and, (ii) have a ten foot rear setback where the rear lot line abuts a common open space area.
- (8) Five acre lot conventional subdivisions shall require a minimum lot width of 200 feet.
- (9) The total lot coverage may be increased by 15 percent if: (i) 50 percent of the maximum allowable lot coverage is in Turfstone™ or equivalent porosity as determined by the county engineer; or, (ii) the development is served by an approved and functional stormwater management plan as determined by the county engineer.
- (10) The floor area ratios set forth above shall not apply to residential uses within the listed districts except with respect to lots that also contain buildings used for nonresidential purposes (in which case the FAR's shall be applicable to all buildings on such lots).

\* See Chapter 4 for additional dimensional requirements for development located in overlay districts.

\* See Chapter 5 for additional buffer yard setbacks for nonresidential uses.



## Airport Overlay Disclosure Form

At real estate transactions involving property within the Airport Overlay (AO), the purchaser, seller, and witnesses shall sign the following disclosure form or the NC Real Estate Commission's standard residential property disclosure statement, in accordance with the N.C. Residential Disclosure Act (NCGS 47E).



## Currituck County Airport Overlay Disclosure Form

All or a portion of the property located at \_\_\_\_\_ (address/parcel ID number) is located within the Airport Overlay (AO) District. Persons on the premises may be exposed to noise and other effects as may be inherent in airport operations. Currituck County also established certain compatible use zones within its Unified Development Ordinance.

The above property is located in the (please check all that apply):

- a) Compatible Use Zone 1 \_\_\_\_\_
- b) Compatible Use Zone 2 \_\_\_\_\_
- c) Compatible Use Zone 3 \_\_\_\_\_

Currituck County has placed certain restrictions on development and use of property within this overlay. Before purchasing the above property, the buyer should consult with the Currituck County Planning Department to determine the restrictions that have been placed on the subject property.

### Certification

As the owner(s) of the subject property, I hereby certify that I have informed \_\_\_\_\_, as a prospective purchaser, that the subject property is located within the Currituck County Airport Overlay District.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Witness \_\_\_\_\_ Owner \_\_\_\_\_

As the prospective purchaser of the subject property, I hereby certify that I have been informed that the subject property is within the Airport Overlay (AO) District, and I have consulted with the Currituck County Planning Department to determine the restrictions which have been placed on the subject property.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Witness \_\_\_\_\_ Purchaser \_\_\_\_\_

## **Water Line Project Completion Checklist**

The following items are required for water line project completion approval from the Currituck County Water Department. For specific information, please contact Pat Irwin, Public Utilities, at 252-232-2769.

### **Water Line Project Completion Documents CHECKLIST**

1. NC DENR Engineer's Certification
2. NC DENR Applicant's Certification
3. Final approval from NC DENR Water Supply Section
4. Water line pressure test documentation
5. Three copies of the As-Built Drawings as follows:
  - One 36" x 24" Hard Copy
  - One PDF
  - One AutoCad
6. Bacteriological analysis test results
7. Receipt for payment of construction water fees from a hydrant meter
8. Provide meters for all lots (except SOBWS the meters are included with the tap fee)
9. Tap fee payment for all lots

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