Currituck County

Administrative Manual

PURPOSE AND INTENT

The purpose of this manual is to assist in the administration of the Unified Development Ordinance (UDO). The manual's primary goal is to explain the review procedures of development applications established in the UDO. In an effort to ease the review process, this manual also contains application forms, staff review checklists, and submittal and fee schedules. The administrative manual consolidates information in the development review process, and helps applicants understand the procedures and requirements. The intent of this administrative manual is more specifically to:

A. Establish a process that is clear and understandable to all interested parties, applicants and staff;

B. Clarify the standards and procedures for submitting complete and relevant information for development applications;

C. Provide information and tools to assist applicants during the review process;

D. Provide official interpretations of the UDO; and

E. Establish planting standards that promote health and survival of landscaping installed in the county.

Should you have any questions or comments about this manual please contact the Planning and Community Development Department.

Currituck
COUNTY

Third Edition - September 2014
Administrative Manual Effective November 2012

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1. INTRODUTION

1.1. MANUAL OVERVIEW

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 administrative manual as an aid for citizens, public officials, engineers, and developers. The manual includes information on review processes, submittal procedures, and design/review requirements. 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 administrative 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 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 and Community Development Department.

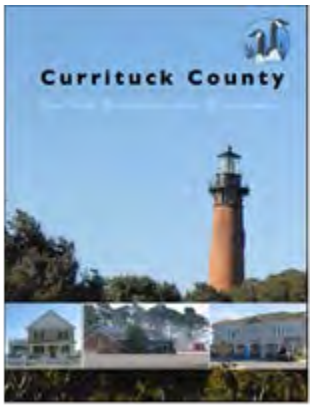
Applicants are reminded this manual does not serve as a substitute for any of Currituck County's adopted ordinances or plans and is intended only as a guide to the users of the Currituck County Unified Development Ordinance. In case of conflict between this document and other county ordinances, the adopted county ordinances shall control.

A digital version of this manual is available online at the Planning and Community Development Department's webpage at:
http://www.co.currituck.nc.us/planning-community-development.cfm

1.2. LINKS TO ADOPTED PLANS, ORIDNANCES, AND OTHER USEFUL TOOLS

The following is a list of adopted plans and ordinances, and tools used to help implement them. The plans, ordinances, and tools may be referenced within this manual.

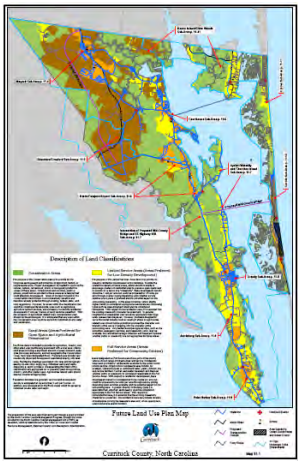
1.2.1. Unified Development Ordinance



The propose of the Unified Development Ordinance (UDO) is to protect the public health, safety and general welfare of the citizens and landowners of Currituck County, and to implement the policies and objectives of county-adopted plans addressing the county's growth and development. The items in this manual are to assist in the administration of the rules, regulations, and review procedures of the UDO.

The UDO can be found online at:
http://www.co.currituck.nc.us/unified-development-ordinance-new.cfm

1.2.2. 2006 Land Use Plan



The Land Use Plan is intended to provide a framework that will guide local government officials and private citizens as they make day-to-day and long-term decisions affecting development. Serving as the overall "blueprint" for development of Currituck County, the Land Use Plan aims to have the most suitable and appropriate use of land and provision of public services. The goals and policies of the Land Use Plan are implemented through the Unified Development Ordinance.

The 2006 Land Use Plan can be found online at:
http://www.co.currituck.nc.us/land-use-plan.cfm

1.2.3. Maple-Barco Small Area Plan

The purpose of the Maple – Barco Small Area Plan is to balance growth and economic expansion with the integrity and character of the existing community. This planning document is used by county staff, state agencies, appointed officials, and the elected body to promote orderly growth and make important land use decisions for the Maple-Barco area.

The Maple-Barco Small Area can be found online at:
http://www.co.currituck.nc.us/sap-maple-barco.cfm

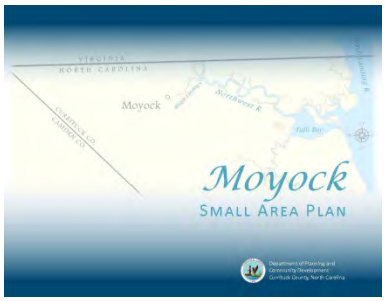
1.2.4. Corolla Village Small Area Plan

The goal of the Corolla Village Small Area Plan is to balance growth in a way that preserves the physical and natural environments that make Corolla Village distinct from other coastal communities. The plan is used to assist staff and the Board of Commissioners in guiding growth as well as planning for future improvements.

The Corolla Village Small Area Plan can be found online at: http://www.co.currituck.nc.us/sap-corolla.cfm

1.2.5. Moyock Small Area Plan

Examines unique issues, concerns, and hopes of the Moyock community and works to establish public policy that work to accomplish the vision cast in the plan. The plan includes policies that will address growth management, sense of place and quality of life, and economic development.



The Corolla Village Small Area Plan can be found online at:

http://www.co.currituck.nc.us/sap-moyock.cfm

1.2.6. Comprehensive Transportation Plan - 2012

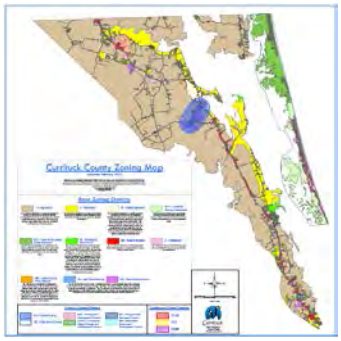
The Comprehensive Transportation Plan is a long-range, multi-modal transportation plan developed cooperatively between Currituck County, Albemarle Rural Planning Organization, and NC Department of Transportation. The plan emphasizes incorporating local land use plans and community goals.

The Comprehensive Transportation Plan can be found online at:

http://co.currituck.nc.us/pdf/documents-and-plans/currituck-county-ctp-report-red.pdf

1.2.7. Official County Zoning Map

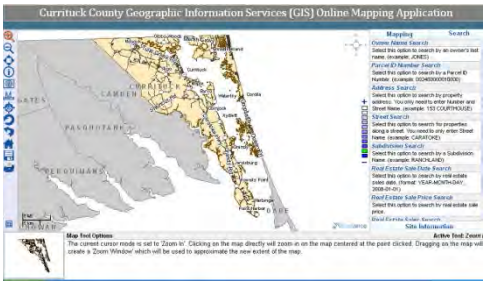
The official zoning map illustrates zoning designations for Currituck County including base, conditional, and overlay districts. Development in the county is subject to the standards of the zoning district in which it is located. Specific standards for base and overlay districts can be found in the UDO.



The Official Currituck County Zoning Map can be found online at:
http://www.co.currituck.nc.us/zoning-map.cfm

1.2.8. Interactive Online Mapping

The Currituck County Geographic Information Services (GIS) Online Mapping Application gives users information on property in the county. Users can locate a specific property and access data on it such as its zoning, flood zone, and ownership, and look at aerial photography.



The Interactive Online Mapping can be found at:
http://currituckncgov.com/Freeance/Client/PublicAccess1/index.html?appconfig=BaseMap

2. PROCEDURES AND APPLICATIONS

2.1. DEVELOPMENT REVIEW SUMMARY TABLE

Table 2.1, Development Review Procedures, identifies the advisory and decision-making bodies responsible for making recommendations or decisions on development applications reviewed under the Unified Development Ordinance. The table also identifies the development applications requiring a public hearing.

TABLE 2.1: DEVELOPMENT REVIEW PROCEDURES
D = DECIDE R = RECOMMENDATION A = APPEAL <> = PUBLIC HEARING

PROCEDURE	ADVISORY AND DECISION-MAKING BODIES				
	BOARD OF COMMISSIONERS	PLANNING BOARD	BOARD OF ADJUSTMENT	TECHNICAL REVIEW COMMITTEE	PLANNING DIRECTOR
Administrative Adjustment					D
Appeal			<D>		
Building Permit					D
CAMA Minor Permit					D
Clear-Cutting Permit					D
Conditional Rezoning	<D>	R		R	
Development Agreement	<D>	R		R	
Interpretation					D
Planned Development	<D>	R		R	
Sign Permit					D
Site Plan					
Major Site Plan				D	
Minor Site Plan					D
Subdivision					
Major Subdivision					
Preliminary Plat, Type 1				D	
Preliminary Plat, Type II	<D>	R		R	
Construction Drawings				D	
Final Plat				D	
Minor Subdivision					D
Temporary Use Permit				R	D
Text Amendment	<D>	R			R
Use Permit	<D>	R		R	
Variance			<D>		R
Zoning Compliance Permit					D
Zoning Map Amendment	<D>	R			R

[1] Appeals of decisions by the Board of Commissioners or the Board of Adjustment are heard by the Superior Court for Currituck County.

2.2. ADMINISTRATIVE ADJUSTMENT

Administrative Adjustment

Review Process

Contact Information

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

Phone: 252.232.3055
Fax: 252.232.3026

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

Step 1: Application Submittal and Acceptance

The applicant must submit a complete application packet on or before the application submittal date. An administrative adjustment may be requested either as a stand-alone application or in conjunction with other application(s). If an administrative adjustment application is submitted in conjunction with another application, it shall be reviewed and decided prior to the other application. A complete application packet consists of the following:

- Completed Currituck County Administrative Adjustment Application.
- Application Fee ($100)
- A site plan for setback modifications or architectural elevations for height modifications. The plan/elevations shall include the items listed in the administrative adjustment design standards checklist.
- Other documentation deemed necessary by the administrator.
- Number of Copies Submitted:
  - 3 Copies of site plans/architectural elevations
  - 3 Hard copies of ALL documents
  - 1 PDF digital copy (ex. Compact Disk – e-mail not acceptable) of all plans AND documents

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

Step 2: Public Notification

Once an application is determined complete, staff shall prepare and mail a written notice to the following:

- All owners of the land subject to the application;
- The applicant, if different from the land owner;
- All owners of land within 200 feet of the property lines of land subject to the application (including owners of land located outside the county) whose address is known by reference to the latest ad valorem tax records; and
- Commanders of military bases located within five miles of the subject application when the development proposal affects the type of uses allowed.

The notice shall be mailed at least 10 days before a decision on the application is rendered.

Administrative Application
Page 1 of 6

Step 3: Staff Review and Action

Once an application is determined complete, it will be distributed by staff to all appropriate staff and review agencies for review and comment, and the preparation of a staff report, if appropriate. An application for an administrative adjustment shall be approved upon finding the applicant demonstrates all of the following standards are met:

- The administrative adjustment does not exceed:
  - Modifications in building height by up to 15 percent;
  - Modifications in a building setback by up to 20 percent in Full Service areas designated on the future land use map of the 2006 Land Use Plan;
  - Modifications in building setbacks by up to 15 percent in all other areas in the county;
  - Modifications in major arterial street setbacks by up to 40 percent, provided the structure maintains a minimum distance of at least 20 feet from the major arterial street;
- The administrative adjustment is consistent with the character of development on surrounding land, and is compatible with surrounding land uses;
- The administrative adjustment is either:
  - Required to compensate for some unusual aspect of the site or the proposed development that is not shared by landowners in general;
  - Supports an objective or goal from the purpose and intent statements of the district where it is located; or
  - Saves healthy existing trees;
- The administrative adjustment will not pose a danger to the public health or safety;
- Any adverse impacts will be mitigated, to the maximum extent practicable; and
- The site is not subject to a series of multiple, incremental administrative adjustments that results in a reduction in development standards by the maximum allowed.

Unless otherwise specified in the approval, an application for a building permit shall be approved within one year of the date of the approval of the administrative adjustment, or the administrative adjustment shall become null and void, and automatically expire. Permitted timeframes do not change with successive owners.

Administrative Adjustment
Application

OFFICIAL USE ONLY:
Case Number: _____
Date Filed: _____
Gate Keeper: _____
Amount Paid: _____

Contact Information

APPLICANT:
Name: _____
Address: _____
_____
Telephone: _____
E-Mail Address: _____

PROPERTY OWNER:
Name: _____
Address: _____
_____
Telephone: _____
E-Mail Address: _____

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: _____

Property Information

Physical Street Address: _____

Location: _____

Parcel Identification Number(s): _____

Total Parcel(s) Acreage: _____

Existing Land Use of Property: _____

Proposed Land Use of Property: _____

Request

Building Height Modification

Required Maximum Height: _____ Proposed Height: _____ Percent Change: _____

Setback Modification

Required Setback: _____ Proposed Setback: _____ Percent Change: _____

Full Service (Y/N): _____ Major Arterial Street Setback (Y/N): _____

Administrative Application
Page 3 of 6

Narrative

Please write a short narrative of the request including the reason the administrative adjustment is being sought.

_____

_____

_____

_____

_____

_____

_____

I, the undersigned, do certify that all of the information presented in this application is accurate to the best of my knowledge, information, and belief.

Further, I hereby authorize county officials to enter my property for purposes of determining zoning compliance. All information submitted and required as part of this application process shall become public record.

_____ _____

Property Owner(s)/Applicant* Date

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

Administrative Application
Page 4 of 6

Administrative Adjustment Design Standards Checklist

The table below depicts the design standards of the surveyed site plan or architectural elevations for an administrative adjustment application. Please make sure to include all applicable listed items unless waived by staff to ensure all appropriate standards are reviewed.

Administrative Adjustment

Design Standards Checklist

Date Received: _____

Applicant/Property Owner: _____

Administrative Adjustment Design Standards Checklist		
	Site Plan (Setback Modification)	
1	Property owner name, address, phone number, and e-mail address.	
2	Site address and parcel identification number.	
3	North arrow and scale to be 1" = 100' or larger.	
4	Existing zoning classification of the property.	
5	Scaled drawing showing property lines, setbacks, existing and proposed development, and proposed setback modification. Additional site features (i.e. vehicular use areas, utilities, infrastructure, surface water) may be required by the administrator if applicable.	
6	Approximate Flood Zone line and Base Flood Elevation as delineated on the "Flood Insurance Rate Maps/Study Currituck County."	
7	Approximate location of all designated Areas of Environmental Concern or other such areas which are environmentally sensitive on the property, such as Maritime Forest, CAMA, 404, or 401 wetlands as defined by the appropriate agency.	
	OR Architectural Elevations (Height Modification)	
8	Architectural drawings and/or sketches illustrating the design, character, and height of the proposed building(s).	
	Other	
9	Any other documentation deemed necessary by the administrator to determine compliance with administrative adjustment review standards.	

Administrative Application
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Conditional Rezoning Submittal Checklist

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

Administrative Adjustment

Submittal Checklist

Date Received: _____

Applicant/Property Owner: _____

Administrative Adjustment Submittal Checklist		
1	Complete Administrative Adjustment application	
2	Application fee ($100)	
3	Site Plan or Architectural Elevations	
4	Other documentation deemed necessary	
5	3 copies of plans	
6	3 hard copies of ALL documents	
7	1 PDF digital copy of all plans AND documents (ex. Compact Disk – e-mail not acceptable)	

For Staff Only

Pre-application Conference (optional)
Pre-application Conference was held on _____ and the following people were present:

_____

_____

Comments

_____

_____

_____

Administrative Application
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2.3. APPEAL

Appeal
Review Process

Contact Information

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

Phone: 252.232.3055
Fax: 252.232.3026

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

Step 1: Application Submittal and Acceptance

The applicant must submit a complete application packet within thirty days of the date of the interpretation or decision being appealed, or within ten days of the date of the notice of violation being appealed. A complete application packet consists of the following:

- Complete Currituck County Appeal Application.
- Application Fee ($150).

On receiving an application, staff shall, determine whether the application is complete or incomplete. A complete application contains all the information and materials listed above, and is in sufficient detail to evaluate and prepare a staff report. If an application is determined to be incomplete, the applicant may correct the deficiencies and resubmit the application for completeness determination within the thirty or ten day appeal window.

Step 2: Staff Review and Action

After accepting the appeal application, staff shall review it and prepare a written report. Staff shall transmit the appeal and the record of material considered by the decision-maker in making the decision or interpretation, including but not limited to the application and support materials, staff report, other plans, documents, reports, and studies considered in making the decision, and any minutes, transcripts, or record of the meetings held to consider and make the decision. These materials, plus the Land Use Plan, Unified Development Ordinance (UDO), and any other relevant adopted plan, shall constitute the record of the appeal.

Step 3: Public Hearing Scheduling and Public Notification

Staff shall ensure the public hearing is scheduled for a regularly scheduled Board of Adjustment meeting or a meeting specially called for by the Board of Adjustment. The required public hearing with the Board of Adjustment shall be scheduled so there is sufficient time for a staff report to be prepared and for the public notification requirements to be satisfied under state law.

The application shall meet the following public notification requirements:

- **Published Notice**
  Staff shall publish a notice of the hearing once a week for two successive calendar weeks in a newspaper having general circulation in the county. The first time notice is published, it shall not be less than 10 days nor more than 25 days before the date fixed for the hearing.

Appeal Application
Page 1 of 7

- **Mailed Notice***
  Staff shall be responsible for preparing and mailing a written notice between 10 and 25 days before the public hearing. Notice shall be mailed to:
  - All owners of the land subject to the application;
  - The applicant, if different from the land owner;
  - All owners of land within 200 feet of the property lines of land subject to the application (including owners of land located outside the county) whose address is known by reference to the latest ad valorem tax records; and
  - Commanders of military bases located within five miles of the subject application when the development proposal affects the type of uses allowed.
- **Posted Notice***
  At least 10 days before the public hearing, posted notice shall be made by staff. A sign shall be placed in a conspicuous location as to be clearly visible to the traveled portion of the respective street. Where the land subject to the notice does not have frontage on a public street, the sign shall be erected on the nearest street right-of-way with an attached notation generally indicating the direction and distance to the land subject to the application.

*Mailed and Posted notification are required only in cases where the appeal pertains to a specific parcel of land.

Step 4: Public Hearing Procedures, and Decision-Making Body Review and Decision

Staff will present the application and staff report to the Board of Adjustment. The applicant must attend the public hearing to present evidence and answer any questions the board or public may have about the application. The Board of Adjustment shall conduct a quasi-judicial hearing that is subject to procedural rules set forth by the courts including having all persons who intend to present evidence to the board be sworn. Quasi-judicial public hearings are subject to the following:

- **Opportunity to Present Testimony and Evidence**
  Any affected party shall be afforded a reasonable opportunity to present testimony and evidence in support of or in opposition to the application, and to ask questions of the applicant and the applicant's representatives and county staff and county staff's representatives. At the discretion of the person chairing the body conducting the public hearing, an affected party may be granted an opportunity to ask questions of any other member of the public who has testified at the hearing.
- **Not Bound by Rules of Evidence**
  Except as otherwise provided in the North Carolina General Statutes, the board is not bound by the rules of evidence, or limited to consideration of evidence that is admissible in a court of law. The board may consider all testimony and evidence it deems competent and material to the application under consideration.
- **Cross Examination**
  Any inquiry under cross-examination shall be limited to matters raised in the direct examination of the witness. No re-direct or re-cross shall be allowed unless requested by the applicant, and affected party, or the county – who shall state the desired area of inquiry – and the request is approved by the person chairing the body conducting the hearing. If re-direct or re-cross is allowed, it shall be limited to questions of the witness on issues raised in the cross-examination.
- **Ex Parte Communication**
  Ex parte communication between an applicant or an affected party and a member of the board reviewing or making a decision on the application is prohibited, and must be disclosed during the public hearing, if it concurs.

The Board of Adjustment shall decide on the application base solely on the record of the appeal, as supplemented by arguments presented at the public hearing. The decision shall be one of the following:

- Affirmation of the decision or interpretation (in whole or in part);
- Modification of the decision or interpretation (in whole or in part); or
- Reversal of the decision or interpretation (in whole or in part).

A majority vote by the Board of Adjustment members present shall decide the application.

In deciding on the appeal application, the board is limited to the following determinations, which shall be based on clear and substantial evidence in the record:

- The decision-maker did not make an error or correctly applied the standards of the UDO in making the decision or interpretation;
- The decision-maker made an error in determining whether a standard was met. The record must indicate that an error in judgment occurred or facts, plans, or regulations were misread in determining whether the particular standard was or was not met;
- The decision-maker made the decision based on a standard not contained in the UDO or other appropriate county ordinances, regulations, or state law, or that a standard more strict or broad than the standard established in the UDO was applied; or
- The decision-maker made an error in applying a standard or measuring a standard.

Where conflicting evidence exists, the appeal is limited to determining what evidence or testimony bears the greatest credibility in terms of documentation and qualifications of those making the determination.

The Board of Adjustment shall not hear any evidence or make any decision based on hardships or special conditions. Such matters may only be considered in the context of an application for a variance or use permit.

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Appeal
Application

OFFICIAL USE ONLY:
Case Number: _____
Date Filed: _____
Gate Keeper: _____
Amount Paid: _____

Contact Information

APPLICANT:
Name: _____
Address: _____
_____
Telephone: _____
E-Mail Address: _____

PROPERTY OWNER:
Name: _____
Address: _____
_____
Telephone: _____
E-Mail Address: _____

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: _____

Property Information

Physical Street Address: _____

Location: _____

Parcel Identification Number(s): _____

Statement of Error, or Improper Decision or Interpretation

I wish to appeal a: ☐ Decision or Interpretation ☐ Notice of Violation

The determination being dated ___/___/_____.

Grounds for appeal
State the facts you are prepared to prove to the Board of Adjustment that should lead the board to conclude that the decision of the administrator was made in error.

_____
_____
_____
_____
_____

Please include all related support materials with the application.

I, the undersigned, do certify that all of the information presented in this application is accurate to the best of my knowledge, information, and belief. All information submitted and required as part of this application process shall become public record.

_____
Appellant/Applicant Date

Appeal Application
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Owner Verification

If the person who is requesting the Board of Adjustment to take action on a particular piece of property is not the owner of the property, or under contract to purchase, then the actual owner of the land must complete this section. If the owner is the appellant/application please do not complete this section.

Dear Sir or Madame:

I am the owner of the property located at _____
_____.

I hereby authorize _____
to appear with my consent before the Board of Adjustment in order to request an appeal or interpretation at the above location. I authorize you to advertise and present this matter in my name as the owner of the property.

Further, I hereby authorize county officials to enter my property for purposes of determining zoning compliance.

If you have any questions, you may contact me at the following at the address, phone number, or email address listed on this application.

Respectfully yours,

_____
Owner Date

Sworn to and subscribed before me, this the ____ day of _____, 20____

_____
Notary Public
My commission expires: _____

Appeal Application
Page 6 of 7

Appeal Submittal Checklist

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

Appeal
Submittal Checklist

Date Received: _____ BOA Date: _____

Project Name: _____

Applicant/Property Owner: _____

Appeal Submittal Checklist		
1	Complete Appeal application	
2	Application fee ($150)	
3	All related support materials/evidence.	
4	10 hard copies of ALL documents	
5	1 PDF digital copy of all plans AND documents (ex. Compact Disk – e-mail not acceptable)	

For Staff Only

Pre-application Conference (optional)
Pre-application Conference was held on _____ and the following people were present:

_____

_____

Comments

_____

_____

_____

Appeal Application
Page 7 of 7

2.4. BUILDING PERMITS

2.4.1. Residential

Residential Building Permit Application

Review Process

Contact Information

Currituck County
Planning and Community Development
Central Permitting Division

Mainland Office
153 Courthouse Road, Suite G107
Currituck, NC 27929

Mainland Phone: 252.232.3378
Mainland Fax: 252.232.3470

Corolla Office
1123 Ocean Trail
PO Box 73
Corolla, NC 27927

Corolla Phone: 252.453.8555
Corolla Fax: 252.453.8300

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

Step 1 Application Submittal

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

- Completed Currituck County Residential Building Permit Application
- Permit Fee(s) (at permit issuance)
- Construction Plans
- Site Plan
- Minor Stormwater Plan and Form SW-001, if required
- Septic/Sewer Approval (wastewater improvements permit, existing system inspection, or wastewater reservation)
- Well Permit, if required
- CAMA Permit, if required
- V Flood Zone Certificate, if required
- Appointment of Lien Agent, if required
- Submittal Checklist

Step 2 Permit Review

The county staff will review the application for completeness and code compliance. Once all requirements are met the permit will be issued. Approved permits must be signed by the owner or applicant.

Step 3 Posting of Permit and Plans

Building permits must be posted at the construction site and clearly visible from the road. One set of approved construction plans must be on the jobsite for all inspections.

Step 4 Inspections

Inspections must be scheduled by 4:00 pm one business day before the requested inspection. Inspections are performed between 8:00 am and 5:00 pm, Monday through Friday. The required inspections will vary for each project; please review the Inspection Handbook for inspection types.

Residential Building Permit Application
Page 1 of 7

Residential Building Permit Application

Application Form

Contact Information

APPLICANT: _____ PROPERTY OWNER: _____

Telephone: _____ Telephone: _____

Mobile: _____ Mobile: _____

E-Mail Address: _____ E-Mail Address: _____

Project Information **Estimated Project Cost: $** _____

Physical Street Address: _____

Parcel Identification Number(s): _____ Subdivision: _____

Project Classification	☐ Single Family	☐ Accessory Structure	☐ Trade Permit
	☐ Addition	☐ Alterations	☐ OTHER:
Additional Project Information	☐ Pool	☐ Elevator	Bedrooms _____
	☐ Hot Tub	☐ Pier/Bulkhead	Bathrooms _____

Description of Work:

_____

_____

_____

Square Footage	
Heated Living 1st fl	
2nd fl	
3rd fl	
Garage/Shed	
ROG/FROG	
Porch	
Deck	
Misc.	
TOTAL	

Type of HVAC system: (heat pump, elec., gas, other)_____

Does this project include installation of a gas line, appliance, or equipment? ☐ Yes ☐ No

Is this project outside of the existing footprint? ☐ Yes ☐ No

Is this project within 75 feet of a waterway? ☐ Yes ☐ No

Is the ROG finished? ☐ Yes ☐ No

Will the natural contour of the property be modified by grading or filling higher than adjacent grades? ☐ Yes ☐ No
(If yes, stormwater plan required for development).

The permit is null and void if work or construction authorized under this permit is not commenced within 6 months, after commencement of work no required inspection is requested and approved within any 12-month period, or for substantial deviations from plans. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of the permit does not presume to give authority to violate other state or local laws regulating construction or the performance of construction.

_____ _____ _____

Printed Full Name of Applicant Signature of Applicant Date

OFFICIAL USE ONLY:

Building Permit Number _____ Type of Water: _____

CAMA Number _____ Septic Permit Number: _____

Zoning of Property: _____ Flood Zone: _____ BFE: _____ DFE: _____ Max % Coverage: _____

Min Setbacks: Front _____ Side (R) _____ Side (L) _____ Rear _____ Accessory _____

Residential Building Permit Application
Page 2 of 2

Contractor of Record

Contractor of Record

Building Contractor	Name _____	NC License # _____
	Address _____	Phone _____
	City/St _____	Contact Name _____
Electrical Contractor	Name _____	NC License # _____
	Address _____	Phone _____
	City/St _____	Contact Name _____
Mechanical Contractor	Name _____	NC License # _____
	Address _____	Phone _____
	City/St _____	Contact Name _____
Plumbing Contractor	Name _____	NC License # _____
	Address _____	Phone _____
	City/St _____	Contact Name _____
Insulation Contractor	Name _____	NC License # Not Required
	Address _____	Phone _____
	City/St _____	Contact Name _____
Gas Contractor	Name _____	NC License # _____
	Address _____	Phone _____
	City/St _____	Contact Name _____
Moving Contractor	Name _____	NC License # _____
	Address _____	Phone _____
	City/St _____	Contact Name _____
Pool/Hot Tub Contractor	Name _____	NC License # _____
	Address _____	Phone _____
	City/St _____	Contact Name _____
Other Contractor	Name _____	NC License # _____
	Address _____	Phone _____
	City/St _____	Contact Name _____

OWNER CONTRACTOR

As owner of the property, I intend to retain the finished project exclusively for my own use and will occupy the property for at least one year following the completion of construction. I understand that it is my responsibility to obtain workers' compensation insurance, if necessary. I will contract with a North Carolina licensed electrical, plumbing, mechanical, and gas contractor for this project unless otherwise noted. As owner of the property, I will complete the following:

☐ General ☐ Electrical ☐ Mechanical ☐ Plumbing ☐ Gas

_____ _____
Signature of Property Owner Date

Residential Building Permit Application
Page 2 of 7

Contractor Affidavit

Contractor Affidavit

Please submit the signed affidavit with the permit application or prior to the first inspection of the permitted work.

STATE OF NORTH CAROLINA
COUNTY OF CURRITUCK

CONTRACTOR AFFIDAVIT

☐ General ☐ Electrical ☐ Mechanical ☐ Plumbing ☐ Gas

Contractor Information

License Holder: _____
Name of Business: _____
Business Address: _____
Phone: _____

License Information

NC License Number: _____
License Classification: _____

Project Information

Project Address: _____
Building Permit Number: _____
Cost of Trade Work: $ _____

I am licensed and qualified to assume all responsibility and ability as a contractor on this project. If I resign or am no longer affiliated with this project, I will notify the Currituck County Central Permitting Division in writing within three working days. I understand that it is my responsibility to obtain workers' compensation insurance, if necessary.

_____ _____
Signature of License Holder Date

Property Owner Affidavit

Owner Exemption Affidavit

Pursuant to North Carolina General Statutes 87-14(a)(1)

STATE OF NORTH CAROLINA
COUNTY OF CURRITUCK

OWNER EXEMPTION AFFIDAVIT
PURSUANT TO GS 87-14(a)(1)

Property Address or PIN: _____

I, _____, hereby claim an exemption from licensure under G.S. 87-1(b)(2) by initialing the relevant provisions in paragraph 1 and initialing paragraphs 2-4 below and attesting to the following:

____1. I certify that I am the owner of the property set forth above on which this building is to be constructed or altered.

OR

____2. I am legally authorized to act on behalf of the firm or corporation which is constructing or altering this building on the property owned by the firm or corporation as set forth above (name of firm or corporation): _____.

____3. I will personally superintend and manage all aspects of the construction or alteration of the building and that duty will not be delegated to any person not duly licensed under the terms of Article 1 of Chapter 87 of the General Statutes of North Carolina.

____4. I will be personally present for all inspections required by the North Carolina State Building Code, unless the plans for the construction or alteration of the building were drawn and sealed by an architect licensed pursuant to Chapter 83A of the General Statutes of North Carolina.

____5. I understand that a copy of this AFFIDAVIT will be transmitted to the North Carolina Licensing Board for General Contractors for verification that I am validly entitled to claim an exemption under G.S.87-1(b)(2) for the building construction or alteration specified herein. I further understand that, if the North Carolina Licensing Board for General Contractors determines that I was not entitled to claim this exemption, the building permit issued for the building construction or alteration specified herein shall be revoked pursuant to G.S. 153A-362 or G.S. 160A-422.

_____ Signature of Affiant

_____ Date

Sworn to (or affirmed) and subscribed before me this the _____ day of _____, 20____.

_____ Signature of Notary Public

_____ Printed Name of Notary Public

My commission expires: _____

(Notary Stamp or Seal)

Note: This affidavit is used for construction projects that exceed $30,000. It is a Class F felony to willfully commit perjury in any affidavit taken pursuant to law – G.S. 14-209.

Recommend Building Permit Applicants
Page 4 of 7

Appointment of Lien Agent

Appointment of Lien Agent

Pursuant to North Carolina General Assembly Law 2012-158

North Carolina law requires an owner or contractor acting on the owner's behalf to appoint a lien agent when they first contract for improvements to real property. A lien agent is not required for the following:

a. Improvements less than $30,000 at the time the original building permit is issued;
b. Improvements to an existing single family residential dwelling as defined in GS 87-15.5 (7) that is used by the owner as a residence;
c. The first furnishing of labor or materials at the site is prior to April 1, 2013; or,
d. Public building or other public work or public improvements.

Lien Agent Information

Name of Lien Agent: _____

Mailing Address of Agent: _____

_____

Physical Address of Agent: _____

_____

Phone: _____

Fax: _____

Email: _____

A website was created to facilitate the filings of appointments of lien agents and filing of notices to lien agents by potential lien claimants at www.liensnc.com. When an owner or contractor acting on the owner's behalf appoints a lien agent through the LiensNC system, it will generate an Appointment of Lien Agent document or form for the property and project. The document will include:

- Designated lien agent and contact information
- Unique entry or identifying number for the project
- Owner and contact information
- Contractor
- Instructions for the owner and/or contractor to post at the property and provide to the permitting office
- QR Code for easy access to the property information in the LiensNC system

NOTICE: A copy of the Appointment of Lien Agent form or document printed from the LiensNC website can be included in the building permit application submittal in lieu of this form and must be posted at the job site.

Submittal Checklist

Submittal Checklist

Residential Building Permit Submittal Checklist		
	Applications/Forms/Permits	
1	Residential Building Permit Application Form	
2	Wastewater approval or permit	
	New Septic: Construction improvements permit (ARHS)	
	Existing Septic: Existing system inspection (ARHS)	
	Central Sewer: Sewer reservation form (operator of central system)	
3	Well Permit, if required (ARHS)	
4	Contractor of Record Form	
5	Contractor and/or owner affidavit(s)	
7	CAMA permit, if required	
8	V-Zone Certificate, if development is located in VE flood zone	
9	Appointment of Lien Agent, if required (www.liensnc.com)	
10	Minor Stormwater Plan Form SW-001, if required	
	Plans	
11	Two complete sets of detailed building plans	
	Name, address, and signature of plan designer	
	Foundation Plan (sizes and spacing):	
	○ Flood vent openings (SFHA only)	
	Floor plan	
	Building elevations	
	Typical wall sections (sizes and spacing)	
	Design pressure rating	
	Wind ratings (120mph or greater)	
12	Site plan (if lot is 20,000 square feet or smaller the site plan must be prepared by a professional such as a licensed surveyor, engineer, or architect)	
	Lot/parcel dimensions	
	Location of existing physical features (roads, streets, navigable waterways)	
	Location and dimensions of the proposed construction and existing structures	
	Setback measurements to all property lines	
	Septic system, repair area, and well locations	
	Proposed fill or grade changes	
13	Minor Stormwater Plan, if required	
	Flood Damage Prevention, if Applicable	
14	Boundary of the Special Flood Hazard Area (SFHA), Floodway, Coastal Barrier Resource System (CBRS) Area, water course relocation, or a statement that the entire lot is within a specific SFHA	
15	Proposed elevation of all structures and utility systems	
16	Plans for non-structural fill (if being utilized in V zone)	
	Fees	
17	Permit fees to be paid at permit issuance	

Residential Building Permit Application
Page 7 of 7

2.4.2. Manufactured Home

Manufactured Home Permit Application

Review Process

Contact Information

Currituck County
Planning and Community Development
Central Permitting Division

Mainland Office
153 Courthouse Road, Suite G107
Currituck, NC 27929

Mainland Phone: 252.232.3378
Mainland Fax: 252.232.3470

Corolla Office
1123 Ocean Trail
PO Box 73
Corolla, NC 27927

Corolla Phone: 252.453.8555
Corolla Fax: 252.453.8300

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

Step 1 Application Submittal

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

- Completed Currituck County Manufactured Home Permit Application
- Permit Fee(s) (paid at permit issuance)
- Construction Plans for modulars, decks, porches, or room additions
- Site Plan, if required (replacement mobile homes in a mobile home park do not require a site plan)
- Minor Stormwater Plan and Form SW-001, if required
- Septic/Sewer Approval (wastewater improvements permit, existing septic system inspection, or wastewater reservation)
- Well Permit, if required
- CAMA Permit, if required
- V Flood Zone certificate, if required
- Appointment of Lien Agent, if required
- Submittal Checklist

The construction of 2 – 3'x3' landings with stairs are included in the manufactured home permit. Decks, porches, or room additions require plans and specifications.

Step 2 Permit Review

The county staff will review the application for completeness and code compliance. Once all requirements are met and permit fees are paid the permit will be issued. Approved permits must be signed by the owner or applicant.

Step 3 Posting of Permit and Plans

Building permits must be posted at the construction site and clearly visible from the road. One set of approved plans (modulars, decks, porches, additions) and set-up manual (mobile homes) must be on the jobsite for all inspections.

Step 4 Inspections

Inspections must be scheduled by 4:00 pm one business day before the requested inspection. Inspections are performed between 8:00 am and 5:00 pm, Monday through Friday. The required inspections will vary for each project; please review the Inspection Handbook for inspection types.

Manufactured Home Building Permit Application
Page 1 of 2

Manufactured Home Permit Application

Application Form

Contact Information

APPLICANT: _____ PROPERTY OWNER: _____

Telephone: _____ Telephone: _____

Mobile: _____ Mobile: _____

E-Mail Address: _____ E-Mail Address: _____

Project Information **ESTIMATED PROJECT COST: $ _____**

Physical Street Address: _____

Parcel Identification Number(s): _____ Subdivision: _____

Year _____ Size _____ Make _____ Model _____

Serial Number _____ # of Bedrooms _____ # of Bathrooms _____ Wind Zone _____

Permit Classification	☐ Singlewide	☐ Triplewide	☐ Modular, off frame
	☐ Doublewide	☐ Modular, on frame	☐ Other
Additional Project Information	☐ Pool	☐ Elevator	☐ Other
	☐Pier/Bulkhead	☐ Hot Tub	

Does this project include installation of a gas line, appliance, or equipment? ☐ Yes ☐ No

Will this home replace an existing home on the property? ☐ Yes ☐ No

Is this project within 75 feet of a waterway? ☐ Yes ☐ No

Are you building a deck or porch? ☐ Yes ☐ No

Will the natural contour of the property be modified by grading or filling higher than adjacent grades? ☐ Yes ☐ No
(If yes, stormwater plan required for development).

Who will set-up the MODULAR home? ☐ Owner ☐ Licensed General Contractor

☐ Other, provide an original $5,000 surety bond in accordance with NCGS 143-139.1

Square Footage	
Heated Living	
Porch	
Deck	
Misc.	
TOTAL	

The permit is null and void if work or construction authorized under this permit is not commenced within 6 months, after commencement of work no required inspection is requested and approved within any 12-month period, or for substantial deviations from plans. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of the permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulation, construction, or the performance of construction.

_____ _____ _____

Printed Full Name of Applicant Signature of Applicant Date

OFFICIAL USE ONLY:

Building Permit Number _____ Type of Water: _____

CAMA Number _____ Septic Permit Number: _____

Zoning of Property: _____ Flood Zone: _____ BFE: _____ DFE: _____ Max % Coverage: _____

Min Setbacks: Front _____ Side (R) _____ Side (L) _____ Rear _____

Manufactured Home Building Permit Application
Page 2 of 2

Contractor of Record

Contractor of Record

MH Set-up Contractor	Name	_____	NC License #	_____
	Address	_____	Phone	_____
	City/St	_____	Contact Name	_____
Moving Contractor	Name	_____	NC License #	_____
	Address	_____	Phone	_____
	City/St	_____	Contact Name	_____
Building Contractor	Name	_____	NC License #	_____
	Address	_____	Phone	_____
	City/St	_____	Contact Name	_____
Electrical Contractor	Name	_____	NC License #	_____
	Address	_____	Phone	_____
	City/St	_____	Contact Name	_____
Mechanical Contractor	Name	_____	NC License #	_____
	Address	_____	Phone	_____
	City/St	_____	Contact Name	_____
Plumbing Contractor	Name	_____	NC License #	_____
	Address	_____	Phone	_____
	City/St	_____	Contact Name	_____
Gas Contractor	Name	_____	NC License #	_____
	Address	_____	Phone	_____
	City/St	_____	Contact Name	_____
Other Contractor	Name	_____	NC License #	_____
	Address	_____	Phone	_____
	City/St	_____	Contact Name	_____

OWNER CONTRACTOR

As owner of the property, I intend to retain the finished project exclusively for my own use and will occupy the property for at least one year following the completion of construction. I understand that it is my responsibility to obtain workers' compensation insurance, if necessary. I will contract with a North Carolina licensed electrical, plumbing, mechanical, and gas contractor for this project unless otherwise noted. As owner of the property, I will complete the following:

☐ Set-up ☐ General/Building ☐ Electrical ☐ Mechanical ☐ Plumbing ☐ Gas

_____ _____

Signature of Property Owner Date

Manufactured Home Building Permit Application
Page 3 of 7

Contractor Affidavit

Contractor Affidavit

Please submit the signed affidavit with the permit application or prior to the first inspection of the permitted work.

STATE OF NORTH CAROLINA
COUNTY OF CURRITUCK

CONTRACTOR AFFIDAVIT

☐ General ☐ Electrical ☐ Mechanical ☐ Plumbing ☐ Gas

Contractor Information

License Holder: _____
Name of Business: _____
Business Address: _____
Phone: _____

License Information

NC License Number: _____
License Classification: _____

Project Information

Project Address: _____
Building Permit Number: _____
Cost of Trade Work: $ _____

I am licensed and qualified to assume all responsibility and ability as a contractor on this project. If I resign or am no longer affiliated with this project, I will notify the Currituck County Central Permitting Division in writing within three working days. I understand that it is my responsibility to obtain workers' compensation insurance, if necessary.

_____ _____
Signature of License Holder Date

Unsolicited Homebuilding Permit Application
Page 4 of 7

Property Owner Affidavit

Owner Exemption Affidavit

Pursuant to North Carolina General Statutes 87-14(a)(1)

STATE OF NORTH CAROLINA
COUNTY OF CURRITUCK

OWNER EXEMPTION AFFIDAVIT
PURSUANT TO GS 87-14(a)(1)

Property Address or PIN _____

I, _____, hereby claim an exemption from licensure under G.S. 87-1(b)(2) by initialing the relevant provisions in paragraph 1 and initialing paragraphs 2-4 below and attesting to the following:

____1. I certify that I am the owner of the property set forth above on which this building is to be constructed or altered.

OR

____2. I am legally authorized to act on behalf of the firm or corporation which is constructing or altering this building on the property owned by the firm or corporation as set forth above (name of firm or corporation): ___ _____.

____3. I will personally superintend and manage all aspects of the construction or alteration of the building and that duty will not be delegated to any person not duly licensed under the terms of Article 1 of Chapter 87 of the General Statutes of North Carolina.

____4. I will be personally present for all inspections required by the North Carolina State Building Code, unless the plans for the construction or alteration of the building were drawn and sealed by an architect licensed pursuant to Chapter 83A of the General Statutes of North Carolina.

____5. I understand that a copy of this AFFIDAVIT will be transmitted to the North Carolina Licensing Board for General Contractors for verification that I am validly entitled to claim an exemption under G.S.87-1(b)(2) for the building construction or alteration specified herein. I further understand that, if the North Carolina Licensing Board for General Contractors determines that I was not entitled to claim this exemption, the building permit issued for the building construction or alteration specified herein shall be revoked pursuant to G.S. 153A-362 or G.S. 160A-422.

_____ _____
Signature of Affiant Date

Sworn to (or affirmed) and subscribed before me this the _____ day of _____, 20____.

_____
Signature of Notary Public

_____
Printed Name of Notary Public

My commission expires: _____ (Notary Stamp or Seal)

Note: This affidavit is used for construction projects that exceed $30,000. It is a Class F felony to willfully commit perjury in any affidavit taken pursuant to law – G.S. 14-209.

Manufactured Home Building Permit Application
Page 5 of 7

Appointment of Lien Agent

Appointment of Lien Agent

Pursuant to North Carolina General Assembly Law 2012-158

North Carolina law requires an owner or contractor acting on the owner's behalf to appoint a lien agent when they first contract for improvements to real property. A lien agent is not required for the following:

a. Improvements less than $30,000 at the time the original building permit is issued;
b. Improvements to an existing single family residential dwelling as defined in GS 87-15.5 (7) that is used by the owner as a residence;
c. The first furnishing of labor or materials at the site is prior to April 1, 2013; or,
d. Public building or other public work or public improvements.

Lien Agent Information

Name of Lien Agent: _____

Mailing Address of Agent: _____

_____

Physical Address of Agent: _____

_____

Phone: _____

Fax: _____

Email: _____

A website was created to facilitate the filings of appointments of lien agents and filing of notices to lien agents by potential lien claimants at www.liensnc.com. When an owner or contractor acting on the owner's behalf appoints a lien agent through the LiensNC system, it will generate an Appointment of Lien Agent document or form for the property and project. The document will include:

- Designated lien agent and contact information
- Unique entry or identifying number for the project
- Owner and contact information
- Contractor
- Instructions for the owner and/or contractor to post at the property and provide to the permitting office
- QR Code for easy access to the property information in the LiensNC system

NOTICE: A copy of the Appointment of Lien Agent form or document printed from the LiensNC website can be included in the building permit application submittal in lieu of this form and must be posted at the job site.

Unconditioned Home Building Permit Application
Page 6 of 8

Submittal Checklist

Submittal Checklist

Residential Manufactured Home Permit Submittal Checklist		
	Applications/Forms/Permits	
1	Residential Manufactured Home Permit Application Form	
2	Wastewater approval or permit	
	New Septic: Construction improvements permit (ARHS)	
	Existing Septic: Existing system inspection (ARHS)	
	Central Sewer: Sewer reservation form (operator of central system)	
3	Well Permit, if required (ARHS)	
4	Contractor of Record Form	
5	Contractor and/or owner affidavit(s)	
7	CAMA permit, if required	
8	V- Zone Certificate (if development is located in VE flood zone)	
9	Foundation Certification (if chassis is 36 inches or more above grade)	
10	Appointment of Lien Agent, if required (www.liensnc.com)	
11	Minor Stormwater Plan Form SW-001, if required	
	Plans	
12	Two complete sets of detailed modular plans	
13	Two complete sets of detailed building plans (decks, porches, room additions)	
	Name, address, and signature of plan designer	
	Foundation Plan (sizes and spacing):	
	○ Flood vent openings (SFHA only)	
	Floor plan	
	Building elevations	
	Typical wall sections (sizes and spacing)	
	Design pressure rating	
	Wind ratings (120mph or greater)	
14	Site plan (if lot is 20,000 square feet or smaller the site plan must be prepared by a licensed surveyor, engineer, or architect)	
	Lot/parcel dimensions	
	Location of existing physical features (roads, streets, navigable waterways)	
	Location and dimensions of the proposed construction and existing structures	
	Setback measurements to all property lines	
	Septic system, repair area, and well locations	
	Proposed fill or grade changes	
15	Minor Stormwater Plan, if required	
	Flood Damage Prevention, if Applicable	
16	Boundary of the Special Flood Hazard Area (SFHA), Floodway, Coastal Barrier Resource System (CBRS) Area, water course relocation, or a statement that the entire lot is within a specific SFHA.	
17	Proposed elevation of all structures and utility systems	
18	Plans for nonstructural fill (if being utilized in V zone)	
	Fees	
19	Permit fees to be paid at permit issuance	

2.4.3. Nonresidential

Non-Residential Building Permit Application

Review Process

Contact Information

Currituck County
Planning and Community Development
Central Permitting Division

Mainland Office
153 Courthouse Road, Suite G107
Currituck, NC 27929

Mainland Phone: 252.232.3378
Mainland Fax: 252.232.3026

Corolla Office
1123 Ocean Trail
PO Box 73
Corolla, NC 27927

Corolla Phone: 252.453.8555
Corolla Fax: 252.453.8300

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

Step 1 Application Submittal

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

- Completed Currituck County non-residential building permit application.
- Construction Plans and Specifications
- Site Plans reviewed by Planning staff, TRC, and/or Board of Commissioners (as applicable).
- Contractor of Record Form
- Contractor and/or Owner Affidavit
- Wastewater Improvements Permit, Existing System Inspection, or Wastewater Reservation
- Receipt of paid water tap or Well Permit, if required
- CAMA Permit, if required
- V Flood Zone certificate, if required
- Appointment of Lien Agent, if required
- Submittal Checklist

Step 2 Permit Review

The county staff will review the application for completeness and code compliance. Once all requirements are met and permit fees are paid the permit will be issued. The permit fee will be determined at application submittal. Approved permits must be signed by the owner or applicant.

Step 3 Posting of Permit and Plans

Building permits must be posted at the construction site and clearly visible from the road. One set of approved construction plans must be on the jobsite for all inspections.

Step 4 Inspections

Inspections must be scheduled by 4:00 pm the day before the requested inspection. Inspections are performed between 8:00 am and 5:00 pm, Monday through Friday. The required inspections will vary for each project; please review the Inspection Handbook for inspection types.

Page 1 of 7

Non-Residential Building Permit Application

Application Form

Contact Information

APPLICANT: _____ PROPERTY OWNER: _____

Telephone: _____ Telephone: _____

Mobile: _____ Mobile: _____

E-Mail Address: _____ E-Mail Address: _____

Project Information **Estimated Project Cost: $** _____

Project Name: _____ Physical Street Address: _____

Parcel Identification Number(s): _____ Subdivision: _____

Type of Construction I II III IV V	☐ New Construction	☐ Accessory Structure	☐ Trade Permit
	☐ Addition	☐ Waterway Structure	☐ Multi-Family
	☐ Alteration		☐ OTHER: _____
Additional Project Information	Number of Units: ____	Occupancy: _____	Number of Floors: ☐1 ☐2 ☐3

Proposed Use: _____

Description of Work:

_____

_____

_____

Square Footage	
Heated	
Unheated	
Misc.	
TOTAL	

Type of HVAC system: (heat pump, elec., gas, other)_____

Is this project outside of the existing footprint? ☐Yes ☐ No

Is this project within 75 feet of a waterway? ☐ Yes ☐ No

Will the natural contour of the property be modified by grading or filling higher than adjacent grades? ☐ Yes ☐ No
(If yes, stormwater plan required for development without a state stormwater management plan).

The permit is null and void if work or construction authorized under this permit is not commenced within 6 months or if after commencement of work no required inspection is requested and approved within any 12-month period thereafter or for substantial deviations from plans. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of the permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulation construction or the performance of construction.

_____ _____ _____
Printed Full Name of Applicant Signature of Applicant Date

OFFICIAL USE ONLY:

Building Permit Number _____ Type of Water: _____
CAMA Number _____ Septic Permit Number: _____

Zoning of Property: _____ Flood Zone: _____ BFE: _____ DFE: _____ Max % Coverage: _____
Min Setbacks: Front _____ Side (R) _____ Side (L) _____ Rear _____

Contractor of Record

Contractor of Record

Building Contractor	Name	_____	NC License #	_____
	Address	_____	Phone	_____
	City/St	_____	Contact Name	_____
Electrical Contractor	Name	_____	NC License #	_____
	Address	_____	Phone	_____
	City/St	_____	Contact Name	_____
Mechanical Contractor	Name	_____	NC License #	_____
	Address	_____	Phone	_____
	City/St	_____	Contact Name	_____
Plumbing Contractor	Name	_____	NC License #	_____
	Address	_____	Phone	_____
	City/St	_____	Contact Name	_____
Insulation Contractor	Name	_____	NC License #	Not Required
	Address	_____	Phone	_____
	City/St	_____	Contact Name	_____
Gas Contractor	Name	_____	NC License #	_____
	Address	_____	Phone	_____
	City/St	_____	Contact Name	_____
Pool/Hot Tub Contractor	Name	_____	NC License #	_____
	Address	_____	Phone	_____
	City/St	_____	Contact Name	_____
Other Contractor	Name	_____	NC License #	_____
	Address	_____	Phone	_____
	City/St	_____	Contact Name	_____

OWNER CONTRACTOR

As owner of the property, I intend to retain the finished project exclusively for my own use and will occupy the property for at least one year following the completion of construction. I understand that it is my responsibility to obtain workers' compensation insurance, if necessary. I will contract with a North Carolina licensed electrical, plumbing, mechanical, and gas contractor for this project unless otherwise noted. As owner of the property, I will complete the following:

☐ Building ☐ Electrical ☐ Plumbing ☐ Mechanical ☐ Gas

_____ _____

Signature of Property Owner Date

Property Owner Affidavit

Owner Exemption Affidavit

Pursuant to North Carolina General Statutes 87-14(a)(1)

STATE OF NORTH CAROLINA
COUNTY OF CURRITUCK

OWNER EXEMPTION AFFIDAVIT
PURSUANT TO GS 87-14(a)(1)

Currituck County Inspections Department

Property Address or PIN: _____

I, _____, hereby claim an exemption from licensure under G.S. 87-1(b)(2) by initialing the relevant provisions in paragraph 1 and initialing paragraphs 2-4 below and attesting to the following:

____1. I certify that I am the owner of the property set forth above on which this building is to be constructed or altered.

OR

____2. I am legally authorized to act on behalf of the firm or corporation which is constructing or altering this building on the property owned by the firm or corporation as set forth above (name of firm or corporation): _____.

____3. I will personally superintend and manage all aspects of the construction or alteration of the building and that duty will not be delegated to any person not duly licensed under the terms of Article 1 of Chapter 87 of the General Statutes of North Carolina.

____4. I will be personally present for all inspections required by the North Carolina State Building Code, unless the plans for the construction or alteration of the building were drawn and sealed by an architect licensed pursuant to Chapter 83A of the General Statutes of North Carolina.

____5. I understand that a copy of this AFFIDAVIT will be transmitted to the North Carolina Licensing Board for General Contractors for verification that I am validly entitled to claim an exemption under G.S.87-1(b)(2) for the building construction or alteration specified herein. I further understand that, if the North Carolina Licensing Board for General Contractors determines that I was not entitled to claim this exemption, the building permit issued for the building construction or alteration specified herein shall be revoked pursuant to G.S. 153A-362 or G.S. 160A-422.

_____ Signature of Affiant

_____ Date

Sworn to (or affirmed) and subscribed before me this the _____ day of _____, 20____.

_____ Signature of Notary Public

_____ Printed Name of Notary Public

My commission expires: _____

(Notary Stamp or Seal)

Note: This affidavit is used for construction projects that exceed $30,000. It is a Class F felony to willfully commit perjury in any affidavit taken pursuant to law – G.S. 14-209.

Contractor Affidavit

Contractor Affidavit

Please submit the signed affidavit with the permit application or prior to the first inspection of the permitted work.

STATE OF NORTH CAROLINA
COUNTY OF CURRITUCK

CONTRACTOR AFFIDAVIT

☐ General ☐ Electrical ☐ Mechanical ☐ Plumbing ☐ Gas ☐ Pool/Hot Tub

Contractor Information

License Holder: _____
Name of Business: _____
Business Address: _____
Phone: _____

License Information

NC License Number: _____
License Classification: _____

Project Information

Project Address: _____
Building Permit Number: _____
Cost of Trade Work: $ _____

I am licensed and qualified to assume all responsibility and ability as a contractor on this project. If I resign or am no longer affiliated with this project, I will notify the Currituck County Central Permitting Division in writing within three working days.

_____ _____
Signature of License Holder Date

Appointment of Lien Agent

Appointment of Lien Agent

Pursuant to North Carolina General Assembly Law 2012-158

North Carolina law requires an owner or contractor acting on the owner's behalf to appoint a lien agent when they first contract for improvements to real property. A lien agent is not required for the following:

a. Improvements less than $30,000 at the time the original building permit is issued;
b. Improvements to an existing single family residential dwelling as defined in GS 87-15.5 (7) that is used by the owner as a residence;
c. The first furnishing of labor or materials at the site is prior to April 1, 2013; or,
d. Public building or other public work or public improvements.

Lien Agent Information

Name of Lien Agent: _____

Mailing Address of Agent: _____

_____

Physical Address of Agent: _____

_____

Phone: _____

Fax: _____

Email: _____

A website was created to facilitate the filings of appointments of lien agents and filing of notices to lien agents by potential lien claimants at www.liensnc.com. When an owner or contractor acting on the owner's behalf appoints a lien agent through the LiensNC system, it will generate an Appointment of Lien Agent document or form for the property and project. The document will include:

- Designated lien agent and contact information
- Unique entry or identifying number for the project
- Owner and contact information
- Contractor
- Instructions for the owner and/or contractor to post at the property and provide to the permitting office
- QR Code for easy access to the property information in the LiensNC system

NOTICE: A copy of the Appointment of Lien Agent form or document printed from the LiensNC website can be included in the building permit application submittal in lieu of this form and must be posted at the job site.

Submittal Checklist

Submittal Checklist

Non-residential Permit Submittal Checklist		
	Applications/Forms/Permits	
1	Non-residential Permit Application Form	
2	Wastewater approval or permit	
	New Septic: Construction improvements permit (ARHS)	
	Existing Septic: Existing system inspection (ARHS)	
	Central Sewer: Sewer reservation form (operator of central system)	
3	Well Permit, if required (ARHS)	
4	Contractor of Record Form	
5	Contractor and/or owner affidavit(s)	
7	CAMA permit, if required	
8	Appointment of Lien Agent, if required (www.liensnc.com)	
9	V-Zone Certificate (if development is located in VE flood zone)	
	Plans	
10	Two complete sets of detailed building plans and specifications and one PDF digital copy of all plans	
	Name, address, phone number, and signature of plan designer	
	Foundation Plan (sizes and spacing):	
	○ Flood vent openings (SFHA only)	
	Floor plan	
	Building elevations	
	Typical wall sections (sizes and spacing)	
	Plumbing, electrical, and mechanical plans	
	Fire protection plans (sprinkler design, pull stations, smoke detectors) if required	
	Design pressure rating	
	Wind ratings (120mph or greater)	
	Appendix B, if required	
	Chapter 34 Summary, if required	
11	Three complete sets of reviewed site plans	
	Minor or major site plan reviewed by the planning staff, TRC and/or Board of Commissioners	
	Flood Damage Prevention, if Applicable	
12	Boundary of the Special Flood Hazard Area (SFHA), Floodway, Coastal Barrier Resource System (CBRS) Area, water course relocation, or a statement that the entire lot is within a specific SFHA.	
13	Proposed elevation of all structures and utility systems	
14	Nonresidential Floodproofing, if proposed:	
	Floodproofing Certificate and supporting data	
	Operational Plan	
	Inspections and Maintenance Plan	
	Fees	
15	Permit fees to be paid at permit issuance	

2.4.4. Building Inspection Procedures

Construction associated with a residential building and/or non-residential building permit must be in accordance with the North Carolina State Building Code. Listed below is a summary of inspection categories and required certifications:

A. Temporary Pole Inspection

Temporary pole inspections shall be made after the temporary service pole is installed that meets the utility company standards and the state codes.

(1) Power Company Work Request Number

The applicant must obtain a work request number from Dominion NC Power. Properties serviced by Albemarle Electric Membership Corp are not issued a work request number. After the approval of the temporary pole inspection, Central Permitting will request the power company to install the meter.

B. Footing Inspection

Footing inspections require all property lines to be identified with pins and string or staked by a surveyor to determine compliance with setbacks. The inspection is performed prior to installation of pilings and before the concrete is poured. The following specific provisions shall apply for each of the foundation styles:

(1) Concrete Block Foundation

Trenches shall be excavated, reinforcing steel and supports are in place and appropriately secured at the time of footing inspection. Grade stakes shall be in place indicating the proper depth of footing.

(2) Slab Foundation

When plumbing is located in the slab, a pressure test shall be performed and inspected prior to footing inspection. Termite treatment is required prior to inspection.

(3) Piling Foundation

Pilings shall be located on the job site but not placed into the ground. The corners of the house shall be identified.

C. Under Slab Inspection, as appropriate

Under slab inspections, as appropriate, shall be made after all materials and equipment to be concealed by the concrete slab are completed.

D. Foundation/Block Inspection

Foundation/block inspections for wood frame construction shall be made after all foundation supports are installed. This inspection is to check foundation supports, crawl space leveling, ground clearances, and positive drainage.

E. Box Inspection (recommended)

Box inspections shall be made after all foundation supports are installed. Foundation supports include all piers, girders, and floor joist. Sub-flooring shall not be installed before the approval of the box inspection. The crawl space shall be free of vegetation.

F. Building Framing Inspection

Building framing inspections shall be made after the roof, (excluding permanent roof covering) wall, ceiling, and floor framing is complete with appropriate blocking, bracing and fire stopping in place. The following items must be visible for inspection:

(1) Pipes;

(2) Chimneys and vents;

(3) Roof flashing, chimneys, and wall openings;

(4) Insulation baffles; and,

(5) All lintels required to be bolted to the framing for support shall not be covered by any exterior or interior wall or ceiling finish material before approval. Work may continue without approval for lintels supported on masonry or concrete.

G. Rough-in Inspection

Rough-in inspections shall be made after all building framing and parts of the electrical, plumbing, fire protection or heating ventilation or cooling system that will be hidden from view in the finished building have been placed, but before wall, ceiling finish, or building insulation is installed. The following documentation and certificates must be approved prior to scheduling the rough-in inspection:

(1) Building Pad Elevation Certification, as appropriate

Building pad elevation certifications are required for construction located in a major subdivision that has an approved drainage plan and indicates a minimum building pad elevation for the referenced lot. The required elevation is established by the design professional and is required to prevent flooding from a ten-year storm event. The certification shall be completed by a surveyor or engineer. The building pad elevation may be submitted prior to commencement of construction but must be approved prior to scheduling the rough-in inspection.

(2) Elevation Certificate (FEMA Form 81-31), as appropriate

Elevation certificate are required for structures under construction and located in the 100-year floodplain (A, AE, VE, AEFW). Nonresidential development may provide a flood-proofing certificate if approved by the county prior to the issuance of the floodplain development permit.

(3) Trade Affidavits

Trade affidavits (electrical, mechanical, plumbing, and/or gas) shall be submitted before scheduling the first inspection for that trade.

H. Fire Protection Inspection

Fire protection inspections shall be made in all buildings where any material is used for fire protection purposes. The permit holder or his agent shall notify the Inspection Division after all fire protection materials are in place. Fire protections are typically completed during rough-in inspections. Fire protection materials shall not be concealed until inspected and approved by the building inspector.

I. Insulation Inspection

Insulation inspections shall be made after an approved building framing and rough-in inspection and after the permanent roof covering is installed, with all insulation and vapor retarders in place, but before any wall or ceiling covering is applied.

J. Final Electrical Inspection (recommended)

Final electrical inspections shall be made after the electric is complete and ready to be safely energized. The septic system must be operational and the sewer line connected. Carpet may be installed after the final electric inspection. The following documentation must be submitted prior to scheduling the final electric inspection:

(1) Final Septic

The final septic system approval must be obtained from Albemarle Regional Health Services (ARHS), Environmental Health.

(2) Power Company Work Request Number

The applicant must obtain a work request number from Dominion NC Power. Properties serviced by Albemarle Electric Membership Corp are not issued a work request number. After the approval of the final electric inspection, Central Permitting will request the power company to install permanent power and the meter.

K. Final Inspection

Final inspections shall be made for each trade after completion of the work authorized under the technical codes. The structure must be complete and ready for occupancy. House numbers in accordance with the Currituck County Code of Ordinances must be displayed on the dwelling. Occupancy of the structure and placement of personal belongings may not occur until a certificate of compliance is issued. A certificate of compliance can be issued upon approval of the final inspection. Non-residential projects must be inspected and approved by the Fire Marshal and Planning Division. The following inspections, documentation, and certificates must be approved prior to scheduling the final inspection:

(1) As-Built Survey, as appropriate

Construction projects that require the submittal of an as-built survey must be provided to the department. The as-built survey shall illustrate all the property boundaries and all improvements on the property including such items as structures, parking, vehicular areas, stormwater, etc.

(2) CAMA Final Inspection, as appropriate

Construction associated with a CAMA permit must obtain an approved CAMA final inspection prior to scheduling the final building inspection.

(3) Culvert and Right-of-Way Drainage Certification or Waiver, as appropriate

A Culver and Right-of-Way Drainage Certification or Wavier is required for all driveway culverts installed after May 16, 2005 along all public and private roads. As a general rule, an approved grading and drainage plan is filed with the Planning Department for major subdivisions approved after July, 2003 and culverts and ditch grades shall be installed in accordance with the approved plan and certified by NCDOT or a registered land surveyor or engineer. For subdivisions without an approved grading and drainage plan, excluding private access, family, and exempt subdivisions, a NCDOT

representative, a registered land surveyor engineer may complete the certification. Property owners who install culverts in private access, family and exempt subdivisions shall complete the waiver. Copies of the form are provided to the applicant upon issuance of the building permit.

(4) Elevation Certificate, Finished Construction (FEMA Form 81-31), as appropriate

Elevation certificates are required for structures constructed and located in the 100-year floodplain (A, AE, VE, AEFW). The applicant must submit the finished construction elevation certificate; copies or faxes can not be accepted.

(5) Finished Floor Elevation, as appropriate.

A finished floor elevation certification is required for construction located in a major subdivision that has an approved drainage plan and indicates a minimum finished floor elevation. The required elevation is established by the design professional and is required to prevent flooding from a ten-year storm event. The certification shall be completed by a surveyor or engineer.

(6) Height Certificate, as appropriate

Construction projects that require a height certification shall be completed by a surveyor or engineer. The certification will indicate the structure complies with the maximum height requirements.

(7) Recombination Plat, as appropriate

A recombination plat is required when property lines must be vacated or moved to meet county regulations. The plat shall be prepared by a surveyor and recorded in the Office of the Register of Deeds.

(8) Reinspection Fees

Reinspection fees assessed for each failed inspection must be paid prior to scheduling a final inspection.

(9) Well Final Inspection, as appropriate

All dwellings served by a new well shall submit a copy of the final well permit from Albemarle Regional Health Services, Environmental Health that indicates the new well is installed, inspected, and approved.

(10) Well Water Test

All dwellings served by a new or existing well shall submit a copy of the lab report that indicates the well water has been tested by a water testing facility, approved, and is negative for coliform. Well water can be tested by a water testing facility. Currituck County Water Department is a local testing facility.

2.5. CAMA MINOR PERMIT

CAMA Minor Permit

Review Process

Contact Information

Currituck County
Planning and Community Development
Central Permitting Division

Mainland Office
153 Courthouse Road, Suite G107
Currituck, NC 27929

Mainland Phone: 252.232.3378
Mainland Fax: 252.232.3470

Corolla Office
1123 Ocean Trail
PO Box 73
Corolla, NC 27927

Corolla Phone: 252.453.8555
Corolla Fax: 252.453.8300

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

Step 1: Adjacent Property Owner Notification

As required by CAMA regulations, the applicant must notify the adjacent riparian property owners of the proposed development. The applicant must send the following to the adjacent riparian property owners by certified mail (return receipt requested):

- A letter detailing the proposed development (sample letter attached).
- One copy of the site plan showing all proposed development.
- One copy of the completed CAMA Minor Development Permit Application (attached).
- Adjacent Riparian Property Owner Statement Form (attached).

Step 2: Application Submittal and Acceptance

After sending the above items to the adjacent property owners, the applicant must submit a complete application consisting of the following:

- Completed CAMA Minor Development Permit Application.
- Application Fee ($100.00 check made payable to Currituck County).
- Site plan showing all proposed development.
- Copies of the letters mailed to the adjacent riparian property owners and certified mail receipts or signed adjacent property owner statement forms.
- Albemarle Regional Health Department Site Evaluation or Approval.
- Authorized Agent Form (if applicant is not the property owner, attached)
- AEC Hazard Notice (for Ocean Hazard & V-Zone development only) – This form must be filled out by the Local Permit Officer prior to being signed by the property owner.)

Step 3: Staff Review and Action

After receiving a complete application, the CAMA Local Permit Officer will review it for compliance with all applicable CAMA regulations. A review period of 25 days is provided by law and an additional 25 day period can be imposed when such time is necessary to complete the review of the proposed project.

After review, staff will either approve, conditionally approve, or deny the application.

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CAMA Minor Permit Design Standards

The table below depicts the design standards of the site plan for a CAMA Minor application. Please make sure to include all applicable listed items to ensure all appropriate standards are reviewed.

CAMA Minor Permit

Site Plan Design Standards Checklist

Date Received: _____

Project Name: _____

Applicant/Property Owner: _____

CAMA Minor Permit Design Standards Checklist		
1	Site Plan drawn to scale.	
2	Name, property address, date, and scale.	
3	Property dimensions and names of adjacent property owners.	
4	Dimensions and location of all existing and proposed structures, driveways, stormwater controls, sewage disposal system (attach ARHS Improvements Permit, if applicable), and decks (labeled as covered or uncovered and dimensions shown).	
5	Adjacent water body contour labeled as Normal Water Level (NWL).	
6	Marsh and/or wetland areas labeled (wetland delineation documentation from USACOE Army Corps of Engineers must be included with the application, if applicable).	
7	All areas of ground disturbance and/or landscaping.	
Property located in a Ocean Hazard Area, must include a completed AEC Hazard Notice with the application, and include the following items on the site plan:		
8	Dunes and dune system contours, dune crests, landward and oceanward dune toes, and spot elevations of the highest portion of the dunes.	
9	First line of stable, natural vegetation as flagged by the CAMA Local Permit Officer and applicable ocean hazard setback per 15A NCAC 07H . 0306.	
10	Cross-sectional/elevations of the proposed structure(s) showing the number of floors, roof and deck profiles.	
11	Total enclosed floor area.	
Property located in a Coastal Shoreline AEC must include the additional items on the site plan:		
12	Dimensions of footprint/roofline of all structures (includes roof overhangs).	
13	Areas of Environmental Concern (AEC); 75 feet landward of NWL for Estuarine Shoreline AEC (Coastal or Joint Waters); 30 feet landward of NWL if adjacent Public Trust Shoreline (Inland Waters).	
14	Total square footage of impervious surface of proposed development.	
15	30 foot buffer landward of NWL.	

CAMA Minor Application
Page 3 of 10

CAMA Minor Permit Submittal Checklist

Staff will use the following checklist to determine the completeness of your application. Please make sure all of the listed items are included.

CAMA Minor Permit

Submittal Checklist

Date Received: _____

Project Name: _____

Applicant/Property Owner: _____

CAMA Minor Permit Submittal Checklist		
1	Complete CAMA Minor Development Permit Application	
2	Application fee ($100)	
3	Site Plan of all proposed development	
4	Copies of the letters mailed to the adjacent riparian property owners and certified mail receipts or signed adjacent property owner statements.	
5	Albemarle Regional Health Department Site Evaluation or Approval, if applicable	
6	Authorized Agent Form, if applicant is not the property owner	
7	AEC Hazard Notice (Ocean Hazard & V-Zone Only)	

For Staff Only

Pre-application Conference (optional)
Pre-application Conference was held on _____ and the following people were present:

_____

Comments _____

CAMA Minor Application
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APPLICATION FOR

CAMA MINOR DEVELOPMENT PERMIT

In 1974, the North Carolina General Assembly passed the Coastal Area Management Act (CAMA) and set the stage for guiding development in fragile and productive areas that border the state's sounds and oceanfront. Along with requiring special care by those who build and develop, the General Assembly directed the Coastal Resources Commission (CRC) to implement clear regulations that minimize the burden on the applicant.

This application for a minor development permit under CAMA is part of the Commission's effort to meet the spirit and intent of the General Assembly. It has been designed to be straightforward and require no more time or effort than necessary from the applicant. Please go over this folder with the Local Permit Officer (LPO) for the locality in which you plan to build to be certain that you understand what information he or she needs before you apply.

Under CAMA regulations, the minor permit is to be issued within 25 days once a complete application is in hand. Often less time is needed if the project is simple. The process generally takes about 18 days. You can speed the approval process by making certain that your application is complete and signed, that your drawing meets the specifications given inside and that your application fee is attached.

Other permits are sometimes required for development in the coastal area. While these are not CAMA-related, we urge you to check with the Local Permit Officer to determine which of these you may need. A list is included on page two of this folder.

We appreciate your cooperation with the North Carolina Coastal Management Program and your willingness to build in a way that protects the resources of our beautiful and productive coast.

Coastal Resources Commission
Division of Coastal Management

CAMA Minor Application
Page 5 of 10

Locality _____ Permit Number _____

Ocean Hazard _____ Estuarine Shoreline _____ ORW Shoreline _____ Public Trust Shoreline_____ Other_____
(For official use only)

GENERAL INFORMATION

LAND OWNER

Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Email: _____

AUTHORIZED AGENT

Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Email: _____

LOCATION OF PROJECT: (Address, street name and/or directions to site. If not oceanfront, what is the name of the adjacent waterbody.) _____

DESCRIPTION OF PROJECT: (List all proposed construction and land disturbance.) _____

_____

SIZE OF LOT/PARCEL: _____ square feet _____ acres

PROPOSED USE: Residential ☐ (Single-family ☐ Multi-family ☐) Commercial/Industrial ☐ Other ☐

COMPLETE EITHER (1) OR (2) BELOW (*Contact your Local Permit Officer if you are not sure which AEC applies to your property*):

(1) OCEAN HAZARD AECs: TOTAL FLOOR AREA OF PROPOSED STRUCTURE: _____ ____ square feet (includes air conditioned living space, parking elevated above ground level, non-conditioned space elevated above ground level but excluding non-load-bearing attic space)

(2) COASTAL SHORELINE AECs: SIZE OF BUILDING FOOTPRINT AND OTHER IMPERVIOUS OR BUILT UPON SURFACES: _____ square feet (includes the area of the roof/drip line of all buildings, driveways, covered decks, concrete or masonry patios, etc. that are within the applicable AEC. Attach your calculations with the project drawing.)

STATE STORMWATER MANAGEMENT PERMIT: Is the project located in an area subject to a State Stormwater Management Permit issued by the NC Division of Water Quality?
YES_____ NO_____

If yes, list the total built upon area/impervious surface allowed for your lot or parcel: _____ square feet.

CAMA Minor Application
Page 6 of 10

OTHER PERMITS MAY BE REQUIRED: The activity you are planning may require permits other than the CAMA minor development permit, including, but not limited to: Drinking Water Well, Septic Tank (or other sanitary waste treatment system), Building, Electrical, Plumbing, Heating and Air Conditioning, Insulation and Energy Conservation, FIA Certification, Sand Dune, Sediment Control, Subdivision Approval, Mobile Home Park Approval, Highway Connection, and others. Check with your Local Permit Officer for more information.

STATEMENT OF OWNERSHIP:
I, the undersigned, an applicant for a CAMA minor development permit, being either the owner of property in an AEC or a person authorized to act as an agent for purposes of applying for a CAMA minor development permit, certify that the person listed as landowner on this application has a significant interest in the real property described therein. This interest can be described as: (check one)

____an owner or record title, Title is vested in _____, see Deed Book _____ page _____ in the _____ County Registry of Deeds.

____an owner by virtue of inheritance. Applicant is an heir to the estate of_____; probate was in _____ County.

____if other interest, such as written contract or lease, explain below or use a separate sheet & attach to this application.

NOTIFICATION OF ADJACENT PROPERTY OWNERS:
I furthermore certify that the following persons are owners of properties adjoining this property. I affirm that I have given **ACTUAL NOTICE** to each of them concerning my intent to develop this property and to apply for a CAMA permit.

(Name) (Address)
(1)_____
(2)_____
(3)_____
(4)_____

ACKNOWLEDGEMENTS:
I, the undersigned, acknowledge that the land owner is aware that the proposed development is planned for an area which may be susceptible to erosion and/or flooding. I acknowledge that the Local Permit Officer has explained to me the particular hazard problems associated with this lot. This explanation was accompanied by recommendations concerning stabilization and floodproofing techniques.

I furthermore certify that I am authorized to grant, and do in fact grant, permission to Division of Coastal Management staff, the Local Permit Officer and their agents to enter on the aforementioned lands in connection with evaluating information related to this permit application.

This the _____day of_____, 20____

_____
Landowner or person authorized to act as his/her agent for purpose of filing a CAMA permit application

This the _____ day of _____, 20 _____

CAMA Minor Application
Page 7 of 10

Letter to Adjacent Property Owners

_____
Date

_____
Adjacent Property Owner

_____
Mailing Address

_____
City, State, Zip Code

Dear Adjacent Property Owner,

This letter is to inform you that I, _____ have applied for a CAMA Minor Permit on my Property at _____, in Currituck County. As required by CAMA regulations, I have enclosed a copy of my permit application and proposed site plan as notification of my proposed development. No action is required from you or you may sign and return the enclosed no objection form. If you have any questions or comments about my proposed project, please contact me by phone at _____ or by mail at the address listed below. If you wish to file written comments or objections with the Currituck County CAMA Minor Permit Program, you may submit them to:

Mainland Office
CAMA Local Permit Officer for Currituck County
153 Courthouse Road, Suite G107
Currituck County, NC 27929

Corolla Office
1123 Ocean Trail
PO Box 73
Corolla, NC 27927

Sincerely,

_____
Property Owner

_____
Mailing Address

_____
City, State, Zip Code

CAMA Minor Application
Page 8 of 10

ADJACENT RIPARIAN PROPERTY OWNER STATEMENT FOR CAMA MINOR PERMITS

I hereby certify that I own property adjacent to _____ s property
(Name of Property Owner)

located at _____, on _____, in
(Address, Lot, Block, Road, etc.) (Waterbody)

_____, NC.
(Town and/or County)

The applicant has described to me the proposed development as shown in the attached application and proposed site plan. I have no objections with the application.

(APPLICATION AND PROPOSED SITE PLAN OF THE DEVELOPMENT ATTACHED)

_____
Signature

_____
Print or Type Name

_____
Telephone Number

_____
Date

CAMA Minor Application
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N.C. DIVISION OF COASTAL MANAGEMENT

AGENT AUTHORIZATION FORM

Date _____

Name of Property Owner Applying for Permit:

_____

Mailing Address:

_____

_____

I certify that I have authorized (agent) _____ **to act on my behalf, for the purpose of applying for and obtaining all CAMA Permits necessary to install or construct (activity)** _____, **at (my property located at)** _____.

This certification is valid thru (date) _____.

_____

Property Owner Signature **Date**

CAMA Minor Application
Page 10 of 10

2.6. CLEAR-CUTTING PERMIT

Clear-Cutting Permit
Review Process

Contact Information

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

Phone: 252.232.3055
Fax: 252.232.3026

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

Step 1: Application Submittal and Acceptance

A clear-cutting permit is required if all or the majority of existing trees on a lot or site are harvested, cleared, or removed for development and is not in corrdination with any other specific permit as required by the Unified Development Ordinance (UDO). The applicant must submit a complete application packet consisting of the following:

- Completed Currituck County Clear-Cutting Application.
- Application Fee ($50)
- Site plan drawn to scale. The plan shall include the items listed in the clear-cutting design standards checklist.
- Number of Copies Submitted:
  - 3 Copy of the site plan
  - 3 Copy of ALL documents
  - 1 PDF digital copy (ex. Compact Disk – e-mail not acceptable) of all plans AND documents.

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

Step 2: Staff Review and Action

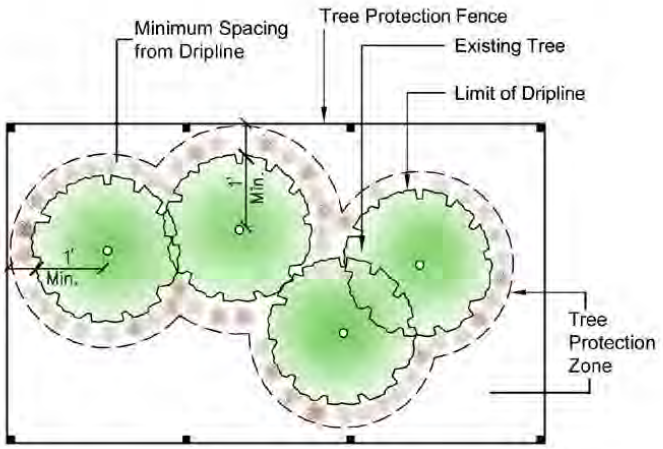
Once an application is determined complete, staff shall distribute it to all appropriate staff and review agencies. After review, staff shall decide to approve, approve subject to conditions, or disapprove the application based on the following review standards:

- All healthy heritage trees[1] within the site are preserved or maintained during and after any tree removal or other land-disturbing activity, or a plan for mitigation has been approved by staff consistent with the following requirements:
  - Each healthy heritage tree removed or destroyed shall be replaced by replacements trees with a cumulative caliper measurement that equals or exceeds one-half the diameter of the heritage tree(s) removed. Each replacement tree shall be at least two inches in caliper at the time of planting and be replanted within 12 months of the removal or destruction or the heritage tree(s). At least one-half of the cumulative caliper inches of the replacement trees shall be of the same species as the heritage trees removed.
  - Replacement trees shall be either planted on the parcel of land from which the heritage tree(s) was removed, if sufficient space is available, or place on nearby lands in accordance with Section 5.2.9, Alternative Landscape Plan, of the Unified Development Ordinance (UDO).

Clear-Cutting Application
Page 1 of 4

- Replacement trees shall be maintained through an establishment period of at least three years. The applicant shall guarantee the survival and health of all replacement trees during the establishment period and guarantee any associated replacement costs through a performance guarantee (see Section 6.3 of the UDO). If the replacement trees do not survive the establishment period, the applicant shall purchase and install new replacement trees.

- A tree protection zone around all heritage trees to be preserved is established consistent with the following requirements:
  - The tree protection zone shall be demarcated on the site plan.
  - The tree protection zone shall incorporate the root zones and driplines of all heritage trees to be retained.
  - Heritage trees shall not be cut, removed, pushed over, killed, or otherwise harmed.
  - The area within the dripline of any heritage tree shall not be subject to soil compaction greater than 25 percent of the total area within the dripline, or within 12 feet of the tree trunk.
- In the event a tract or site proposed for tree removal or other land-disturbing activity contains no heritage trees, the clear cutting permit shall indicate that no tree protection zones are required.



[1]"Heritage trees" shall include all existing Live Oak (Quercus Virginiana) with a diameter at breast height (DBH) of 12 inches or greater, as well as all other existing trees with a DBH of 24 inches or greater. The following trees, regardless of size, shall not be considered heritage trees: southern yellow pine, bradford pear, mulberry, sweet gum, and silver maple.

Clear-Cutting Permit
Application

OFFICIAL USE ONLY:
Case Number: _____
Date Filed: _____
Gate Keeper: _____
Amount Paid: _____

Contact Information

APPLICANT:
Name: _____
Address: _____
_____
Telephone: _____
E-Mail Address: _____

PROPERTY OWNER:
Name: _____
Address: _____
_____
Telephone: _____
E-Mail Address: _____

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: _____

Property Information

Physical Street Address: _____

Location: _____

Parcel Identification Number(s): _____

Total Parcel(s) Acreage: _____

Existing Land Use of Property: _____

Proposed Land Use of Property: _____

Request

Proposed Land Disturbance: _____
_____
_____
_____

Area of Disturbance: _____ Number of Heritage Trees: _____

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

_____ _____
Property Owner(s)/Applicant* Date

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

Clear-Cutting Application
Page 3 of 4

Clear-Cutting Permit Design Standards and Submittal Checklist

The table below depicts the design standards of the site plan for a clear-cutting application. Please make sure to include all applicable listed items to ensure all appropriate standards are reviewed.

Clear-Cutting Permit

Site Plan Design Standards and Submittal Checklist

Date Received: _____

Project Name: _____

Applicant/Property Owner: _____

Clear Cutting Permit Design Standards Checklist		
1	Property owner name, address, phone number, and e-mail address.	
2	Site address and parcel identification number.	
3	A scaled drawing showing existing boundary lines, total acreage, location of streets, rights-of-way, and easements.	
4	North arrow and scale to be 1" = 100' or larger.	
5	Approximate location of the following existing items within the area of the property to be disturbed: Pathways, structures, septic systems, wells, utility lines, water lines, culverts, storm drainage pipes, ditches, canals, streams, wooded areas, ponds, and cemeteries.	
6	Location of heritage trees, tree protection zones, and any proposed fencing or walls.	
7	Approximate location of all designated Areas of Environmental Concern or other such areas which are environmentally sensitive on the property, such as Maritime Forest, CAMA, 404, or 401 wetlands as defined by the appropriate agency.	

Clear-Cutting Permit Submittal Checklist

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

Clear-Cutting Submittal Permit Checklist		
1	Complete Clear-Cutting application	
2	Application fee ($50)	
3	Site Plan	
5	3 copies of plans	
6	3 hard copies of ALL documents	
7	1 PDF digital copy of all plans AND documents (ex. Compact Disk – e-mail not acceptable)	

For Staff Only

Pre-application Conference (optional)
Pre-application Conference was held on _____ and the following people were present:

_____

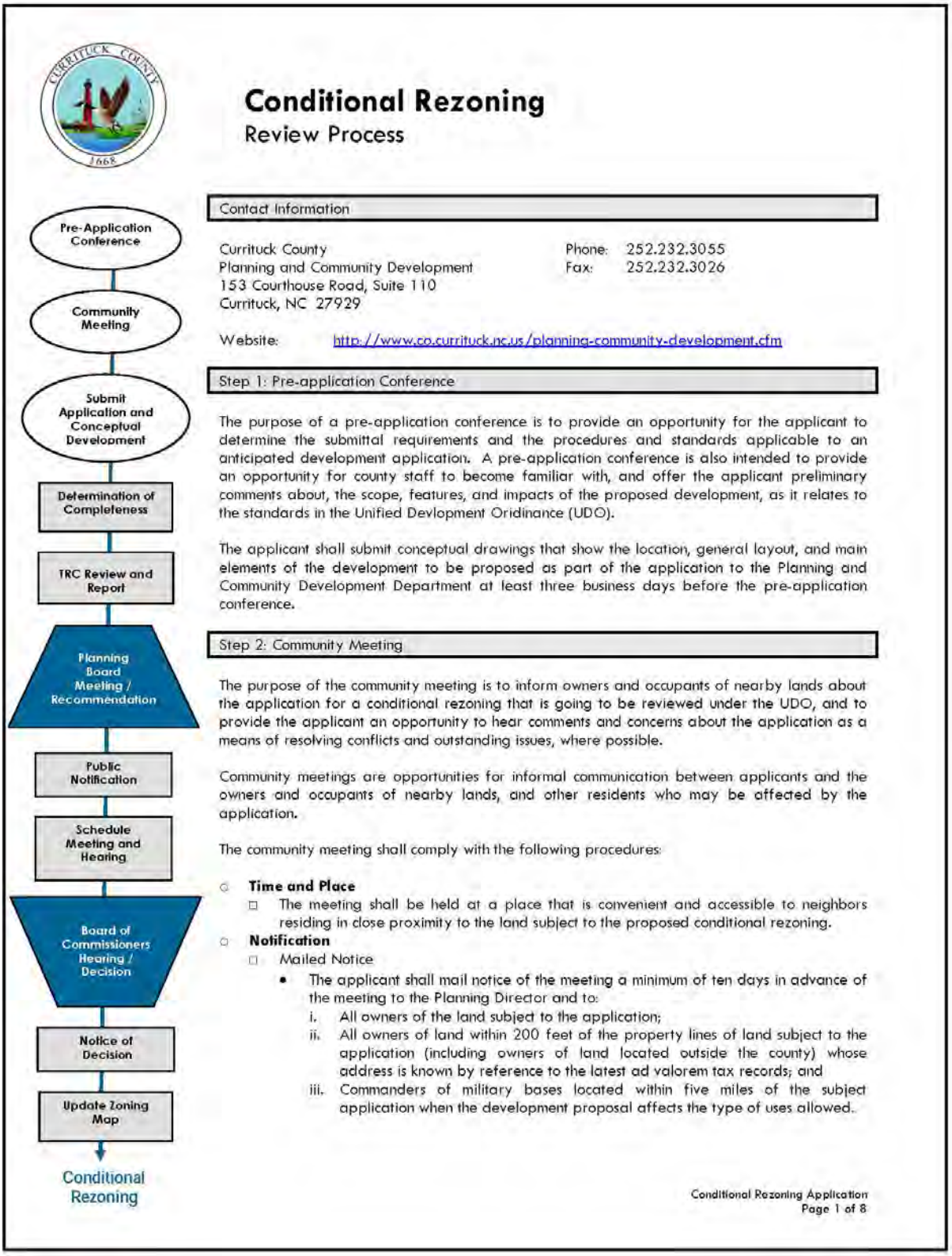
_____

_____

Comments _____

Clear-Cutting Application
Page 4 of 4

2.7. CONDITIONAL REZONING



Conditional Rezoning

Review Process

Contact Information

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

Phone: 252.232.3055
Fax: 252.232.3026

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

Step 1: Pre-application Conference

The purpose of a pre-application conference is to provide an opportunity for the applicant to determine the submittal requirements and the procedures and standards applicable to an anticipated development application. A pre-application conference is also intended to provide an opportunity for county staff to become familiar with, and offer the applicant preliminary comments about, the scope, features, and impacts of the proposed development, as it relates to the standards in the Unified Devlopment Oridinance (UDO).

The applicant shall submit conceptual drawings that show the location, general layout, and main elements of the development to be proposed as part of the application to the Planning and Community Development Department at least three business days before the pre-application conference.

Step 2: Community Meeting

The purpose of the community meeting is to inform owners and occupants of nearby lands about the application for a conditional rezoning that is going to be reviewed under the UDO, and to provide the applicant an opportunity to hear comments and concerns about the application as a means of resolving conflicts and outstanding issues, where possible.

Community meetings are opportunities for informal communication between applicants and the owners and occupants of nearby lands, and other residents who may be affected by the application.

The community meeting shall comply with the following procedures:

- **Time and Place**
  - The meeting shall be held at a place that is convenient and accessible to neighbors residing in close proximity to the land subject to the proposed conditional rezoning.
- **Notification**
  - Mailed Notice
    - The applicant shall mail notice of the meeting a minimum of ten days in advance of the meeting to the Planning Director and to:
      - i. All owners of the land subject to the application;
      - ii. All owners of land within 200 feet of the property lines of land subject to the application (including owners of land located outside the county) whose address is known by reference to the latest ad valorem tax records; and
      - iii. Commanders of military bases located within five miles of the subject application when the development proposal affects the type of uses allowed.

Conditional Rezoning Application
Page 1 of 8

- Posted Notice
  - The applicant shall post notice of the community meeting on the land subject to the application for at least ten days before the date fixed for the meeting, in a form established by the Planning Director. Signs used for posted notice shall have a minimum size of six square feet per side.
- Notice Content
  - The notice shall state the time and place of the meeting and general nature of the conditional rezoning.

- **Conduct of Meeting**
  At the meeting, the applicant shall explain the development proposal and application, inform attendees about the application review process, respond to question and concerns neighbors raise about the application, and propose ways to resolve conflicts and concerns.
- **Staff Attendance**
  County staff shall attend the meeting for purpose of advising attendees about the applicable provisions of the UDO and the land use plan, but shall not serve as facilitators or become involved in discussions about the proposed conditional rezoning.
- **Written Summary of Community Meeting**
  The applicant shall prepare a written summary of the meeting that includes a list of meeting attendees, a summary of attendee comments, discuss issues related to the conditional rezoning application, and any other information the applicants deems appropriate. The meeting summary shall be included with the application materials and be made available to the public for inspection.
- **Response to Summary**
  Any person attending the community meeting may submit a written response to the applicant's meeting summary to the Planning Director within 30 days after the application is determined complete. The response may state their understanding of attendee comments, discuss issues related to the development proposal, and include any other information they deem appropriate. All written responses to the applicant's summary of the community meeting shall be transmitted to the applicant, included with the application materials, and made available to for public inspection.

Step 3: Application Submittal and Acceptance

The applicant must submit a complete application packet on or before the application submittal date. Conditional rezoning applications may not be initiated by anyone other than the landowner(s) of the subject land. A complete application packet consists of the following:

- Completed Currituck County Conditional Rezoning Application.
- Application Fee ($150 plus $5 for each acre)
- Written Summary of Community Meeting.
- A conceptual development plan drawn to scale. The plan shall include the items listed in the conceptual plan design standards checklist.
- Architectural drawings and/or sketches illustrating the design and character of the proposed structures.
- Number of Copies Submitted:
  - 5 Copies of conceptual site plans
  - 5 Hard copies of ALL documents
  - 1 PDF digital copy (ex. Compact Disk – e-mail not acceptable) of all plans AND documents

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

Step 4: Staff Review and Action

Once an application is determined complete, it will be distributed to the Technical Review Committee (TRC). TRC shall review the application, prepare a staff report, and provide a recommendation on the application. The staff report may identify and recommend conditions of approval addressing how compliance deficiencies might by corrected and adverse effects of the application might be mitigated.

Step 5: Advisory Body Review and Recommendation

After the TRC prepares a staff report and provides a recommendation on the application, staff shall schedule the application for a public meeting with the Planning Board. At the public meeting, the Planning Board shall consider the application, relevant support materials, staff report, and any public comments. It may suggest revisions to the proposed conditions including the conceptual plan with only those revisions agreed to in writing by the applicant being incorporated into the application. It shall then recommend approval, approval subject to revised or additional conditions agreed to by the applicant, or denial, and clearly state that factors considered in making the recommendation. The Planning Board shall provide a recommendation on an application it reviews within two months from the date of its initial meeting to consider the application.

Step 6: Public Hearing Scheduling and Public Notification

After the Planning Board provides a recommendation on the application, staff shall ensure that the public hearing on it is scheduled for a regularly scheduled Board of Commissioners meeting or a meeting specially called for by the Board of Commissioners. The required public hearing with the Board of Commissioners shall be scheduled so there is sufficient time for a staff report to be prepared and for the public notification requirements to be satisfied under state law.

The application shall meet the following public notification requirements:

- **Published Notice**
  Staff shall publish a notice of the hearing once a week for two successive calendar weeks in a newspaper having general circulation in the county. The first time notice is published, it shall not be less than 10 days nor more than 25 days before the date fixed for the hearing.
- **Mailed Notice**
  Staff shall be responsible for preparing and mailing a written notice between 10 and 25 days before the public hearing. Notice shall be mailed to:
  - All owners of the land subject to the application;
  - The applicant, if different from the land owner;
  - All owners of land within 200 feet of the property lines of land subject to the application (including owners of land located outside the county) whose address is known by reference to the latest ad valorem tax records; and
  - Commanders of military bases located within five miles of the subject application when the development proposal affects the type of uses allowed.
- **Posted Notice**
  At least 10 days before the public hearing, posted notice shall be made by staff. A sign shall be placed in a conspicuous location as to be clearly visible to the traveled portion of the respective street. Where the land subject to the notice does not have frontage on a public street, the sign shall be erected on the nearest street right-of-way with an attached notation generally indicating the direction and distance to the land subject to the application.

Step 7: Public Hearing Procedures, and Decision-Making Body Review and Decision

The applicant must be in attendance at the public hearing. During the public hearing, the Planning Director will present the staff report and any review body findings and recommendation to the Board. The applicant will then have the opportunity to present any information they deem appropriate. The burden of demonstrating that an application complies with applicable review and approval standards of the UDO is on the applicant. The public may be permitted to speak in accordance with the Board of Commissioners rules of procedure, or at their discretion, as appropriate, in support of or in opposition to the application. The applicant and Planning Director may respond to any comments, documents, or materials presented.

The Board of Commissioners shall make one of the following decisions on the application:

- Approval of the conditional rezoning subject to the conditions included in the application;
- Approval of the conditional rezoning subject to any revised or additional conditions agreed to by the applicant, in writing;
- Denial of the conditional rezoning; or
- Remand of the conditional rezoning application back to the Planning Board for further consideration.

A conditional rezoning is a matter committed to the legislative discretion of the Board of Commissioners and is not controlled by any one factor. In determining whether to adopt or deny a conditional rezoning, the Board of Commissioners may weigh the relevance of and consider whether and the extent to which the application:

- Is consistent with the goals, objectives, and policies of the Land Use Plan, other applicable county-adopted plans, and the purposes of the UDO;
- Is in conflict with any provision of the UDO, or the County Code of Ordinances;
- Is required by changed conditions;
- Addresses a demonstrated community need;
- Is compatible with existing and proposed uses surrounding the land subject to the application, and is the appropriate zoning district and uses for the land;
- Adversely impacts nearby lands;
- Would result in a logical and orderly development pattern;
- Would result in significant adverse impacts on the natural environment including, but not limited to, water, air, noise, stormwater management, wildlife, vegetation, wetlands, and the natural functioning of the environment;
- Would result in development that is adequately served by public facilities (e.g., streets, potable water, sewerage, stormwater management, solid waste collection and disposal, schools, parks, police, and fire and emergency medical facilities.);
- Would not result in significantly adverse impacts on the land values in the surrounding area; and
- Would not conflict with the public interest, and is in harmony with the purposes and intent of the UDO.

Conditional Rezoning Application
Page 4 of 8

Conditional Rezoning
Application

OFFICIAL USE ONLY:
Case Number: _____
Date Filed: _____
Gate Keeper: _____
Amount Paid: _____

Contact Information

APPLICANT:
Name: _____
Address: _____
_____
Telephone: _____
E-Mail Address: _____

PROPERTY OWNER:
Name: _____
Address: _____
_____
Telephone: _____
E-Mail Address: _____

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: _____

Property Information

Physical Street Address: _____

Location: _____

Parcel Identification Number(s): _____

Total Parcel(s) Acreage: _____

Existing Land Use of Property: _____

Request

Current Zoning of Property: _____ Proposed Zoning District: _____

Community Meeting

Date Meeting Held: _____ Meeting Location: _____

Conditional Rezoning Application
Page 5 of 8

Conditional Rezoning Request

To Chairman, Currituck County Board of Commissioners:

The undersigned respectfully requests that, pursuant to the Unified Development Ordinance, a conditional zoning district be approved for the following use(s) and subject to the following condition(s):

Proposed Use(s):

_____

_____

_____

_____

_____

_____

Proposed Zoning Condition(s):

_____

_____

_____

_____

_____

An application has been duly filed requesting that the property involved with this application be rezoned from: _____ to: _____

It is understood and acknowledged that if the property is rezoned as requested, the property involved in this request will be perpetually bound to the conceptual development plan, use(s) authorized, and subject to such condition(s) as imposed, unless subsequently changed or amended as provided for in the Currituck County Unified Development Ordinance. It is further understood and acknowledged that final plans for any development be made pursuant to any such conditional zoning district so authorized and shall be submitted to the Technical Review Committee.

_____ _____

Property Owner (s) Date

NOTE: Form must be signed by the owner(s) of record. If there are multiple property owners a signature is required for each owner of record.

Conditional Rezoning Application
Page 6 of 8

Conditional Rezoning Design Standards Checklist

The table below depicts the design standards of the conceptual development plan for a conditional rezoning application. Please make sure to include all applicable listed items to ensure all appropriate standards are reviewed.

Conditional Rezoning

Conceptual Development Plan Design Standards Checklist

Date Received: _____ TRC Date: _____

Project Name: _____

Applicant/Property Owner: _____

Conditional Rezoning Design Standards Checklist		
1	Property owner name, address, phone number, and e-mail address.	
2	Site address and parcel identification number.	
3	A scaled drawing showing existing boundary lines, total acreage, adjacent use types, location of streets, rights-of-way, and easements.	
4	North arrow and scale to be 1" = 100' or larger.	
5	Vicinity map showing property's general location in relation to streets, railroads, and waterways.	
6	Existing zoning classification of the property and surrounding properties.	
7	Approximate location of the following existing items within the property to be rezoned and within 50' of the existing property lines: Pathways, structures, septic systems, wells, utility lines, water lines, culverts, storm drainage pipes, ditches, canals, streams, wooded areas, ponds, and cemeteries.	
8	Approximate Flood Zone line and Base Flood Elevation as delineated on the "Flood Insurance Rate Maps/Study Currituck County."	
9	Approximate location of all designated Areas of Environmental Concern or other such areas which are environmentally sensitive on the property, such as Maritime Forest, CAMA, 404, or 401 wetlands as defined by the appropriate agency.	
10	Proposed zoning classification and intended use of all land and structures, including the number of residential units and the total square footage of any non-residential development.	
11	Proposed building footprints and usages.	
12	Proposed traffic, parking, and circulation plans including streets, drives, loading and service areas, parking layout, and pedestrian circulation features.	
13	Approximate location of storm drainage patterns and facilities intended to serve the development.	
14	Proposed common areas, open space set-asides, anticipated landscape buffering, and fences or walls (if proposed).	
15	Architectural drawings and/or sketches illustrating the design and character of the proposed uses.	
16	Proposed development schedule.	

Conditional Rezoning Application
Page 7 of 8

Conditional Rezoning Submittal Checklist

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

Conditional Rezoning
Submittal Checklist

Date Received: _____ TRC Date: _____

Project Name: _____

Applicant/Property Owner: _____

Conditional Rezoning Submittal Checklist		
1	Complete Conditional Rezoning application	
2	Application fee ($150 plus $5 for each acre or part thereof)	
3	Community meeting written summary	
4	Conceptual development plan	
5	Architectural drawings and/or sketches of the proposed structures.	
6	5 copies of plans	
7	5 hard copies of ALL documents	
8	1 PDF digital copy of all plans AND documents (ex. Compact Disk – e-mail not acceptable)	

For Staff Only

Pre-application Conference
Pre-application Conference was held on _____ and the following people were present:

_____

_____

Comments

_____

_____

_____

Conditional Rezoning Application
Page 8 of 8

2.8. DEVELOPMENT AGREEMENT

Development Agreement

Review Process

Contact Information

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

Phone: 252.232.3055
Fax: 252.232.3026

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

Step 1: Application Submittal and Acceptance

The applicant must submit a complete application packet on or before the application submittal date. A complete application packet consists of the following:

- Completed Currituck County Development Agreement Application.
- Application Fee ($150 plus $5 for each acre).
- Phasing Plan.
- Number of Copies Submitted:
  - 5 Copies of phasing plan
  - 5 Hard copies of ALL documents
  - 1 PDF digital copy (ex. Compact Disk – e-mail not acceptable) of all plans AND documents

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

Step 2: Staff Review and Action

Once an application is determined complete, it will be distributed to the Technical Review Committee (TRC). TRC shall review the application, prepare a staff report, and provide a recommendation on the application. The staff report may identify and recommend conditions of approval addressing how compliance deficiencies might by corrected and adverse effects of the application might be mitigated.

Step 3: Advisory Body Review and Recommendation

After the TRC prepares a staff report and provides a recommendation on the application, staff shall schedule the application for a public meeting with the Planning Board. At the public meeting, the Planning Board shall consider the application, relevant support materials, staff report, and any public comments. It may suggest revisions to the proposed conditions including the conceptual plan with only those revisions agreed to in writing by the applicant being incorporated into the application. It shall then recommend approval, approval subject to revised or additional conditions agreed to by the applicant, or denial, and clearly state that factors considered in making the recommendation. The Planning Board shall provide a recommendation on an application it reviews within two months from the date of its initial meeting to consider the application.

Development Agreement Application
Page 1 of 5

Step 4: Public Hearing Scheduling and Public Notification

After the Planning Board provides a recommendation on the application, staff shall ensure that the public hearing on it is scheduled for a regularly scheduled Board of Commissioners meeting or a meeting specially called for by the Board of Commissioners. The required public hearing with the Board of Commissioners shall be scheduled so there is sufficient time for a staff report to be prepared and for the public notification requirements to be satisfied under state law.

The application shall meet the following public notification requirements:

- **Published Notice**
  Staff shall publish a notice of the hearing once a week for two successive calendar weeks in a newspaper having general circulation in the county. The first time notice is published, it shall not be less than 10 days nor more than 25 days before the date fixed for the hearing.
- **Mailed Notice**
  Staff shall be responsible for preparing and mailing a written notice between 10 and 25 days before the public hearing. Notice shall be mailed to:
  - All owners of the land subject to the application;
  - The applicant, if different from the land owner;
  - All owners of land within 200 feet of the property lines of land subject to the application (including owners of land located outside the county) whose address is known by reference to the latest ad valorem tax records; and
  - Commanders of military bases located within five miles of the subject application when the development proposal affects the type of uses allowed.
- **Posted Notice**
  At least 10 days before the public hearing, posted notice shall be made by staff. A sign shall be placed in a conspicuous location as to be clearly visible to the traveled portion of the respective street. Where the land subject to the notice does not have frontage on a public street, the sign shall be erected on the nearest street right-of-way with an attached notation generally indicating the direction and distance to the land subject to the application.

Step 5: Public Hearing Procedures, and Decision-Making Body Review and Decision

The applicant must be in attendance at the public hearing. During the public hearing, the Planning Director will present the staff report and any review body findings and recommendation to the Board. The applicant will then have the opportunity to present any information they deem appropriate. The burden of demonstrating that an application complies with applicable review and approval standards of the UDO is on the applicant. The public may be permitted to speak in accordance with the Board of Commissioners rules of procedure, or at their discretion, as appropriate, in support of or in opposition to the application. The applicant and Planning Director may respond to any comments, documents, or materials presented.

The Board of Commissioners shall make one of the following decisions on the application:

- Enter into the Development Agreement, as submitted;
- Enter in the Development Agreement, subject to modifications agreed to in writing by the developer; or
- Not enter into the Development Agreement.

A development agreement is a matter committed to the legislative discretion of the Board of Commissioners and is not controlled by any one factor. However, for consideration of the county to participate in a development agreement, a development subject to the agreement must meet the following:

- The property subject to the Development Agreement shall contain 25 acres or more of developable property (exclusive of wetlands, mandatory buffers, unbuildable slopes, and other portions of the property that may be precluded from the property at the time of application).
- The development shall demonstrate phasing, and participation in the proposed agreement shall not exceed 20 years.
- The development shall demonstrate the impact on existing and future provisions of capital improvements by the county, including at least one of the following: transportation, potable water, sanitary sewer, solid waste, stormwater management, educational, parks and recreational, and health systems and facilities.

Development Agreement
Application

OFFICIAL USE ONLY:
Case Number: _____
Date Filed: _____
Gate Keeper: _____
Amount Paid: _____

Contact Information

APPLICANT:
Name: _____
Address: _____
_____
Telephone: _____
E-Mail Address: _____

PROPERTY OWNER:
Name: _____
Address: _____
_____
Telephone: _____
E-Mail Address: _____

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: _____

Property Information

Physical Street Address: _____

Location: _____

Parcel Identification Number(s): _____

Total Parcel(s) Acreage: _____

Existing Land Use of Property: _____

Proposed Land Use of Property: _____

Narrative

Please provide a narrative of the proposed Development Agreement.

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Development Agreement Application
Page 3 of 5

Impact on Capital Improvements

How does the development impact existing and future provisions of capital improvements by the county?

I, the undersigned, do certify that all of the information presented in this application is accurate to the best of my knowledge, information, and belief.

Further, I hereby authorize county officials to enter my property for purposes of determining zoning compliance. All information submitted and required as part of this application process shall become public record.

Property Owner(s)/Applicant* Date

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

Development Agreement Application
Page 4 of 5

Development Agreement Submittal Checklist

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

Development Agreement
Submittal Checklist

Date Received: _____ TRC Date: _____

Project Name: _____

Applicant/Property Owner: _____

Development Agreement Submittal Checklist		
1	Complete Development Agreement application	
2	Application fee ($150 plus $5 for each acre)	
3	Phasing Plan of development	
5	5 copies of plans	
6	5 hard copies of ALL documents	
7	1 PDF digital copy of all plans AND documents (ex. Compact Disk – e-mail not acceptable)	

For Staff Only

Pre-application Conference (optional)
Pre-application Conference was held on _____ and the following people were present:

_____

_____

Comments

_____

_____

_____

Development Agreement Application
Page 5 of 5

2.9. INTERPRETATION

Interpretation
Review Process

Contact Information

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

Phone: 252.232.3055
Fax: 252.232.3026

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

Step 1: Application Submittal and Acceptance

An application for a written interpretation may be initiated by the Board of Commissioners, the Planning Board, any resident or landowner in the county, or any person having a contractoral interest in land in the county. Staff is responsible for making interpretations of all provisions of the Unified Development Ordinance (UDO), including but not limited to:

- Interpretations of the text;
- Interpretations of the zoning district boundaries;
- Interpretations of whether an unlisted use in Table 4.1.1 Summary Use Table, is comparable to a listed use or not, and should be allowed in a zoning district or prohibited in that district; and
- Interpretations of compliance with a condition of approval.

The applicant must submit a complete application packet on or before the application submittal date. A complete application packet consists of the following:

- Complete Currituck County Interpretation Application.

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

Step 2: Staff Review and Action

After accepting the interpretation application, staff shall review the request and make a formal written interpretation. In making the determination, staff shall consider the following standards:

- **Zoning District Map Boundaries**
  - Boundaries shown as approximately following a utility line or a street, alley, railroad, or other public access way shall be interpreted as following the centerline of the right-of-way or easement for the utility line or access way.
  - Boundaries shown as approximately following a property line shall be interpreted as following the property line as it existed when the boundary was established. If a subsequent minor adjustment (such as from settlement of a boundary dispute or overlap) results in the property line moving ten feet or less, the zoning boundary shall be interpreted as moving with the property line.
  - Boundaries shown as approximately following a river, stream, canal, lake, or other watercourse shall be interpreted as following the centerline of the watercourse as it actually exists, and as moving with that centerline to the extent the watercourse moves as a result of natural processes (flooding, erosion, sedimentation, etc.).

Interpretation Application
Page 1 of 4

- Boundaries shown as approximately following shorelines shall be interpreted to follow the shoreline, even in the event of change.
- Boundaries shown parallel to or as extensions of features indicated in this subsection shall be interpreted as such.
- If the specific location of depicted boundary cannot be determined from notations on the Official Zoning Map or application of the above standards, it shall be determined by using the map's scale to determine the boundary's distance from other features shown on the map.
- Where the actual locations of existing physical or natural features vary from that shown on the Official Zoning Map, or in other circumstances not covered by the subsection, staff shall have the authority to interpret the district boundaries.
- Interpretation of the floodplain boundary shall be made by staff in accordance with the standards in Section 7.4, Flood Damage Prevention, of the Unified Development Ordinance (UDO).

Unspecified Uses

- Staff shall interpret an unlisted use permitted in a particular zoning district only after determining that the nature, function, and duration of the use and the impact of allowing it in the zoning district are similar use to those of a use type or use category allowable in the zoning district that the unlisted land use should be deemed allowable in the zoning district in the same manner as the similar use type or use category. In making such determination, staff shall consider the purpose and intent statements in the UDO concerning the zoning district, the character of use types allowable in the district, and all relevant characteristics of the unlisted use, including but not limited to the following:
  - The volume and type of sales, retail, wholesale, etc.;
  - The size and type of items sold and nature of inventory of the premises;
  - Any processing done on the premises, including assembly, manufacturing, warehousing, shipping, distribution;
  - Any dangerous, hazardous, toxic, or explosive materials used in the processing;
  - The nature and location of storage and outdoor display of merchandise, whether enclosed, open, inside or outside the principal building; predominant types of items stored (such as business vehicles, work-in-process, inventory, and merchandise, construction materials, scrap and junk, and raw materials including liquids and powders);
  - The type, size, and nature of buildings and structures;
  - The number and density of employees and customer per unit area of site in relation to business hours and employment shifts;
  - Transportation requirements, including the modal split for people and freight, by volume type and characteristics of traffic generation to and from the site;
  - Trip purposes and whether trip purposes can be shared by other use types on the site;
  - Parking requirements, turnover and generation, ratio of the number of spaces required per unit area or activity;
  - The amount and nature of any nuisances generated on the premises, including but not limited to noise, smoke, odor, glare, vibration, radiation, and fumes;
  - Any special public utility requirements for serving the proposed use type, including but not limited to water supply, wastewater output, pre-treatment of wastes and emissions required or recommended, and any significant power structures and communications towers or facilities; and
  - The impact on adjacent lands created by the proposed use type, which should not be greater than that of other types allowed in the zoning district.
  - Consistency with the Land Use Plan.
- If, after applying the criteria above, staff determines that a proposed unlisted use is not similar to a listed use, the proposed use shall be prohibited.

Text Provisions

- Interpretations of the text and its application shall be based on the standards in Section 10.1, General Rules for Interpretation, of the UDO, and the following considerations.
  - The clear and plain meaning of the provision's wording, as defined by the meaning and significance given specific terms used in the provision – as established in Section 10.5 Definitions, and by the common and accepted usage of the term;
  - The intended purpose of the provision, as indicated by purpose statements, its context and consistency with surrounding and related provisions, and any legislative history related to its adoption;
  - The general purposes served by the UDO, as set forth in Section 1.3, General Purpose and Intent; and
  - Consistency with the Land Use Plan.

Interpretation
Application

OFFICIAL USE ONLY:
Case Number: _____
Date Filed: _____
Gate Keeper: _____
Amount Paid: _____

Contact Information

APPLICANT:

Name: _____ Telephone: _____

Address: _____ E-Mail Address: _____

_____

Request

Zoning District Map Boundaries

Property Address or Parcel Identification Number(s): _____

_____

Location of Questioned Boundary: _____

Unspecified Use

Proposed Use: _____

Narrative of Proposed Use (please submit additional information if desired): _____

_____

_____

_____

_____

Text Provision

Unified Development Ordinance Section: _____

Condition of Approval on Zoning or Use Permit: _____

Other: _____

Narrative: _____

_____

_____

_____

_____
Appellant/Applicant Date

Interpretation Application
Page 3 of 4

Interpretation Submittal Checklist

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

Interpretation
Submittal Checklist

Date Received: _____

Project Name: _____

Applicant/Property Owner: _____

Interpretation Submittal Checklist		
1	Complete Interpretation application	
2	2 hard copies of ALL documents	
3	1 PDF digital copy of all plans AND documents (ex. Compact Disk – e-mail not acceptable)	

For Staff Only

Pre-application Conference (optional)
Pre-application Conference was held on _____ and the following people were present:

_____

_____

Comments

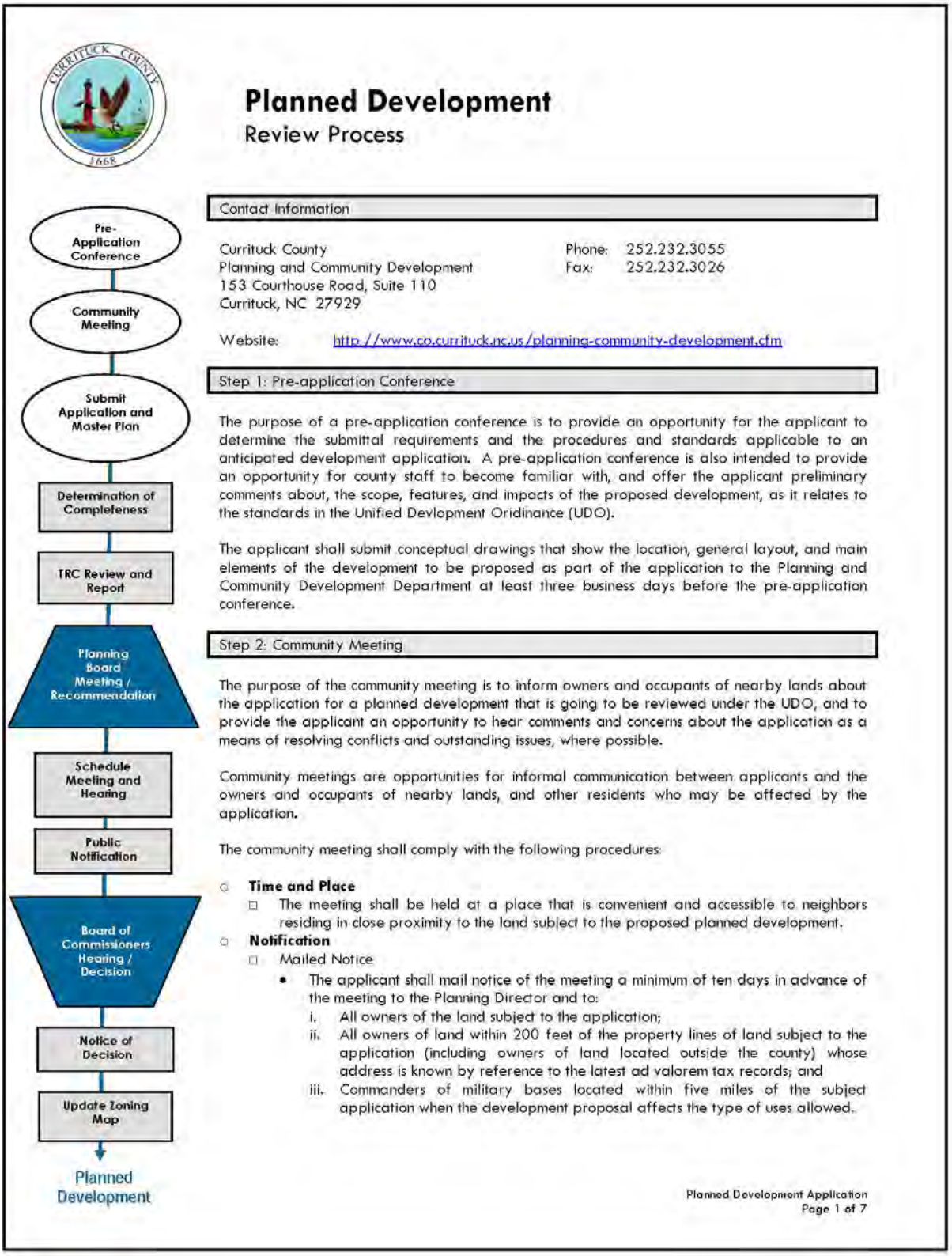
_____

_____

_____

Interpretation Application
Page 4 of 4

2.10. PLANNED DEVELOPMENT



Planned Development
Review Process

Pre-Application Conference
Community Meeting
Submit Application and Master Plan
Determination of Completeness
TRC Review and Report
Planning Board Meeting / Recommendation
Schedule Meeting and Hearing
Public Notification
Board of Commissioners Hearing / Decision
Notice of Decision
Update Zoning Map
Planned Development

Contact Information

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

Phone: 252.232.3055
Fax: 252.232.3026

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

Step 1: Pre-application Conference

The purpose of a pre-application conference is to provide an opportunity for the applicant to determine the submittal requirements and the procedures and standards applicable to an anticipated development application. A pre-application conference is also intended to provide an opportunity for county staff to become familiar with, and offer the applicant preliminary comments about, the scope, features, and impacts of the proposed development, as it relates to the standards in the Unified Devlopment Oridinance (UDO).

The applicant shall submit conceptual drawings that show the location, general layout, and main elements of the development to be proposed as part of the application to the Planning and Community Development Department at least three business days before the pre-application conference.

Step 2: Community Meeting

The purpose of the community meeting is to inform owners and occupants of nearby lands about the application for a planned development that is going to be reviewed under the UDO, and to provide the applicant an opportunity to hear comments and concerns about the application as a means of resolving conflicts and outstanding issues, where possible.

Community meetings are opportunities for informal communication between applicants and the owners and occupants of nearby lands, and other residents who may be affected by the application.

The community meeting shall comply with the following procedures:

- **Time and Place**
  - The meeting shall be held at a place that is convenient and accessible to neighbors residing in close proximity to the land subject to the proposed planned development.
- **Notification**
  - Mailed Notice
    - The applicant shall mail notice of the meeting a minimum of ten days in advance of the meeting to the Planning Director and to:
      - i. All owners of the land subject to the application;
      - ii. All owners of land within 200 feet of the property lines of land subject to the application (including owners of land located outside the county) whose address is known by reference to the latest ad valorem tax records; and
      - iii. Commanders of military bases located within five miles of the subject application when the development proposal affects the type of uses allowed.

Planned Development Application
Page 1 of 7

- Posted Notice
  - The applicant shall post notice of the community meeting on the land subject to the application for at least ten days before the date fixed for the meeting, in a form established by the Planning Director. Signs used for posted notice shall have a minimum size of six square feet per side.
- Notice Content
  - The notice shall state the time and place of the meeting and general nature of the planned development.

- **Conduct of Meeting**
  At the meeting, the applicant shall explain the development proposal and application, inform attendees about the application review process, respond to question and concerns neighbors raise about the application, and propose ways to resolve conflicts and concerns.
- **Staff Attendance**
  County staff shall attend the meeting for purpose of advising attendees about the applicable provisions of the UDO and the land use plan, but shall not serve as facilitators or become involved in discussions about the proposed planned development.
- **Written Summary of Community Meeting**
  The applicant shall prepare a written summary of the meeting that includes a list of meeting attendees, a summary of attendee comments, discuss issues related to the planned development application, and any other information the applicants deems appropriate. The meeting summary shall be included with the application materials and be made available to the public for inspection.
- **Response to Summary**
  Any person attending the community meeting may submit a written response to the applicant's meeting summary to the Planning Director within 30 days after the application is determined complete. The response may state their understanding of attendee comments, discuss issues related to the development proposal, and include any other information they deem appropriate. All written responses to the applicant's summary of the community meeting shall be transmitted to the applicant, included with the application materials, and made available to for public inspection.

Step 3: Application Submittal and Acceptance

The applicant must submit a complete application packet on or before the application submittal date. Planned development applications may not be initiated by anyone other than the landowner(s) of the land subject to the application. A complete application packet consists of the following:

- Completed Currituck County Planned Development Application.
- Application Fee ($150 plus $5 for each acre)
- Written Summary of Community Meeting.
- Master plan. The plan shall include the items listed in the master plan design standards checklist.
- Terms and conditions document. The document shall include items listed in the terms and conditions document checklist.
- Number of Copies Submitted:
  - 5 Copies of master plan
  - 5 Hard copies of ALL documents
  - 1 PDF digital copy (ex. Compact Disk – e-mail not acceptable) of all plans AND documents

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

Step 4: Staff Review and Action

Once an application is determined complete, it will be distributed to the Technical Review Committee (TRC). TRC shall review the application, prepare a staff report, and provide a recommendation on the application. The staff report may identify and recommend conditions of approval addressing how compliance deficiencies might by corrected and adverse effects of the application might be mitigated.

Step 5: Advisory Body Review and Recommendation

After the TRC prepares a staff report and provides a recommendation on the application, staff shall schedule the application for a public meeting with the Planning Board. At the public meeting, the Planning Board shall consider the application, relevant support materials, staff report, and any public comments. It shall then recommend approval, approval subject to revised or additional conditions related to the planned development (PD) master plan or PD terms and conditions, or denial, and clearly state that factors considered in making the recommendation. The Planning Board shall provide a recommendation on an application it reviews within two months from the date of its initial meeting to consider the application.

Step 6: Public Hearing Scheduling and Public Notification

After the Planning Board provides a recommendation on the application, staff shall ensure that the public hearing on it is scheduled for a regularly scheduled Board of Commissioners meeting or a meeting specially called for by the Board of Commissioners. The required public hearing with the Board or Commissioners shall be scheduled so there is sufficient time for a staff report to be prepared and for the public notification requirements to be satisfied under state law.

The application shall meet the following public notification requirements:

- **Published Notice**
  Staff shall publish a notice of the hearing once a week for two successive calendar weeks in a newspaper having general circulation in the county. The first time notice is published, it shall not be less than 10 days nor more than 25 days before the date fixed for the hearing.
- **Mailed Notice**
  Staff shall be responsible for preparing and mailing a written notice between 10 and 25 days before the public hearing. Notice shall be mailed to:
  - All owners of the land subject to the application;
  - The applicant, if different from the land owner;
  - All owners of land within 200 feet of the property lines of land subject to the application (including owners of land located outside the county) whose address is known by reference to the latest ad valorem tax records; and
  - Commanders of military bases located within five miles of the subject application when the development proposal affects the type of uses allowed.
- **Posted Notice**
  At least 10 days before the public hearing, posted notice shall be made by staff. A sign shall be placed in a conspicuous location as to be clearly visible to the traveled portion of the respective street. Where the land subject to the notice does not have frontage on a public street, the sign shall be erected on the nearest street right-of-way with an attached notation generally indicating the direction and distance to the land subject to the application.

Step 7: Public Hearing Procedures, and Decision-Making Body Review and Decision

The applicant must be in attendance at the public hearing. During the public hearing, the Planning Director will present the staff report and any review body findings and recommendation to the Board. The applicant will then have the opportunity to present any information they deem appropriate. The burden of demonstrating that an application complies with applicable review and approval standards of the UDO is on the applicant. The public may be permitted to speak in accordance with the Board of Commissioners rules of procedure, or at their discretion, as appropriate, in support of or in opposition to the application. The applicant and Planning Director may respond to any comments, documents, or materials presented.

The Board of Commissioners shall make one of the following decisions on the application:

- Approval of the planned development subject to the PD master plan and conditions in the application;
- Approval of the planned development subject to additional or revised conditions related to the PD master plan or PD terms and conditions;
- Denial of the planned development; or
- Remand of the planned development application back to the Planning Board for further consideration.

Establishing a planned development is a matter committed to the legislative discretion of the Board of Commissioners and is not controlled by any one factor. In determining whether to adopt or deny a conditional rezoning, the Board of Commissioners may weigh the relevance of and consider whether and the extent to which the application:

- Is consistent with the goals, objectives, and policies of the Land Use Plan, other applicable county-adopted plans, and the purposes of the UDO;
- Is in conflict with any provision of the UDO, or the County Code of Ordinances;
- Is required by changed conditions;
- Addresses a demonstrated community need;
- Is compatible with existing and proposed uses surrounding the land subject to the application, and is the appropriate zoning district and uses for the land;
- Adversely impacts nearby lands;
- Would result in a logical and orderly development pattern;
- Would result in significant adverse impacts on the natural environment including, but not limited to, water, air, noise, stormwater management, wildlife, vegetation, wetlands, and the natural functioning of the environment;
- Would result in development that is adequately served by public facilities (e.g., streets, potable water, sewerage, stormwater management, solid waste collection and disposal, schools, parks, police, and fire and emergency medical facilities.);
- Would not result in significantly adverse impacts on the land values in the surrounding area; and
- Would not conflict with the public interest, and is in harmony with the purposes and intent of the UDO.

Planned Development
Application

OFFICIAL USE ONLY:
Case Number: _____
Date Filed: _____
Gate Keeper: _____
Amount Paid: _____

Contact Information

APPLICANT:
Name: _____
Address: _____
_____
Telephone: _____
E-Mail Address: _____

PROPERTY OWNER:
Name: _____
Address: _____
_____
Telephone: _____
E-Mail Address: _____

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: _____

Property Information

Physical Street Address: _____

Location: _____

Parcel Identification Number(s): _____

Total Parcel(s) Acreage: _____

Existing Land Use of Property: _____

Request

Current Zoning of Property: _____

Proposed Zoning District
- ☐ Planned Development – Residential (PD-R)
- ☐ Planned Development – Mixed (PD-M)
- ☐ Planned Development – Outer Banks (PD-O)

Amendments
- ☐ Amended Master Plan
- ☐ Amended Terms and Conditions

Community Meeting

Date Meeting Held: _____ Meeting Location: _____

Planned Development Request

It is understood and acknowledged that if the property is rezoned as requested, the property involved in this request will be perpetually bound to the master plan, terms and conditions document, use(s) authorized, and subject to such condition(s) as imposed, unless subsequently changed or amended as provided for in the Currituck County Unified Development Ordinance. It is further understood and acknowledged that final plans for any development be made pursuant to any such planned development so authorized and shall be submitted to the Technical Review Committee.

_____ _____
Property Owner (s) Date

NOTE: Form must be signed by the owner(s) of record. If there are multiple property owners a signature is required for each owner of record.

Planned Development Application
Page 5 of 7

Planned Development Design Standards Checklist

The table below depicts the design standards of the master plan for a planned development application. Please make sure to include all applicable listed items to ensure all appropriate standards are reviewed.

Planned Development

Master Plan Design Standards Checklist

Date Received: _____ TRC Date: _____

Project Name: _____

Applicant/Property Owner: _____

Master Plan Design Standards Checklist		
1	Statement of planning objectives for the district.	
2	General location of individual development areas, identified by land use(s) and/or development density or intensity.	
3	General configuration and relationship of the principal elements of the proposed development, including general building types.	
4	Identify for the entire PD district and each development area the acreage, types and mix of land uses, number of residential units (by use type), nonresidential floor area (by use type), residential density, and nonresidential intensity.	
5	General location, amount, and type (whether designated for active or passive recreation) of open space.	
6	Location of environmentally sensitive lands, wildlife habitat, and resource protection lands.	
7	On-site transportation circulation system, including the general location of all public and private streets, existing or projected transit corridors, pedestrian and vehicular circulation features, and how they will connect with existing and planned county systems.	
8	General location of on-site potable water and wastewater facilities, and how they will connect to county systems.	
9	General location of on-site stormwater management facilities, and how they will connect to county systems.	
10	General location of all other on-site public facilities serving the development, including but not limited to parks, schools, and facilities for fire protection, police protection, EMS, and solid waste management.	
11	The following types of dimensional standards: 1. Minimum lot area. 2. Minimum lot width. 3. Minimum and maximum setbacks. 4. Maximum lot coverage. 5. Maximum building height. 6. Maximum individual building size. 7. Floor area ratio. 8. Minimum setbacks form adjoining residential development or residential zoning districts.	
12	Development phasing plan that identifies the general sequence or phases in which the district is proposed to be developed, including how residential and nonresidential development will be timed, how infrastructure (public and private) and open space will be provided and timed, and how development will be coordinated with the county's capital improvements program.	
13	Transition areas along the perimeter of the PD district where there are compatibility issues.	

Planned Development Application
Page 6 of 7

Planned Development Terms and Conditions, and Submittal Checklist

The terms and conditions document shall incorporate by reference or include, but not be limited to the items listed in the checklist. Staff will use the following checklist to determine the completeness of your application within ten business days of submittal. Please make sure all of the listed items are included. Staff shall not process an application for further review until it is determined to be complete.

Planned Development

Terms and Conditions and Submittal Checklist

Date Received: _____ TRC Date: _____

Project Name: _____

Applicant/Property Owner: _____

Terms and Conditions Checklist		
1	Conditions related to approval of the application for the PD zoning district classification.	
2	The master plan, including and density/intensity standards, dimensional standards, and development standards established in the master plan.	
3	Conditions related to the approval of the master plan, including any conditions related to the form and design of development shown in the master plan.	
4	Provisions addressing how transportation, potable water, wastewater, stormwater management, and other infrastructure will be provided to accommodate the proposed development.	
5	Provisions related to environmental protection and monitoring.	
6	Any other provisions the Board of Commissioners determines are relevant and necessary to the development of the PD in accordance with applicable standards and regulations.	

Submittal Checklist		
1	Complete Planned Development application	
2	Application fee ($150 plus $5 for each acre or part thereof)	
3	Community meeting written summary	
4	Master Plan	
5	Terms and Conditions	
6	5 copies of plans	
7	5 hard copies of ALL documents	
8	1 PDF digital copy of all plans AND documents (ex. Compact Disk – e-mail not acceptable)	

For Staff Only

Pre-application Conference

Pre-application Conference was held on _____ and the following people were present:

_____

_____

Comments

_____

_____

_____

Planned Development Application
Page 7 of 7

2.11. SIGN PERMIT

Sign Permit Application

Review Process

Contact Information

Currituck County
Planning and Community Development
Central Permitting Division

Mainland Office
153 Courthouse Road, Suite G107
Currituck, NC 27929

Mainland Phone: 252.232.3378
Mainland Fax: 252.232.3470

Corolla Office
1123 Ocean Trail
PO Box 73
Corolla, NC 27927

Corolla Phone: 252.453.8555
Corolla Fax: 252.453.8300

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

Step 1 Application Submittal

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

- Completed Currituck County Sign Permit Application
- Permit Fee(s) (at permit issuance)
- Construction Plans
- Contractor of Record Form
- Site Plan
- Lighting Plan, including specifications, if required
- Submittal Checklist

Step 2 Permit Review

County staff will review the application for completeness and code compliance. Once all requirements are met the permit will be issued. Approved permits must be signed by the owner or applicant.

Step 3 Posting of Permit and Plans

Sign permits must be posted at the construction site and clearly visible from the road. One set of approved construction plans must be on the jobsite for all inspections.

Step 4 Inspections

Inspections must be scheduled by 4:00 pm one business day before the requested inspection. Inspections are performed between 8:00 am and 5:00 pm, Monday through Friday.

Sign Permit Application
Page 1 of 6

Sign Permit Application

Application Form

Contact Information

APPLICANT: _____ PROPERTY OWNER: _____

Telephone: _____ Telephone: _____

Mobile: _____ Mobile: _____

E-Mail Address: _____ E-Mail Address: _____

Project Information

Physical Street Address: _____

Parcel Identification Number(s): _____

☐ On-Premise Wall Sign(s)

Location	Sign Dimensions	Square Footage	Mounting Height	Est. Cost	Lighted? (Y/N)

☐ Freestanding Sign(s)

Location	Sign Dimensions	Square Footage	Sign Height	Est. Cost	Lighted? (Y/N)

The permit is null and void if work or construction authorized under this permit is not commenced within 6 months or if after commencement of work no required inspection is requested and approved within any 12-month period thereafter or for substantial deviations from plans. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of the permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulation construction or the performance of construction.

_____ _____ _____

Printed Full Name of Applicant Signature of Applicant Date

Sign Permit Application
Page 2 of 6

Contractor of Record

Contractor of Record

Sign Contractor	Name _____	NC License # _____	
	Address _____	Phone _____	
	City/St _____	Contact Name _____	
Electrical Contractor	Name _____	NC License # _____	
	Address _____	Phone _____	
	City/St _____	Contact Name _____	

OWNER CONTRACTOR

As owner of the property, I intend to retain the finished project exclusively for my own use and will occupy the property for at least one year following the completion of construction. I understand that it is my responsibility to obtain workers' compensation insurance, if necessary. I will contract with a North Carolina licensed electrical, plumbing, mechanical, and gas contractor for this project unless otherwise noted. As owner of the property, I will complete the following:

☐ Building ☐ Electrical

_____ _____
Signature of Property Owner Date

Sign Permit Application
Page 3 of 6

Property Owner Affidavit

Owner Exemption Affidavit

Pursuant to North Carolina General Statutes 87-14(a)(1)

STATE OF NORTH CAROLINA
COUNTY OF CURRITUCK

OWNER EXEMPTION AFFIDAVIT
PURSUANT TO GS 87-14(a)(1)

Currituck County Inspections Department

Property Address or PIN: _____

I, _____, hereby claim an exemption from licensure under G.S. 87-1(b)(2) by initialing the relevant provisions in paragraph 1 and initialing paragraphs 2-4 below and attesting to the following:

____1. I certify that I am the owner of the property set forth above on which this building is to be constructed or altered.

OR

____2. I am legally authorized to act on behalf of the firm or corporation which is constructing or altering this building on the property owned by the firm or corporation as set forth above (name of firm or corporation): _____.

____3. I will personally superintend and manage all aspects of the construction or alteration of the building and that duty will not be delegated to any person not duly licensed under the terms of Article 1 of Chapter 87 of the General Statutes of North Carolina.

____4. I will be personally present for all inspections required by the North Carolina State Building Code, unless the plans for the construction or alteration of the building were drawn and sealed by an architect licensed pursuant to Chapter 83A of the General Statutes of North Carolina.

____5. I understand that a copy of this AFFIDAVIT will be transmitted to the North Carolina Licensing Board for General Contractors for verification that I am validly entitled to claim an exemption under G.S.87-1(b)(2) for the building construction or alteration specified herein. I further understand that, if the North Carolina Licensing Board for General Contractors determines that I was not entitled to claim this exemption, the building permit issued for the building construction or alteration specified herein shall be revoked pursuant to G.S. 153A-362 or G.S. 160A-422.

_____ Signature of Affiant

_____ Date

Sworn to (or affirmed) and subscribed before me this the _____ day of _____, 20____.

_____ Signature of Notary Public

_____ Printed Name of Notary Public

My commission expires: _____

(Notary Stamp or Seal)

Note: This affidavit is used for construction projects that exceed $30,000. It is a Class F felony to willfully commit perjury in any affidavit taken pursuant to law – G.S. 14-209.

Sign Permit Application
Page 4 of 6

Contractor Affidavit

Contractor Affidavit

Please submit the signed affidavit with the permit application or prior to the first inspection of the permitted work.

STATE OF NORTH CAROLINA
COUNTY OF CURRITUCK

CONTRACTOR AFFIDAVIT

☐ General ☐ Electrical ☐ Mechanical ☐ Plumbing ☐ Gas

Contractor Information

License Holder: _____
Name of Business: _____
Business Address: _____
Phone: _____

License Information

NC License Number: _____
License Classification: _____

Project Information

Project Address: _____
Building Permit Number: _____
Cost of Trade Work: $ _____

I am licensed and qualified to assume all responsibility and ability as a contractor on this project. If I resign or am no longer affiliated with this project, I will notify the Currituck County Central Permitting Division in writing within three working days. I understand that it is my responsibility to obtain workers' compensation insurance, if necessary.

_____ _____
Signature of License Holder Date

Sign Permit Application
Page 5 of 6

Submittal Checklist

Submittal Checklist

Sign Permit Submittal Checklist		
	Applications/Forms/Permits	
1	Sign Permit Application Form	
2	Contractor of Record Form	
3	Contractor and/or owner affidavit(s)	
4	Appointment of Lien Agent, if required (www.liensnc.com)	
	Plans	
5	Two complete sets of detailed plans	
	Name, address, and signature of plan designer	
	Construction Drawings	
	Sign elevations and dimensions	
	For lighted signs provide manufacturer's specifications, must be Full Cut-Off per UDO Section 5.6.4	
6	Site plan drawn to scale consisting of the following applicable items:	
	Lot/parcel dimensions	
	Location of existing physical features (rights-of-ways, vehicular use areas, navigable waterways)	
	Location and dimensions of the proposed sign and existing structures	
	Setback measurements to all property lines	
	Fees	
7	Permit fees to be paid at permit issuance	

Sign Permit Application
Page 6 of 6

2.12. SITE PLAN

2.12.1. Major Site Plan

Major Site Plan
Review Process

Contact Information

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

Phone: 252.232.3055
Fax: 252.232.3026

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

General

Major site plan approval is required for any non-residential, multi-family, or mixed-use development that:

- Is 5,000 square feet or greater of building gross floor area, impervious surface, disturbed land area, and other use area.

Step 1: Pre-application Conference

The purpose of a pre-application conference is to provide an opportunity for the applicant to determine the submittal requirements and the procedures and standards applicable to an anticipated development application. A pre-application conference is also intended to provide an opportunity for county staff to become familiar with, and offer the applicant preliminary comments about, the scope, features, and impacts of the proposed development, as it relates to the standards in the Unified Devlopment Oridinance (UDO).

The applicant shall submit conceptual drawings that show the location, general layout, and main elements of the development to be proposed as part of the application to the Planning and Community Development Department at least three business days before the pre-application conference.

Step 2: Application Submittal and Acceptance

The applicant must submit a complete application packet on or before the application submittal date. A complete application packet consists of the following:

- Completed Currituck County Major Site Plan Application.
- Application Fee ($.02 per square foot of gross floor area or $50 minimum).
- Site plan drawn to scale. The plan shall include the items listed in the major site plan design standards checklist.
- Landscape plan drawn to scale. The plan shall include the items listed in the major site plan design standards checklist.
- Exterior lighting plan drawn to scale. The plan shall include the items listed in the major site plan design standards checklist.
- Major Stormwater Plan and Form SW-002.
- Architectural elevations illustrating the design and character of the proposed structures, if applicable.
- ARHS Construction Improvements Permit or letter of commitment from centralized sewer provider.
- 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.

Major Site Plan Application
Page 1 of 6

- Number of Copies Submitted:
  - 5 Copies of site plans
  - 5 Hard copies of ALL documents
  - 1 PDF digital copy (ex. Compact Disk – e-mail not acceptable) of all plans AND documents

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

Step 3: Staff Review and Action

Once an application is determined complete, it will be distributed to the Technical Review Committee (TRC) and be place on the TRC meeting agenda. TRC shall review and prepare a written report that will include any outstanding concerns with the application. The applicant is required to attend the TRC meeting to discuss the outstanding concerns listed in the written report. TRC shall approve, approve subject to conditions or disapprove the application. Conditions of approval shall be limited to those deemed necessary to ensure compliance with the standards of the UDO.

An application for a site plan shall be approved on a finding the applicant has demonstrated the proposed development:

- Is consistent with the Land Use Plan or other officially adopted plan;
- Complies with the applicable district, use-specific, development, environmental, and infrastructure design standards of the UDO;
- Complies with the Currituck County Stormwater Manual and all other applicable standards of the UDO and the County Code of Ordinances; and
- Complies with all standards or conditions of any prior applicable development permits or approvals.

Major Site Plan
Application

OFFICIAL USE ONLY:
Case Number: _____
Date Filed: _____
Gate Keeper: _____
Amount Paid: _____

Contact Information

APPLICANT:
Name: _____
Address: _____
_____
Telephone: _____
E-Mail Address: _____

PROPERTY OWNER:
Name: _____
Address: _____
_____
Telephone: _____
E-Mail Address: _____

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: _____

Property Information

Physical Street Address: _____

Location: _____

Parcel Identification Number(s): _____

Total Parcel(s) Acreage: _____

Existing Land Use of Property: _____

Request

Project Name: _____

Proposed Use of the Property: _____

Deed Book/Page Number and/or Plat Cabinet/Slide Number: _____

Total square footage of land disturbance activity: _____

Total lot coverage: _____ Total vehicular use area: _____

Existing gross floor area: _____ Proposed gross floor area: _____

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

_____ _____
Property Owner(s)/Applicant* Date

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

Major Site Plan Application
Page 3 of 6

Major Site Plan Design Standards Checklist

The table below depicts the design standards of the major site plan application. Please make sure to include all applicable listed items to ensure all appropriate standards are reviewed.

Major Site Plan

Design Standards Checklist

Date Received: _____ TRC Date: _____

Project Name: _____

Applicant/Property Owner: _____

Site Plan Design Standards Checklist		
	General	
1	Property owner name, address, phone number, and e-mail address.	
2	Site address and parcel identification number.	
3	North arrow and scale to be 1" = 100' or larger.	
4	Vicinity map showing property's general location in relation to streets, railroads, and waterways.	
5	Existing zoning classification and zoning setback lines of the property.	
6	Scaled drawing showing existing and proposed **site features:** Property lines, acreage, adjacent use types, streets (right-of-ways), easements, buildings and accessory structures (including square feet and use), parking layout, vehicular use areas, driveways (including opposing driveways), loading spaces, refuse collection facilities (dumpsters), outdoor storage areas, ground based utility equipment, fences and walls, and sidewalks and pedestrian circulation. And location and size of existing and proposed **infrastructure:** Water mains (including and water taps), water meter details, backflow prevention details, wells, sewer mains or on-site septic systems (including repair area), electrical service, fire hydrants, detail of fire apparatus access to buildings, and any other public utility within all adjacent public right-of-ways and easements.	
7	Approximate location of all designated Areas of Environmental Concern or other such areas which are environmentally sensitive on the property, such as Maritime Forest, CAMA, 404, or 401 wetlands as defined by the appropriate agency.	
8	Sight distance triangles.	
9	Proposed common areas, open space set-asides, and required buffers.	
	Landscape Plan	
10	All existing and proposed planting areas and vegetation that will be used to comply with the landscaping requirements, including the species, caliper, and spacing of all vegetation.	
11	Existing and proposed physical barriers to be used to comply with the bufferyard and screening requirements.	
12	Heritage tree inventory and proposed tree protection zones.	
13	Adjoining property lines, zoning, and names and address of adjoining property owners.	
	Exterior Lighting Plan	
14	Location, height, and type of all proposed exterior lighting including but not limited to site, street, building, and security lighting.	
15	Footcandle measurements of the entire site including lot lines, or light fixture documentation when minimal lighting is proposed.	
	Major Stormwater Management Plan	
16	Major Stormwater Plan and From SW-002	

Major Site Plan Application
Page 4 of 6

	Architectural Elevations	
17	Architectural drawings and/or sketches illustrating the design, character, height, and materials of the proposed buildings.	
	Flood Damage Prevention, if Applicable	
18	Proposed elevation of all structures and utilities.	
19	Location, dimensions, and use of: Development and disturbance, existing and proposed structures and utility systems grading and pavement areas, fill materials, storage areas, drainage facilities, and other development.	
20	Boundary of Special Flood Hazard Area (SFHA), floodway, Coastal Barrier Resource System (CBRS) Area, water course relocation, or a statement that the entire lot is within a specific SFHA.	
21	Flood zone designation as determined on the County's Flood Insurance Rate Maps (FIRM).	
22	Design Flood Elevation (Base Flood Elevation plus one foot freeboard).	
23	Plans and/or details for the protection of public facilities and utilities (sewer, gas, electrical, and water systems) from inundation of flood waters up to Design Flood Elevation.	
24	Water course alteration or relocation: Description of alteration or relocation, report on effects of proposed project on the flood carrying capacity of the water course, and effects to properties located up and downstream.	
25	Fill – plans for non-structural fill (if being utilized in VE zone).	

Major Site Plan Application
Page 5 of 6

Major Site Plan Submittal Checklist

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

Major Site Plan
Submittal Checklist

Date Received: _____ TRC Date: _____

Project Name: _____

Applicant/Property Owner: _____

Major Site Plan Submittal Checklist		
1	Complete Major Site Plan application	
2	Application fee ($.02 per square foot of gross floor area or $50 minimum)	
3	Site plan	
4	Landscape plan	
5	Exterior Lighting plan	
6	Major Stormwater Management plan and Form SW-002	
7	Architectural elevations, if applicable	
8	ARHS Construction Improvements Permit or letter of commitment from centralized sewer provider.	
9	NCDENR, DWQ stormwater permit application (if 10,000sf or more of built upon area).	
10	NCDENR, Land Quality, Erosion and Sedimentation Control permit application (if one acre or more of land disturbance).	
11	NCDOT Street and Driveway Access Permit Application and Encroachment Agreement	
12	5 copies of plans	
13	5 hard copies of ALL documents	
14	1 PDF digital copy of all plans AND documents (ex. Compact Disk – e-mail not acceptable)	

For Staff Only

Pre-application Conference
Pre-application Conference was held on _____ and the following people were present:

_____

_____

Comments

_____

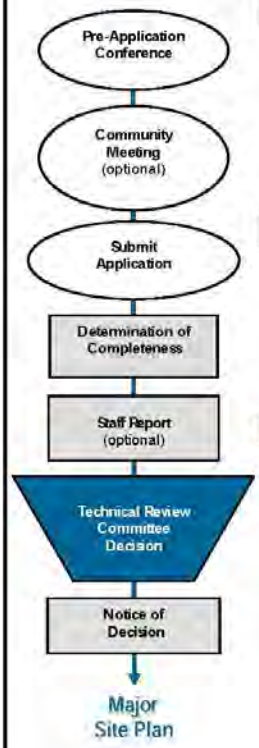
_____

_____

Major Site Plan Application
Page 6 of 6

2.12.2. Minor Site Plan

Minor Site Plan
Review Process



Contact Information

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

Phone: 252.232.3055
Fax: 252.232.3026

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

General

Minor site plan approval is required for any non-residential, multi-family, or mixed-use development or expansion that:

- Is less than 5,000 square feet of building's gross floor area, impervious surface, disturbed land area, and other use area.

Step 1: Application Submittal and Acceptance

The applicant must submit a complete application packet consisting of the following:

- Completed Currituck County Minor Site Plan Application.
- Application Fee ($50).
- Site plan drawn to scale. The plan shall include the items listed in the minor site plan design standards checklist.
- Landscape plan drawn to scale. The plan shall include the items listed in the minor site plan design standards checklist, if applicable.
- Exterior Lighting plan drawn to scale. The plan shall include the items listed in the minor site plan design standards checklist, if applicable.
- Minor stormwater management plan and Form SW-001, if applicable.
- Architectural elevations illustrating the design and charater of the proposed structures, if applicable.
- ARHS Construction Improvements Permit or letter of commitment from centralized sewer provider.
- Number of Copies Submitted:
  - 3 Copies of required plans
  - 3 Hard copies of ALL documents
  - 1 PDF digital copy (ex. Compact Disk – e-mail not acceptable) of all plans AND documents.

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

Minor Site Plan Application
Page 1 of 6

Step 2: Staff Review and Action

Once an application is determined complete, it will be distributed to the Technical Review Committee (TRC). TRC shall review and prepare a written report that will include any outstanding concerns with the application. The applicant must address any outstanding concerns for approval. TRC shall approve, approve subject to conditions or disapprove the application. Conditions of approval shall be limited to those deemed necessary to ensure compliance with the standards of the UDO.

An application for a site plan shall be approved on a finding the applicant has demonstrated the proposed development:

- Is consistent with the Land Use Plan or other officially adopted plan;
- Complies with the applicable district, use-specific, development, environmental, and infrastructure design standards of the UDO;
- Complies with the Currituck County Stormwater Manual and all other applicable standards of the UDO and the County Code of Ordinances; and
- Complies with all standards or conditions of any prior applicable development permits or approvals.

Minor Site Plan
Application

OFFICIAL USE ONLY:
Case Number: _____
Date Filed: _____
Gate Keeper: _____
Amount Paid: _____

Contact Information

APPLICANT:
Name: _____
Address: _____
_____
Telephone: _____
E-Mail Address: _____

PROPERTY OWNER:
Name: _____
Address: _____
_____
Telephone: _____
E-Mail Address: _____

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: _____

Property Information

Physical Street Address: _____

Location: _____

Parcel Identification Number(s): _____

Total Parcel(s) Acreage: _____

Existing Land Use of Property: _____

Request

Project Name: _____

Proposed Use of the Property: _____

Deed Book/Page Number and/or Plat Cabinet/Slide Number: _____

Total square footage of land disturbance activity: _____

Total lot coverage: _____ Total vehicular use area: _____

Existing gross floor area: _____ Proposed gross floor area: _____

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

_____ _____
Property Owner(s)/Applicant* Date

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

Minor Site Plan Application
Page 3 of 6

Minor Site Plan Design Standards Checklist

The table below depicts the design standards of the minor site plan application. Please make sure to include all applicable listed items to ensure all appropriate standards are reviewed.

Minor Site Plan

Design Standards Checklist

Date Received: _____

Project Name: _____

Applicant/Property Owner: _____

Site Plan Design Standards Checklist		
	General	
1	Property owner name, address, phone number, and e-mail address.	
2	Site address and parcel identification number.	
3	North arrow and scale to be 1" = 100' or larger.	
4	Vicinity map showing property's general location in relation to streets, railroads, and waterways.	
5	Existing zoning classification and zoning setback lines of the property.	
6	Scaled drawing showing existing and proposed **site features:** Properties lines, acreage, adjacent use types, streets (right-of-ways), easements, buildings and accessory structures (including square feet and use), parking layout, vehicular use areas, driveways (including opposing driveways), loading spaces, refuse collection facilities (dumpsters), outdoor storage areas, ground based utility equipment, fences and walls, and sidewalks and pedestrian circulation. And location and sizes of existing and proposed **infrastructure:** Water mains (including water taps), water meter details, backflow prevention details, wells, sewer mains or on-site septic systems (including repair area), electrical service, fire hydrants, detail of fire apparatus access to buildings, and location and size of any other public utility within all adjacent public right-of-ways and easements.	
7	Approximate location of all designated Areas of Environmental Concern or other such areas which are environmentally sensitive on the property, such as Maritime Forest, CAMA, 404, or 401 wetlands as defined by the appropriate agency.	
8	Sight distance triangles.	
9	Proposed common areas, open space set-asides, and required buffers.	
	Landscape Plan	
10	All existing and proposed planting areas and vegetation that will be used to comply with the landscaping requirements, including the species, caliper, and spacing of all vegetation.	
11	Existing and proposed physical barriers to be used to comply with the bufferyard and screening requirements.	
12	Heritage tree inventory and proposed tree protection zones.	
13	Adjoining property lines, zoning, and names and address of adjoining property owners.	
	Exterior Lighting Plan	
14	Location, height, and type of all proposed exterior lighting including but not limited to site, street, building, and security lighting.	
15	Footcandle measurements of the entire site including lot lines, or light fixture documentation when minimal lighting is proposed.	
	Minor Stormwater Management Plan	
16	Minor Stormwater Management Plan and Form SW-001, if applicable.	

Minor Site Plan Application
Page 4 of 6

	Architectural Elevations	
17	Architectural drawings and/or sketches illustrating the design, character, height, and materials of the proposed buildings.	
	Flood Damage Prevention, if Applicable	
18	Proposed elevation of all structures and utilities.	
19	Location, dimensions, and use of: Development and disturbance, existing and proposed structures and utility systems grading and pavement areas, fill materials, storage areas, drainage facilities, and other development.	
20	Boundary of Special Flood Hazard Area (SFHA), floodway, Coastal Barrier Resource System (CBRS) Area, water course relocation, or a statement that the entire lot is within a specific SFHA.	
21	Flood zone designation as determined on the County's Flood Insurance Rate Maps (FIRM).	
22	Design Flood Elevation (Base Flood Elevation plus one foot freeboard).	
23	Plans and/or details for the protection of public facilities and utilities (sewer, gas, electrical, and water systems) from inundation of flood waters up to Design Flood Elevation.	
24	Water course alteration or relocation: Description of alteration or relocation, report on effects of proposed project on the flood carrying capacity of the water course, and effects to properties located up and downstream.	
25	Fill – plans for non-structural fill (if being utilized in VE zone).	

Minor Site Plan Application
Page 5 of 6

Minor Site Plan Submittal Checklist

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

Minor Site Plan
Submittal Checklist

Date Received: _____

Project Name: _____

Applicant/Property Owner: _____

Minor Site Plan Submittal Checklist		
1	Completed Minor Site Plan application	
2	Application fee ($50)	
3	Site plan	
4	Exterior Landscape plan, if applicable	
5	Lighting plan, if applicable	
6	Minor Stormwater Management plan and Form SW-001, if applicable	
7	Architectural elevations, if applicable	
8	ARHS Construction Improvements Permit or letter of commitment from centralized sewer provider.	
9	3 copies of plans	
10	3 hard copies of ALL documents	
11	1 PDF digital copy of all plans AND documents (ex. Compact Disk – e-mail not acceptable)	

For Staff Only

Pre-application Conference (optional)
Pre-application Conference was held on _____ and the following people were present:

_____

_____

Comments

_____

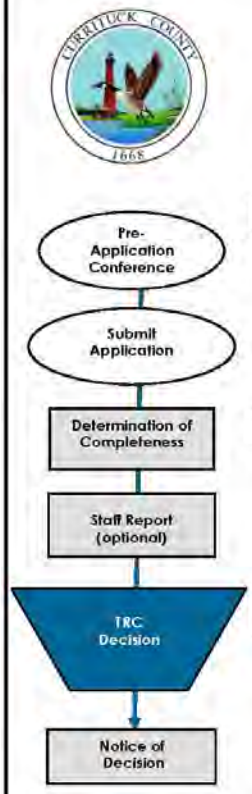
_____

_____

Minor Site Plan Application
Page 6 of 6

2.13. SUBDIVISON

2.13.1. Major Subdivision



Major Subdivision
Review Process

Contact Information

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

Phone: 252.232.3055
Fax: 252.232.3026

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

General

Development of a major subdivision requires approval of a Type I (20 or fewer lots) or Type II (21+ lots) preliminary plat with a use permit, if applicable, construction drawings, and final plat. Preliminary plat and construction drawings may be submitted simultaneously as may preliminary plat and final plat. Also, a conservation and development plan is required for conservation subdivisions.

Step 1: Pre-application Conference

PUD Amended Sketch Plan/Use Permit, Type I and Type II Preliminary Plat (Optional for Construction Drawings and Final Plat)

The purpose of a pre-application conference is to provide an opportunity for the applicant to determine the submittal requirements and the procedures and standards applicable to an anticipated development application. A pre-application conference is also intended to provide an opportunity for county staff to become familiar with, and offer the applicant preliminary comments about, the scope, features, and impacts of the proposed development, as it relates to the standards in the Unified Devlopment Ordinance (UDO).

The applicant shall submit drawings that show the location, layout, and main elements of the development to be proposed as part of the application to the Planning and Community Development Department at least three business days before the pre-application conference.

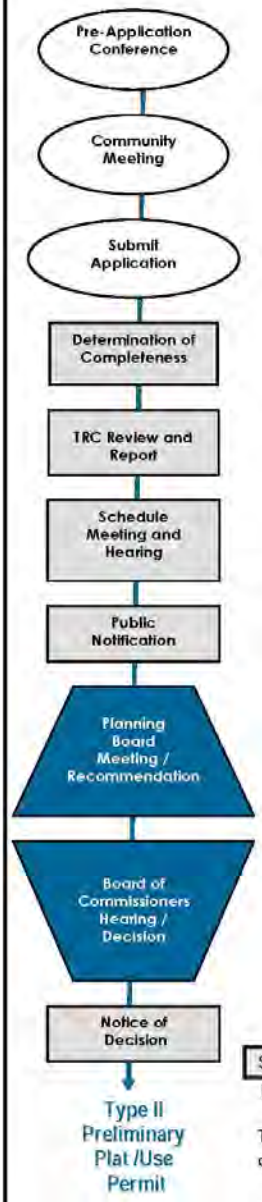
Step 2: Community Meeting

Type II Preliminary Plat

The purpose of the community meeting is to inform owners and occupants of nearby lands about the application for a major subdivision that is going to be reviewed under the UDO, and to provide the applicant an opportunity to hear comments and concerns about the application as a means of resolving conflicts and outstanding issues, where possible.

Community meetings are opportunities for informal communication between applicants and the owners and occupants of nearby lands, and other residents who may be affected by the application.

Major Subdivision Application
Page 1 of 12



The community meeting shall comply with the following procedures:

- **Time and Place**
  The meeting shall be held at a place that is convenient and accessible to neighbors residing in close proximity to the land subject to the proposed major subdivision.
- **Notification**
  - Mailed Notice
    - The applicant shall mail notice of the meeting a minimum of ten days in advance of the meeting to the Planning Director and to:
      i. All owners of the land subject to the application;
      ii. All owners of land within 200 feet of the property lines of land subject to the application (including owners of land located outside the county) whose address is known by reference to the latest ad valorem tax records; and
      iii. Commanders of military bases located within five miles of the subject application when the development proposal affects the type of uses allowed.
  - Posted Notice
    - The applicant shall post notice of the community meeting on the land subject to the application for at least ten days before the date fixed for the meeting, in a form established by the Planning Director. Signs used for posted notice shall have a minimum size of six square feet per side.
  - Notice Content
    - The notice shall state the time and place of the meeting and general nature of the major subdivision.
- **Conduct of Meeting**
  At the meeting, the applicant shall explain the development proposal and application, inform attendees about the application review process, respond to question and concerns neighbors raise about the application, and propose ways to resolve conflicts and concerns.
- **Staff Attendance**
  County staff shall attend the meeting for purpose of advising attendees about the applicable provisions of the UDO and the land use plan, but shall not serve as facilitators or become involved in discussions about the proposed major subdivision.
- **Written Summary of Community Meeting**
  The applicant shall prepare a written summary of the meeting that includes a list of meeting attendees, a summary of attendee comments, discuss issues related to the major subdivision application, and any other information the applicants deems appropriate. The meeting summary shall be included with the application materials and be made available to the public for inspection.
- **Response to Summary**
  Any person attending the community meeting may submit a written response to the applicant's meeting summary to the Planning Director within 30 days after the application is determined complete. The response may state their understanding of attendee comments, discuss issues related to the development proposal, and include any other information they deem appropriate. All written responses to the applicant's summary of the community meeting shall be transmitted to the applicant, included with the application materials, and made available to for public inspection.

Step 3: Application Submittal and Acceptance

PUD Amended Sketch Plan/Use Permit, *Type I and Type II Preliminary Plat, Construction Drawings, Final Plat*

The applicant must submit a complete application packet on or before the application submittal date. A complete application packet consists of the following:

- Completed Currituck County Major Subdivision Application.
- Completed Use Permit Review Standards, if one or more public facilities are within 85% of the maximum capacity for a Type I subdivision and for all Type II subdivisions.
- Amended plan/plat fee ($250)
- Preliminary Plat application fee ($100 per lot)
- A plat and development plan drawn to scale.
- For a complete list of submittal requirements, see the design standards checklist.

Major Subdivision Application
Page 2 of 12

- Number of Copies Submitted:
  - 5 Copies of the plat and development plans
  - 5 Hard copies of ALL documents
  - 1 PDF digital copy (ex. Compact Disk – e-mail not acceptable) of all plans AND documents

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

Step 4: Staff Review and Action

PUD Amended Sketch Plan/Use Permit, Type I and Type II Preliminary Plat, Construction Drawings, Final Plat

Once an application is determined complete, it will be distributed to the Technical Review Committee (TRC). TRC shall review the application, prepare a staff report, and provide a recommendation on the application for a preliminary plat/use permit and a decision for construction drawings and final plats. The staff report may identify and recommend conditions of approval addressing how compliance deficiencies might by corrected and adverse effects of the application might be mitigated.

Step 5: Advisory Body Review and Recommendation

PUD Amended Sketch Plan/Use Permit, Type II Preliminary Plat

The Planning Board following a public meeting shall make a recommendation on the application. After the TRC prepares a staff report and provides a recommendation on the application, staff shall schedule the application for a public meeting with the Planning Board. At the public meeting, the Planning Board shall consider the application, relevant support materials, staff report, and any public comments. It shall then recommend approval, approval subject to conditions, or denial, and clearly state that factors considered in making the recommendation. The Planning Board shall provide a recommendation on an application it reviews within two months from the date of its initial meeting to consider the application.

Step 6: Public Hearing Scheduling and Public Notification

PUD Amended Sketch Plan/Use Permit, Type II Preliminary Plat

The Planning Board will provide a recommendation on the application and staff shall ensure that the public hearing on it is scheduled for a regularly scheduled Board of Commissioners meeting or a meeting specially called for by the Board of Commissioners. The required public hearing with the Board or Commissioners shall be scheduled so there is sufficient time for a staff report to be prepared and for the public notification requirements to be satisfied under state law.

The application shall meet the following public notification requirements:

- **Published Notice**
  Staff shall publish a notice of the hearing once a week for two successive calendar weeks in a newspaper having general circulation in the county. The first time notice is published, it shall not be less than 10 days nor more than 25 days before the date fixed for the hearing.
- **Mailed Notice**
  Staff shall be responsible for preparing and mailing a written notice between 10 and 25 days before the public hearing. Notice shall be mailed to:
  - All owners of the land subject to the application;
  - The applicant, if different from the land owner;
  - All owners of land within 200 feet of the property lines of land subject to the application (including owners of land located outside the county) whose address is known by reference to the latest ad valorem tax records; and
  - Commanders of military bases located within five miles of the subject application when the development proposal affects the type of uses allowed.

- **Posted Notice**
  At least 10 days before the public hearing, posted notice shall be made by staff. A sign shall be placed in a conspicuous location as to be clearly visible to the traveled portion of the respective street. Where the land subject to the notice does not have frontage on a public street, the sign shall be erected on the nearest street right-of-way with an attached notation generally indicating the direction and distance to the land subject to the application.

Step 7: Public Hearing Procedures and Decision-Making Body Review and Decision

PUD Amended Sketch Plan/Use Permit, Type II Preliminary Plat

The applicant must be in attendance at the public hearing. During the public hearing, the Planning Director will present the staff report and any review body findings and recommendation to the Board. The applicant will then have the opportunity to present any information they deem appropriate. The burden of demonstrating that an application complies with applicable review and approval standards of the UDO is on the applicant. The public may be permitted to speak in accordance with the Board of Commissioners rules of procedure, or at their discretion, as appropriate, in support of or in opposition to the application. The applicant and Planning Director may respond to any comments, documents, or materials presented.

The Board of Commissioners shall make one of the following decisions on the application:

- Adoption of the use permit;
- Adoption of the use permit subject to conditions of approval;
- Denial of the use permit; or
- Remand of the use permit application back to the Planning Board for further consideration.

A use permit shall be approved on a finding the applicant demonstrates the proposed use will:

- Not endanger the public health or safety;
- Not injure the value of adjoining or abutting lands and will be in harmony with the area in which it is located;
- Be in conformity with the Land Use plan or other officially adopted plan;
- Not exceed the county's ability to provide adequate public facilities, including but not limited to schools, fire and rescue, law enforcement, and other county facilities. Applicable state standards and guidelines shall be followed for determining when public facilities are adequate.

Major Subdivision Application
Page 4 of 12

Major Subdivision
Application

OFFICIAL USE ONLY:
Case Number: _____
Date Filed: _____
Gate Keeper: _____
Amount Paid: _____

Contact Information

APPLICANT:
Name: _____
Address: _____
_____
Telephone: _____
E-Mail Address: _____

PROPERTY OWNER:
Name: _____
Address: _____
_____
Telephone: _____
E-Mail Address: _____

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: _____

Request

Physical Street Address: _____
Parcel Identification Number(s): _____
Subdivision Name: _____
Number of Lots or Units: _____ Phase: _____

TYPE OF SUBMITTAL
- ☐ Conservation and Development Plan
- ☐ Amended Sketch Plan/Use Permit
- ☐ Preliminary Plat (or amended)
  - ☐Type I *OR* ☐Type II
- ☐ Construction Drawings (or amended)
- ☐ Final Plat (or amended)

TYPE OF SUBDIVISION
- ☐ Traditional Development
- ☐ Conservation Subdivision
- ☐ Planned Unit Development
- ☐ Planned Development

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

_____ _____
Property Owner(s)/Applicant* Date

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

Community Meeting, if applicable

Date Meeting Held: _____ Meeting Location: _____

Major Subdivision Application
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Use Permit Review Standards, if applicable

PUD Amended Sketch Plan/Use Permit, Type II Preliminary Plat

Purpose of Use Permit and Project Narrative (please provide on additional paper if needed): _____

_____

_____

_____

The applicant shall provide a response to the each one of the following issues. The Board of Commissioners must provide specific findings of fact based on the evidence submitted. All findings shall be made in the affirmative for the Board of Commissioners to issue the use permit.

A. The use will not endanger the public health or safety.

_____

_____

_____

B. The use will not injure the value of adjoining or abutting lands and will be in harmony with the area in which it is located.

_____

_____

_____

C. The use will be in conformity with the Land Use Plan or other officially adopted plan.

_____

_____

_____

D. The use will not exceed the county's ability to provide adequate public facilities, including, but not limited to, schools, fire and rescue, law enforcement, and other county facilities. Applicable state standards and guidelines shall be followed for determining when public facilities are adequate.

_____

_____

_____

I, the undersigned, do certify that all of the information presented in this application is accurate to the best of my knowledge, information, and belief. Further, I hereby authorize county officials to enter my property for purposes of determining zoning compliance. All information submitted and required as part of this application process shall become public record.

_____ _____

Property Owner(s)/Applicant* Date

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

Major Subdivision Application
Page 6 of 12

Major Subdivision Design Standards Checklist

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

	Preliminary Plat	Construction Drawings	Final Plat
GENERAL AND ZONING			
Name of Subdivision, Township, County, State	X	X	X
Name, signature, license number, seal, and address of engineer, land surveyor, architect, planner, and/or landscape architect involved in preparation of the plat	X	X	X
Property owner(s) name and address	X	X	X
Site address and parcel identification number	X	X	X
North arrow and scale (1" = 100' or larger)	X	X	X
Vicinity map showing property's general location in relation to streets, railroads, and waterways	X	X	X
Zoning classification of the property and surrounding properties	X		
All applicable certificates and statements as listed in Section 3.1.1 of the Administrative Manual			X
A scaled drawing showing the following existing features within the property and within 50' of the existing property lines: boundary lines, total acreage, adjacent use types, sidewalks and pedestrian circulation courses, streets, rights-of-way, easements, structures, septic systems, wells, utilities lines (water, sewer, telephone, electric, lighting, and cable TV), fire hydrant, culverts, stormwater infrastructure (drainage pipes, ditches, etc.), water bodies, wooded areas, and cemeteries	X	X	X
Lot layout including lot line locations and dimension, total number of lots, total lot area, and lot numbers for entire tract (No future development area left undefined)	X	X	X
Location or areas to be used for non-residential and multi-family purposes, if applicable	X	X	X
Location of recreation and park area dedication (or payment in-lieu)	X	X	X
Proposed landscape plan including common areas, open space set-aside configuration and schedule, required buffers, fences and walls, and tree protection plan. Open space calculations must be shown on plat	X	X	
As-built for landscaping including street trees, heritage trees, and required buffers, fences, and walls. Open space calculations must be shown on plat			X
Water access and recreational equipment storage locations, if applicable	X	X	X
Cultural resources protection plan, if applicable	X	X	X
Zoning conditions and/or overlay standards listed on plat	X	X	X
Contour intervals of two feet, if required by the administrator	X	X	
Phasing schedule, if applicable	X	X	

Major Subdivision Application
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	Preliminary Plat	Construction Drawings	Final Plat
ENVIRONMENTAL PROTECTION			
Location of all designated Areas of Environmental Concern or other such areas which are environmentally sensitive on the property, such as Maritime Forest, CAMA, 404, or 401 wetlands as defined by the appropriate agency	X	X	X
Flood Zone line and Base Flood Elevation as delineated on the "Flood Insurance Rate Maps/Study Currituck County"	X	X	X
Delineate all soil series based on Currituck County Soils Map or NC Licensed Soil Scientist.	X		
STREETS, STORMWATER, AND INFRASTRUCTURE			
Approximate location of streets, sidewalks, pedestrian circulation paths, and utilities	X		
Street name(s) as approved by GIS	X	X	X
Sight triangles	X	X	X
Street connectivity index	X		
Location and type of site identification signs, traffic control signs, street name signs, and directional signs.		X	
Proposed street, stormwater management infrastructure, and utility construction drawings including water, sanitary sewer, telephone, electric, fire hydrant, lighting, and cable TV. Drawings must include design data, details, and profiles.		X	
Proposed lighting plan, if street lights are proposed	X	X	
Stormwater management narrative, approximate BMP locations, and preliminary grading plan	X		
Final stormwater management narrative, BMP locations, and grading plan		X	
Building pad and first floor elevation, including datum		X	X
Engineering certificate of all required improvements installed (streets, water/sewer lines, stormwater management, and lighting)			X
As-builts for streets, stormwater management infrastructure, lighting (if applicable), sidewalks, pedestrian circulation paths, and utility construction drawings including water, sanitary sewer, telephone, electric, fire hydrant, lighting, and cable TV			X
Moumentation set and control corner(s) established			X
PERMITS AND OTHER DOCUMENTATION			
ARHS septic evaluations for each individual lot or letter of commitment from centralized sewer service provider	X		
NCDENR wastewater line extension permit, if applicable		X	
NCDENR wastewater plant construction permit, if applicable		X	
NCDENR wastewater system completion/connection certifications for central systems and permit to authorize wastewater flows if a dry-line construction permit was previously issued			X
NCDENR waterline extension permit, if applicable		X	
NCDENR waterline acceptance certification			X

Major Subdivision Application
Page 8 of 12

	Preliminary Plat	Construction Drawings	Final Plat
Water/sewer district documents and approvals, if applicable			X
NCDENR approved stormwater permit (including application, plan, narrative, and calculations)		X	
NCDENR approved Soil Erosion and Sedimentation Control plan and permit		X	
NCDENR Coastal Area Management Act permits for improvements, if applicable		X	
NCDOT driveway permit		X	
NCDOT right-of-way encroachment agreement		X	
NCDOT pavement certification with asphalt test data			X
Street, open space, and stormwater infrastructure performance guarantees, if applicable			X
Fire chief certification for dry hydrant installation, if applicable			X
Geological analysis for development or use of land containing a significant dune, if applicable	X		
Economic and public facilities impact narrative, if required by administrator	X		
Copy of Homeowner's Association documents, restrictive covenants which are to be recorded, and establishment of reserve fund account.			X
ADDITIONAL INFORMATION FOR CONSERVATION SUBDIVISION			
Approved conservation and development plan	X		
Proposed density per acre (not including CAMA wetlands)	X		
Minimum lot area, lot width, setbacks, and lot coverage	X	X	X
Screening from major arterials	X		

Major Subdivision Application
Page 9 of 12

Major Subdivision Submittal Checklist – Preliminary Plat

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

Major Subdivision

Submittal Checklist – Preliminary Plat

Date Received: _____ TRC Date: _____

Project Name: _____

Applicant/Property Owner: _____

Major Subdivision – Preliminary Plat Submittal Checklist		
1	Complete Major Subdivision application	
2	Complete Use Permit Review Standards, if applicable	
3	Application fee at Preliminary Plat ($100 per lot) or $250 for amended plats	
4	Community meeting written summary, if applicable	
5	Preliminary Plat with professional's seal	
6	Existing features plan	
7	Proposed landscape plan, including common areas, open space set-aside configuration and schedule, required buffers, fences and walls, and tree protection plan	
8	Stormwater management narrative and preliminary grading plan	
9	Completely executed street name approval form	
10	Septic evaluations by ARHS for each individual lot or letter of commitment from centralized sewer service provider	
11	Letter of commitment from centralized water provider, if applicable	
12	Wetland certification letter and map, if applicable	
13	Geological analysis for development or use of land containing a significant dune, if applicable	
14	Economic and public facilities impact narrative, if required by administrator	
15	Conservation Subdivision: Approved conservation and development plan	
16	5 copies of plans	
17	1- 8.5" x 11" copy of plan	
18	5 hard copies of ALL documents	
19	1 PDF digital copy of all plans AND documents (ex. Compact Disk – e-mail not acceptable)	

For Staff Only

Pre-application Conference

Pre-application Conference was held on _____ and the following people were present:

_____

Comments

_____

_____

Major Subdivision Application
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Major Subdivision Submittal Checklist – Construction Drawings

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

Major Subdivision

Submittal Checklist – Construction Drawings

Date Received: _____ TRC Date: _____

Project Name: _____

Applicant/Property Owner: _____

Construction Drawings Submittal Checklist		
1	Complete Major Subdivision application	
2	Construction drawing with engineer's seal	
3	Proposed landscape plan, including common areas, open space set-aside configuration and schedule, required buffers, fences and walls, and tree protection plan	
4	Final stormwater management narrative and grading plan, if changed since preliminary plat	
5	Proposed construction drawings (road, stormwater management infrastructure, utilities)	
6	NCDENR wastewater line extension permit, if applicable	
7	NCDENR wastewater plant construction permit, if applicable	
8	NCDENR waterline extension permit, if applicable	
9	NCDENR stormwater permit including application, plan, and narrative with calculations	
10	NCDENR soil erosion and sedimentation control permit	
11	NCDENR CAMA major permit, if applicable	
12	NCDOT driveway permit and encroachment agreement, if applicable	
13	Wetland fill permit(s), if applicable	
14	5 copies of plans	
15	1- 8.5" x 11" copy of plan	
16	5 hard copies of ALL documents	
17	1 PDF digital copy of all plans AND documents (ex. Compact Disk – e-mail not acceptable)	

For Staff Only

Pre-application Conference *(Optional)*

Pre-application Conference was held on _____ and the following people were present:

_____

_____

Comments

_____

_____

Major Subdivision Application
Page 11 of 12

Major Subdivision Submittal Checklist – Final Plat

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

Major Subdivision

Submittal Checklist – Final Plat

Date Received: _____ TRC Date: _____

Project Name: _____

Applicant/Property Owner: _____

Final Plat Submittal Checklist		
1	Complete Major Subdivision application	
2	Final plat with professional's seal	
3	As-built drawings (streets, stormwater management infrastructure, utilities (including hydrant locations), and lighting (if applicable)	
4	As-built for landscaping including street trees, heritage trees, and required buffers, fences, and walls	
5	Fire Chief certification for dry hydrant installation, if applicable	
6	Water/sewer district documents and approvals, if applicable	
7	Copy of homeowners association by-laws, restrictive covenants to be recorded, and verification of reserve fund account.	
8	Street, stormwater infrastructure, and open space performance bonds, if applicable	
9	NCDOT pavement certification (with asphalt test documents)	
10	NCDENR waterline acceptance certification form	
11	NCDENR wastewater system completion/connection certificates for central systems. Permit to authorize wastewater flows if a dry-line construction permit was previously approved.	
12	5 copies of plans	
13	1- 8.5" x 11" copy of plans	
14	5 hard copies of ALL documents	
15	1 PDF digital copy of all plans AND documents (ex. Compact Disk – e-mail not acceptable)	

For Staff Only

Pre-application Conference *(Optional)*

Pre-application Conference was held on _____ and the following people were present:

_____

_____

Comments

_____

_____

Major Subdivision Application
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2.13.2. Minor Subdivision

Minor Subdivision
Review Process

Contact Information

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

Phone: 252.232.3055
Fax: 252.232.3026

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

General

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

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

Step 1: Application Submittal and Acceptance

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

- Completed Currituck County Minor Subdivision Application
- Application Fee ($50)
- Copy Site Evaluation by Albemarle Regional Health Services
- A final plat drawn to scale. The plat shall include the items listed in the design standards checklist
- One paper copy of final plat
- Fully executed Street Name Request form, if applicable

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

Step 2: Staff Review Decision Making Standards

Once an application is determined complete, staff may prepare a staff report and shall provide a decision on the application. The staff report may identify and recommend conditions of approval

Minor Subdivision Application
Page 1 of 6
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addressing how compliance deficiencies might by corrected and adverse effects of the application might be mitigated. A minor subdivision shall be approved on a finding that:

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

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

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

Step 3: Final Plat Signature and Recordation

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

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

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

OFFICIAL USE ONLY:
Date Filed: _____
Gate Keeper: _____
Amount Paid: _____

Minor Subdivision
Application

Contact Information

APPLICANT:
Name: _____
Address: _____
_____
Telephone: _____
E-Mail Address: _____

PROPERTY OWNER:
Name: _____
Address: _____
_____
Telephone: _____
E-Mail Address: _____

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: _____

SURVEYOR (if different from applicant):
Name: _____
Address: _____
_____
Telephone: _____
E-Mail Address: _____

Request

Subdivision Name: _____
Street Address: _____
Parcel Identification Number _____ Number of Lots : _____

TYPE OF SUBDIVISION
- ☐ Traditional
- ☐ Family

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

_____ _____
Property Owner(s)/Applicant* Date

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

Minor Subdivision Application
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Minor Subdivision Design Standards Checklist

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

Minor Subdivision

Design Standards Checklist

Date Received: _____

Project Name: _____

Applicant/Property Owner: _____

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

Minor Subdivision Application
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Revised 3/15/13

Minor Subdivision Submittal Checklist

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

Minor Subdivision

Submittal Checklist

Date Received: _____ TRC Date: _____

Project Name: _____

Applicant/Property Owner: _____

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

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

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

Request

This section to be completed by the applicant.

Subdivision Name: _____

Subdivision Type: _____

Proposed Street Name	Office Use Only

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

Proposed Alternate Street Name(s)	Office Use Only

Street Name Review

This section to be completed by GIS Coordinator.

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

Reviewed By: _____ Date: _____

Please return copy to lead Planner: _____

Minor Subdivision Application
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2.14. TEMPORARY USE PERMIT

Temporary Use Permit

Review Process

Contact Information

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

Phone: 252.232.3055
Fax: 252.232.3026

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

Step 1: Application Submittal and Acceptance

This permit allows for the establishment of certain temporary uses of limited duration and special events. Temporary uses shall not involve the construction or alteration of any permanent building or structure. Temporary structures or uses that require a building permit are not required to submit a temporary use permit application prior to submitting a building permit application.

The applicant must submit a complete application packet consisting of the following:

- Completed Currituck County Temporary Use Permit Application.
- Any other documentation/site plan deemed necessary by the administrator.
- For Special Events:
  - Application Fee ($50) – *waived for nonprofit events.*
  - A site plan drawn to scale including the items listed in the temporary use permit design standards checklist.
- For Temporary Tents:
  - Applicaton Fee ($50)
  - A site plan that includes all existing structures and vehicular use areas, location of proposed tent(s), proposed vehicular use areas, and proposed setbacks from property lines.
- Number of Copies Submitted:
  - 2 Copies of ALL required documents.
  - 1 PDF digital copy of all plans AND documents, if required by administrator.

Step 2: Staff Review and Action

Once an application is determined complete, it will be distributed to all appropriate staff and review agencies for review and comment. A Temporary Use Permit shall be approved on a finding that the applicant demonstrates the proposed temporary use, temporary structure, or special event complies with the relevant standards in section 4.4 Temporary Use Standards. Once all requirements are met and permit fees are paid the permit will be issued. Approved permits must be signed by the owner or applicant.

The following temporary tents are subject to review by the fire prevention team (Planning and Community Development, EMS/Fire Marshal, Local Fire Chief(s), and Sheriff's Department):

- Temporary tents open on all sides that exceed 700 square feet (aggregate area).
- Wall style tents that exceed 400 square feet.
- Inflatable style tents (i.e. children's moon walk) that exceed 400 square feet.

Temporary tents designed for less than 50 people located on residential properties do not require a temporary tent permit.

Temporary Use Permit Application
Page 1 of 8

This page left blank for formatting purposes.

Temporary Use Permit
Application

Contact Information

APPLICANT:

Name: _____

Address: _____

_____

Telephone: _____

E-Mail Address: _____

PROPERTY OWNER:

Name: _____

Address: _____

_____

Telephone: _____

E-Mail Address: _____

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: _____

Property Information

Physical Street Address: _____

Parcel Identification Number(s): _____

Existing Land Use of Property: _____ Flood Zone: _____

(Temporary uses or structures in a special flood hazard area shall not remain on site for more than three months)

Please check the applicable use below:

- ☐ Construction Related Activities for New Construction (offices, storage, parking, etc.)
- ☐ Expansion or Replacement of Existing Facilities (offices, residences, etc.)
- ☐ Garage or Yard Sales
- ☐ Outdoor Seasonal Sales
- ☐ Real Estate Sales Office/Model Sales Home
- ☐ Temporary Campground
- ☐ Temporary Keeping of Livestock
- ☐ Portable Shipping Container
- ☐ Temporary Tent (complete top of page 4)
- ☐ Special Event (complete requested information on page 4 of this application)

• Temporary Use Information

Please provide a detailed description of the proposed temporary use or special event:

_____

_____

Temporary Provide Timeframe of Temporary Use (if special event provide dates & hours): _____

_____

_____ _____

Property Owner(s)/Applicant* Date

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

Temporary Use Permit Application
Page 3 of 7

• Temporary Tent Information (complete if requesting a temporary tent)

Vendor Name: _____ Contact: _____

Vendor Phone: _____

Number of Tents: _____ Tent Size: _____

Will there be a tent used for cooking purposes? ☐Yes ☐ No

• Special Event Information (complete if requesting a special event)

Estimated attendance (include participants and spectators):_____

Will there be sound amplification equipment (music or loudspeakers)?_____

Will camping be allowed?_____

Provide description of Signage (include type & number of signs)*:

_____

***NOTE: Signage for special events is subject to the requirements in Chapter 5 of the UDO. Signage shall not be placed within a right-of-way.**

Safety Measures

- Describe Crowd Control Procedures:_____

  _____

  Designated Crowd Control Manager:_____Contact #_____
- Will safety resources be provided? (Ex. private security)_____
- Impact of the event on existing parking areas, streets, highways, and the burden placed upon public agencies for traffic, crowd security, and control:_____

  _____
- Impact on fire control and prevention including life safety precautions:_____

  _____
- Provisions for emergency medical services and first aid:_____

  _____
- How many event staff will be working the event? If shifts, how many on each shift?_____

  _____

Sanitary Facilities

- Provisions for collecting recyclables and collecting and disposing of solid wastes including trash and garbage:_____
- Describe what sanitary facilities will be provided. (NOTE: The number of toilets will be determined by the Chief Building Inspector and Environmental Health Department)_____

  _____
- Describe the number and type of concessions:_____

  _____

Temporary Use Permit Application
Page 4 of 7

Temporary Use Permit Design Standards Checklist (Special Event)

The table below depicts the site plan design standards of the temporary use permit application for a special event. Please make sure to include all applicable listed items to ensure all appropriate standards are reviewed.

Temporary Use Permit

Design Standards Checklist (Special Event)

Date Received: _____

Project Name: _____

Applicant/Property Owner: _____

Site Plan Design Standards Checklist (Special Event)		
	General	
1	Property owner name, address, phone number, and e-mail address.	
2	Site address and parcel identification number.	
3	North arrow and scale to be 1" = 100' or larger.	
4	Vicinity map showing property's general location in relation to streets, railroads, and waterways.	
5	Existing zoning classification and zoning setback lines of the property.	
6	A scaled drawing showing the location of the following existing and proposed items: Boundaries of main event and entire site, buildings, concessions, parking and traffic circulation (including all access control points and drive aisle widths), medical services, trash and recycling receptacles, sanitary facilities, tents and canopies, camping locations, and fire hydrant locations.	
7	Approximate Flood Zone line and Base Flood Elevation as delineated on the "Flood Insurance Rate Maps/Study Currituck County".	
8	Approximate location of all designated Areas of Environmental Concern or other such areas which are environmentally sensitive on the property, such as Maritime Forest, CAMA, 404, or 401 wetlands as defined by the appropriate agency.	

Temporary Use Permit Application
Page 5 of 7

Temporary Use Permit Submittal Checklist

Staff will use the following checklist to determine the completeness of your application within 10 business days of submittal. Please make sure all of the listed items are included. Staff shall not process an application for further review until it is determined to be complete.

Temporary Use Permit

Submittal Checklist

Date Received: _____

Project Name: _____

Applicant/Property Owner: _____

Temporary Use Submittal Checklist		
1	Completed Temporary Use Permit application	
2	Other documentation deemed necessary by the administrator	
3	Application fee - $50 (special event, and per temporary tent) – *waived for nonprofit events*	
4	Site plan, if required by the administrator	
5	2 copies of plans	
6	1 PDF copy of all plans AND documents, if required by the administrator	
Temporary Tents		
7	Fire retardant certificates for each temporary tent panel	
8	Seating and table arrangement chart for temporary tents	

Temporary Use Permit Application
Page 6 of 7

FOR COUNTY USE ONLY

Comments and/or restrictions imposed by the County:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Approved by:

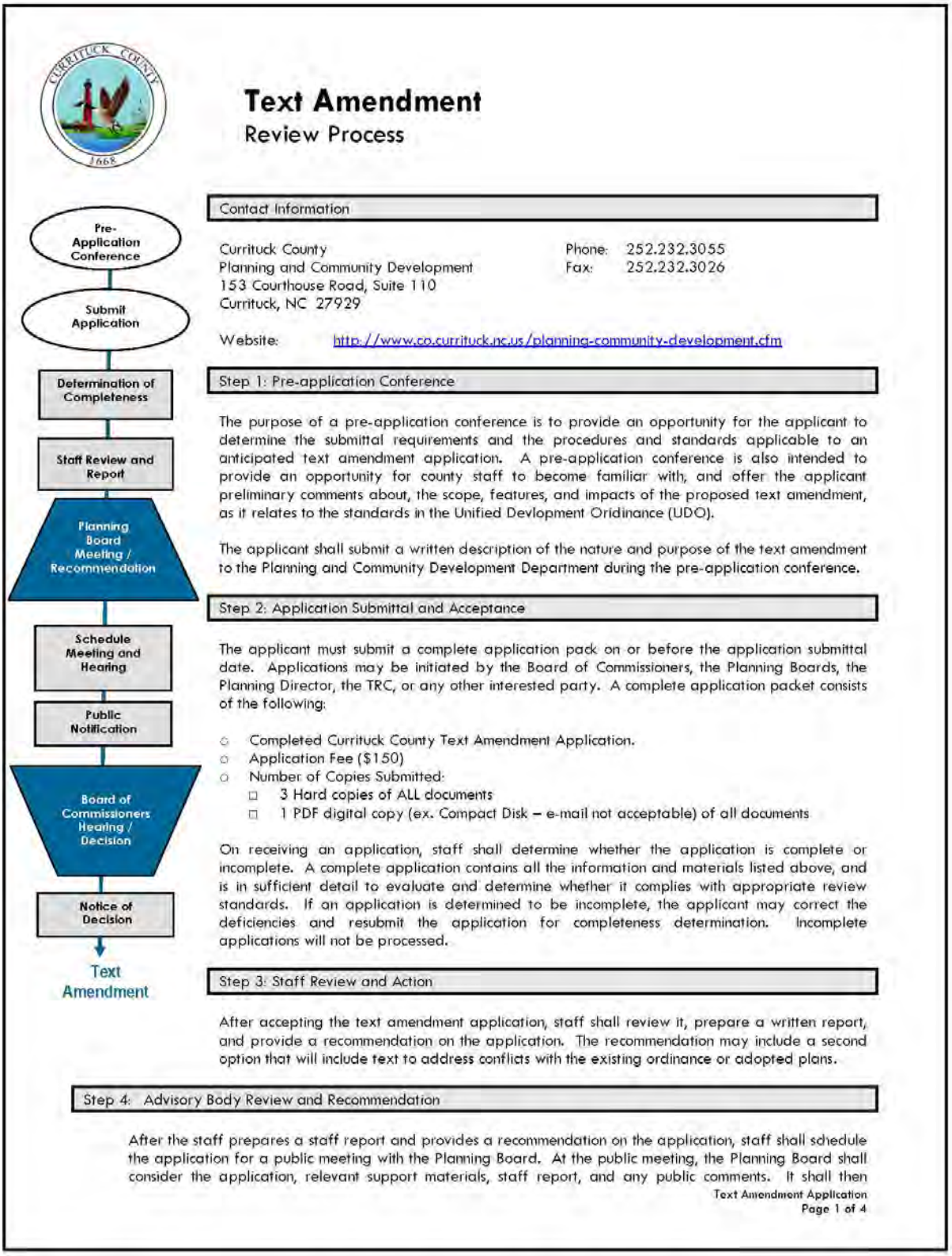
Planning_____ Date_____
Fire Marshal_____ Date_____
Chief Building Inspector_____ Date_____
Sheriff_____ Date_____
Environmental Health_____ Date_____
Emergency Management_____ Date_____
Emergency Medical Svcs_____ Date_____

On-Site Inspection:

Fire Marshal_____ Date_____
Result_____
Chief Building Inspector_____ Date_____
Result_____

Temporary Use Permit Application
Page 7 of 7

2.15. TEXT AMENDMENT



Text Amendment
Review Process

Pre-Application Conference
Submit Application
Determination of Completeness
Staff Review and Report
Planning Board Meeting / Recommendation
Schedule Meeting and Hearing
Public Notification
Board of Commissioners Hearing / Decision
Notice of Decision
Text Amendment

Contact Information

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

Phone: 252.232.3055
Fax: 252.232.3026

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

Step 1: Pre-application Conference

The purpose of a pre-application conference is to provide an opportunity for the applicant to determine the submittal requirements and the procedures and standards applicable to an anticipated text amendment application. A pre-application conference is also intended to provide an opportunity for county staff to become familiar with, and offer the applicant preliminary comments about, the scope, features, and impacts of the proposed text amendment, as it relates to the standards in the Unified Devlopment Oridinance (UDO).

The applicant shall submit a written description of the nature and purpose of the text amendment to the Planning and Community Development Department during the pre-application conference.

Step 2: Application Submittal and Acceptance

The applicant must submit a complete application pack on or before the application submittal date. Applications may be initiated by the Board of Commissioners, the Planning Boards, the Planning Director, the TRC, or any other interested party. A complete application packet consists of the following:

- Completed Currituck County Text Amendment Application.
- Application Fee ($150)
- Number of Copies Submitted:
  - 3 Hard copies of ALL documents
  - 1 PDF digital copy (ex. Compact Disk – e-mail not acceptable) of all documents

On receiving an application, staff shall determine whether the application is complete or incomplete. A complete application contains all the information and materials listed above, and is in sufficient detail to evaluate and determine whether it complies with appropriate review standards. If an application is determined to be incomplete, the applicant may correct the deficiencies and resubmit the application for completeness determination. Incomplete applications will not be processed.

Step 3: Staff Review and Action

After accepting the text amendment application, staff shall review it, prepare a written report, and provide a recommendation on the application. The recommendation may include a second option that will include text to address conflicts with the existing ordinance or adopted plans.

Step 4: Advisory Body Review and Recommendation

After the staff prepares a staff report and provides a recommendation on the application, staff shall schedule the application for a public meeting with the Planning Board. At the public meeting, the Planning Board shall consider the application, relevant support materials, staff report, and any public comments. It shall then

Text Amendment Application
Page 1 of 4

recommend approval, approval of a modified version, or denial, and clearly state that factors considered in making the recommendation. The Planning Board shall provide a recommendation on an application it reviews within two months from the date of its initial meeting to consider the application.

Step 5: Public Hearing Scheduling and Public Notification

After the Planning Board provides a recommendation on the application, staff shall ensure that the public hearing on it is scheduled for a regularly scheduled Board of Commissioners meeting or a meeting specially called for by the Board of Commissioners. The required public hearing with the Board of Commissioners shall be scheduled so there is sufficient time for a staff report to be prepared and for the public notification requirements to be satisfied under state law.

The application shall meet the following public notification requirements:

- **Published Notice**
  Staff shall publish a notice of the hearing once a week for two successive calendar weeks in a newspaper having general circulation in the county. The first time notice is published, it shall not be less than 10 days nor more than 25 days before the date fixed for the hearing.

Step 6: Public Hearing Procedures, and Decision-Making Body Review and Decision

The applicant must be in attendance at the public hearing. During the public hearing, the Planning Director will present the staff report and any review body findings and recommendation to the Board. The applicant will then have the opportunity to present any information they deem appropriate. The public may be permitted to speak in accordance with the Board of Commissioners rules of procedure, or at their discretion, as appropriate, in support of or in opposition to the application. The applicant and Planning Director may respond to any comments, documents, or materials presented.

The Board of Commissioners shall make one of the following decisions on the application:

- Adoption of the text amendment as proposed;
- Adoption of a revised text amendment;
- Denial of the text amendment; or
- Remand of the text amendment application back to the Planning Board for further consideration.

A text amendment is a matter committed to the legislative discretion of the Board of Commissioners and is not controlled by any one factor. In determining whether to adopt or deny a conditional rezoning, the Board of Commissioners may weigh the relevance of and consider whether and the extent to which the application:

- Is consistent with the goals, objectives, and policies of the Land Use Plan, other applicable county-adopted plans, and the purposes of the UDO;
- Is in conflict with any provision of the UDO, or the County Code of Ordinances;
- Is required by changed conditions;
- Addresses a demonstrated community need;
- Is compatible with the purpose and intent of the zoning district in the UDO, or would improve compatibility among uses and ensure efficient development within the county;
- Would result in a logical and orderly development pattern; and
- Would result in significant adverse impacts on the natural environment including, but not limited to, water, air, noise, stormwater management, wildlife, vegetation, wetlands, and the natural functioning of the environment;

Text Amendment
Application

OFFICIAL USE ONLY:
Case Number: _____
Date Filed: _____
Gate Keeper: _____
Amount Paid: _____

Contact Information

APPLICANT:

Name: _____

Address: _____

_____

Telephone: _____

E-Mail Address: _____

Request

I, the undersigned, do hereby make application to change the Currituck County UDO as herein requested.

Amend Chapter(s) _____ Section(s) _____ as follows:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

*Request may be attached on separate paper if needed.

_____ _____
Petitioner Date

Text Amendment Application
Page 3 of 4

Text Amendment Submittal Checklist

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

Text Amendment
Submittal Checklist

Date Received: _____

Project Name: _____

Applicant/Property Owner: _____

Text Amendment Submittal Checklist		
1	Complete Text Amendment application	
2	Application fee ($150)	
3	3 hard copies of ALL documents	
4	1 PDF digital copy of all documents (ex. Compact Disk – e-mail not acceptable)	

For Staff Only

Pre-application Conference
Pre-application Conference was held on _____ and the following people were present:

_____

_____

Comments

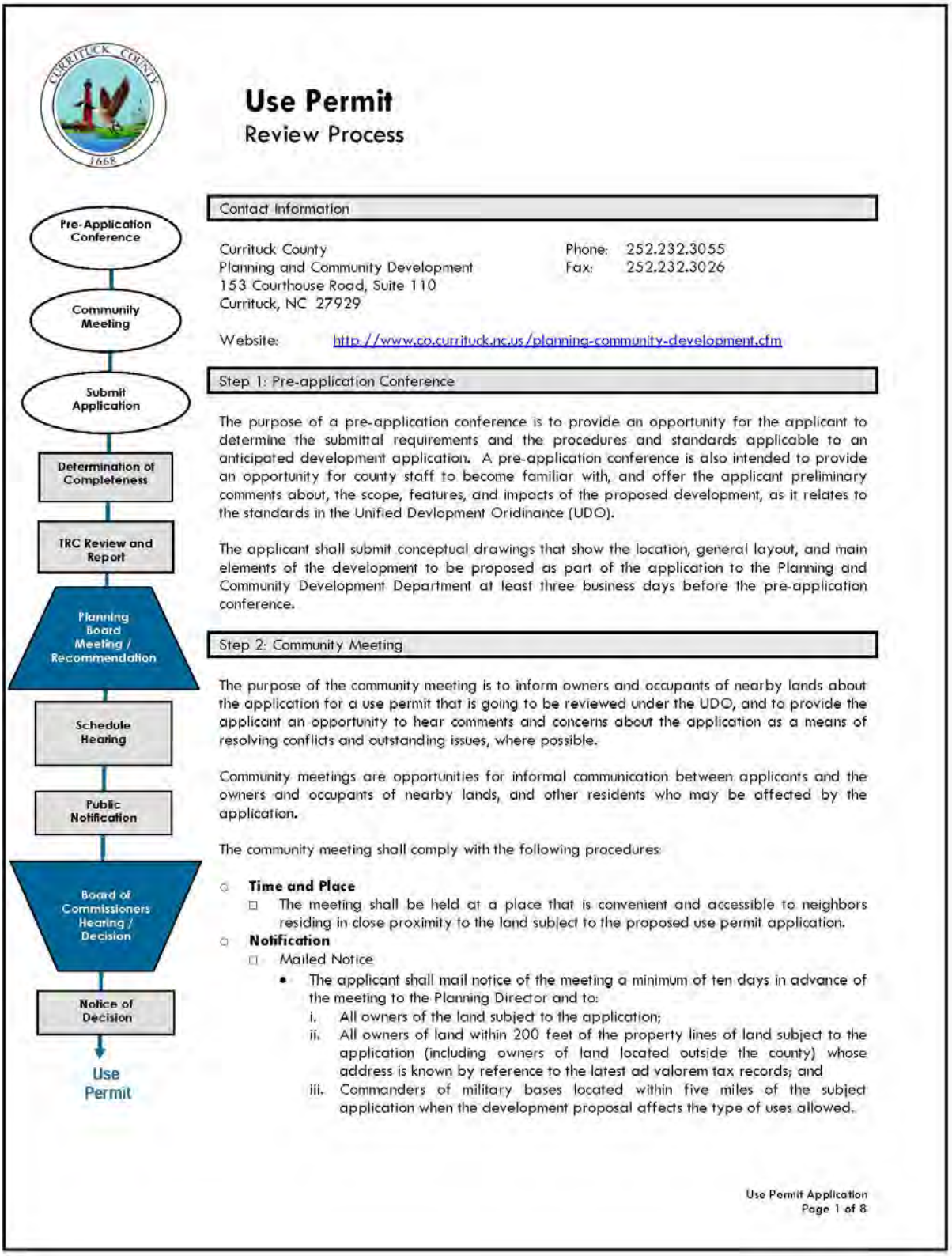
_____

_____

_____

Text Amendment Application
Page 4 of 4

2.16. USE PERMIT



Use Permit
Review Process

Pre-Application Conference
Community Meeting
Submit Application
Determination of Completeness
TRC Review and Report
Planning Board Meeting / Recommendation
Schedule Hearing
Public Notification
Board of Commissioners Hearing / Decision
Notice of Decision
Use Permit

Contact Information

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

Phone: 252.232.3055
Fax: 252.232.3026

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

Step 1: Pre-application Conference

The purpose of a pre-application conference is to provide an opportunity for the applicant to determine the submittal requirements and the procedures and standards applicable to an anticipated development application. A pre-application conference is also intended to provide an opportunity for county staff to become familiar with, and offer the applicant preliminary comments about, the scope, features, and impacts of the proposed development, as it relates to the standards in the Unified Devlopment Oridinance (UDO).

The applicant shall submit conceptual drawings that show the location, general layout, and main elements of the development to be proposed as part of the application to the Planning and Community Development Department at least three business days before the pre-application conference.

Step 2: Community Meeting

The purpose of the community meeting is to inform owners and occupants of nearby lands about the application for a use permit that is going to be reviewed under the UDO, and to provide the applicant an opportunity to hear comments and concerns about the application as a means of resolving conflicts and outstanding issues, where possible.

Community meetings are opportunities for informal communication between applicants and the owners and occupants of nearby lands, and other residents who may be affected by the application.

The community meeting shall comply with the following procedures:

- **Time and Place**
  - The meeting shall be held at a place that is convenient and accessible to neighbors residing in close proximity to the land subject to the proposed use permit application.
- **Notification**
  - Mailed Notice
    - The applicant shall mail notice of the meeting a minimum of ten days in advance of the meeting to the Planning Director and to:
      i. All owners of the land subject to the application;
      ii. All owners of land within 200 feet of the property lines of land subject to the application (including owners of land located outside the county) whose address is known by reference to the latest ad valorem tax records; and
      iii. Commanders of military bases located within five miles of the subject application when the development proposal affects the type of uses allowed.

Use Permit Application
Page 1 of 8

- Posted Notice
  - The applicant shall post notice of the community meeting on the land subject to the application for at least ten days before the date fixed for the meeting, in a form established by the Planning Director. Signs used for posted notice shall have a minimum size of six square feet per side.
- Notice Content
  - The notice shall state the time and place of the meeting and general nature of the use permit application.

- **Conduct of Meeting**
  At the meeting, the applicant shall explain the development proposal and application, inform attendees about the application review process, respond to question and concerns neighbors raise about the application, and propose ways to resolve conflicts and concerns.
- **Staff Attendance**
  County staff shall attend the meeting for purpose of advising attendees about the applicable provisions of the UDO and the land use plan, but shall not serve as facilitators or become involved in discussions about the use permit application.
- **Written Summary of Community Meeting**
  The applicant shall prepare a written summary of the meeting that includes a list of meeting attendees, a summary of attendee comments, discuss issues related to the use permit application, and any other information the applicants deems appropriate. The meeting summary shall be included with the application materials and be made available to the public for inspection.
- **Response to Summary**
  Any person attending the community meeting may submit a written response to the applicant's meeting summary to the Planning Director within 30 days after the application is determined complete. The response may state their understanding of attendee comments, discuss issues related to the development proposal, and include any other information they deem appropriate. All written responses to the applicant's summary of the community meeting shall be transmitted to the applicant, included with the application materials, and made available to for public inspection.

Step 3: Application Submittal and Acceptance

The applicant must submit a complete application packet on or before the application submittal date. A complete application packet consists of the following:

- Completed Currituck County Use Permit Application.
- Application Fee ($150)
- Written Summary of Community Meeting.
- A conceptual development plan drawn to scale. The plan shall include the items listed in the conceptual plan design standards.
- Architectural elevations and/or sketches illustrating the design and character of the proposed structures.
- Number of Copies Submitted:
  - 5 Copies of conceptual site plans
  - 5 Hard copies of ALL documents
  - 1 PDF digital copy (ex. Compact Disk – e-mail not acceptable) of all plans AND documents

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

Step 4: Staff Review and Action

Once an application is determined complete, it will be distributed to the Technical Review Committee (TRC). TRC shall review the application, prepare a staff report, and provide a recommendation on the application. The staff report may identify and recommend conditions of approval addressing how compliance deficiencies might by corrected and adverse effects of the application might be mitigated.

Step 5: Advisory Body Review and Recommendation

After the TRC prepares a staff report and provides a recommendation on the application, staff shall schedule the application for a public meeting with the Planning Board. At the public meeting, the Planning Board shall consider the application, relevant support materials, staff report, and any public comments. It shall then recommend approval, approval subject to additional conditions, or denial, and clearly state that factors considered in making the recommendation. The Planning Board shall provide a recommendation on an application it reviews within two months from the date of its initial meeting to consider the application.

Step 6: Public Hearing Scheduling and Public Notification

After the Planning Board provides a recommendation on the application, staff shall ensure that the public hearing on it is scheduled for a regularly scheduled Board of Commissioners meeting or a meeting specially called for by the Board of Commissioners. The required public hearing with the Board of Commissioners shall be scheduled so there is sufficient time for a staff report to be prepared and for the public notification requirements to be satisfied under state law.

The application shall meet the following public notification requirements:

- **Published Notice**
  Staff shall publish a notice of the hearing once a week for two successive calendar weeks in a newspaper having general circulation in the county. The first time notice is published, it shall not be less than 10 days nor more than 25 days before the date fixed for the hearing.
- **Mailed Notice**
  Staff shall be responsible for preparing and mailing a written notice between 10 and 25 days before the public hearing. Notice shall be mailed to:
  - All owners of the land subject to the application;
  - The applicant, if different from the land owner;
  - All owners of land within 200 feet of the property lines of land subject to the application (including owners of land located outside the county) whose address is known by reference to the latest ad valorem tax records; and
  - Commanders of military bases located within five miles of the subject application when the development proposal affects the type of uses allowed.
- **Posted Notice**
  At least 10 days before the public hearing, posted notice shall be made by staff. A sign shall be placed in a conspicuous location as to be clearly visible to the traveled portion of the respective street. Where the land subject to the notice does not have frontage on a public street, the sign shall be erected on the nearest street right-of-way with an attached notation generally indicating the direction and distance to the land subject to the application.

Step 7: Public Hearing Procedures, and Decision-Making Body Review and Decision

The applicant must be in attendance at the public hearing. During the public hearing, the Planning Director will present the staff report and any review body findings and recommendation to the Board. The applicant will then have the opportunity to present any information they deem appropriate. The burden of demonstrating that an application complies with applicable review and approval standards of the UDO is on the applicant. The public may be permitted to speak in accordance with the Board of Commissioners rules of procedure, or at their discretion, as appropriate, in support of or in opposition to the application. The applicant and Planning Director may respond to any comments, documents, or materials presented.

The Board of Commissioners shall make one of the following decisions on the application:

- Adoption of the use permit;
- Adoption of the use permit subject to conditions or approval;
- Denial of the use permit; or
- Remand of the use permit application back to the Planning Board for further consideration.

The Board of Commissioners may attach additional conditions of approval, including timing limits on residential building lots or units available for occupancy, to assure adequate public facilities remain sufficient to serve the development.

A use permit shall be approved on a finding the applicant demonstrates the proposed use will:

- Not endanger the public health or safety;
- Not injure the value of adjoining or abutting lands and will be in harmony with the area in which it is located;
- Be in conformity with the Land Use Plan or other officially adopted plan; and
- Not exceed the county's ability to provide adequate public facilities, including, but not limited to, schools, fire and rescue, law enforcement, and other county facilities. Applicable state standards and guidelines shall be followed for determining when public facilities are adequate.

Use Permit
Application

OFFICIAL USE ONLY:
Case Number: _____
Date Filed: _____
Gate Keeper: _____
Amount Paid: _____

Contact Information

APPLICANT:
Name: _____
Address: _____
_____
Telephone: _____
E-Mail Address: _____

PROPERTY OWNER:
Name: _____
Address: _____
_____
Telephone: _____
E-Mail Address: _____

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: _____

Property Information

Physical Street Address: _____

Location: _____

Parcel Identification Number(s): _____

Total Parcel(s) Acreage: _____

Existing Land Use of Property: _____

Request

Project Name: _____

Proposed Use of the Property: _____

Deed Book/Page Number and/or Plat Cabinet/Slide Number: _____

Total square footage of land disturbance activity: _____

Total lot coverage: _____ Total vehicular use area: _____

Existing gross floor area: _____ Proposed gross floor area: _____

Community Meeting

Date Meeting Held: _____ Meeting Location: _____

Use Permit Application
Page 5 of 8

Purpose of the Use Permit and Project Narrative (please provide on additional paper if needed): _____

The applicant shall provide a response to the each one of the following issues. The Board of Commissioners must provide specific findings of fact based on the evidence submitted. All findings shall be made in the affirmative for the Board of Commissioners to issue the use permit.

A. The use will not endanger the public health or safety.

B. The use will not injure the value of adjoining or abutting lands and will be in harmony with the area in which it is located.

C. The use will be in conformity with the Land Use Plan or other officially adopted plan.

D. The use will not exceed the county's ability to provide adequate public facilities, including, but not limited to, schools, fire and rescue, law enforcement, and other county facilities. Applicable state standards and guidelines shall be followed for determining when public facilities are adequate.

I, the undersigned, do certify that all of the information presented in this application is accurate to the best of my knowledge, information, and belief. Further, I hereby authorize county officials to enter my property for purposes of determining zoning compliance. All information submitted and required as part of this application process shall become public record.

Property Owner(s)/Applicant* Date

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

Use Permit Application
Page 6 of 8

Use Permit Conceptual Plan Design Standards Checklist

The table below depicts the design standards of the use permit application. Please make sure to include all applicable listed items to ensure all appropriate standards are reviewed.

Use Permit

Conceptual Plan Design Standards Checklist

Date Received: _____ TRC Date: _____

Project Name: _____

Applicant/Property Owner: _____

Use Permit Conceptual Plan Design Standards Checklist		
1	Property owner name, address, phone number, and e-mail address.	
2	Site address and parcel identification number.	
3	North arrow and scale to be 1" = 100' or larger.	
4	Vicinity map showing property's general location in relation to streets, railroads, and waterways.	
5	Existing zoning classification and zoning setback lines of the property.	
6	A scaled drawing showing existing boundary lines, total acreage, adjacent use types, location of streets, rights-of-way, and easements.	
7	Approximate location of the following existing site features and infrastructure within the property and within 50' of the existing property lines: Pedestrian circulation, vehicular use areas, structures, septic systems, wells, utility lines, water lines, culverts, storm drainage pipes, ditches, canals, streams, wooded areas, ponds, and cemeteries.	
8	Approximate location of the following proposed site features and infrastructure: Structures and usages, parking and circulation plan (including streets, drives, loading and service areas parking layout and pedestrian circulation features), fences and walls, exterior lighting, drainage patterns and facilities intended to serve the development, landscape buffers and screening, and riparian buffers.	
9	Approximate Flood Zone line and Base Flood Elevation as delineated on the "Flood Insurance Rate Maps/Study Currituck County."	
10	Approximate location of all designated Areas of Environmental Concern or other such areas which are environmentally sensitive on the property, such as Maritime Forest, CAMA, 404, or 401 wetlands as defined by the appropriate agency.	
11	Sight distance triangles.	
12	Proposed common areas, open space set-asides, and required buffers.	
13	Architectural drawings and/or sketches illustrating the design and character of the proposed uses.	

Use Permit Application
Page 7 of 8

Use Permit Submittal Checklist

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

Use Permit
Submittal Checklist

Date Received: _____ TRC Date: _____

Project Name: _____

Applicant/Property Owner: _____

Use Permit Submittal Checklist		
1	Complete Use Permit application	
2	Application fee ($150)	
3	Community meeting written summary	
4	Conceptual plan, if applicable	
5	Architectural elevations, if applicable	
6	5 copies of plans	
7	5 hard copies of ALL documents	
8	1 PDF digital copy of all plans AND documents (ex. Compact Disk – e-mail not acceptable)	

For Staff Only

Pre-application Conference
Pre-application Conference was held on _____ and the following people were present:

_____

_____

Comments

_____

_____

_____

Use Permit Application
Page 8 of 8

2.17. VARIANCE

Variance
Review Process

Contact Information

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

Phone: 252.232.3055
Fax: 252.232.3026

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

Step 1: Application Submittal and Acceptance

The applicant must submit a complete application packet on or before the application submittal date. A complete application packet consists of the following:

- Completed Currituck County Variance Application.
- Application Fee ($150).
- Site plan drawn to scale. The plan shall include the items listed in the variance design standards checklist.
- Any other documentation deemed necessary by the administrator to determine compliance with variance review standards.
- Number of Copies Submitted:
  - 10 Copy of the site plan.
  - 10 Copy of ALL documents.
  - 1 PDF digital copy (ex. Compact Disk – e-mail not acceptable) of all plans AND documents.

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

Step 2: Staff Review and Action

After accepting the variance application, staff shall review it, relevant support material, and any comments or recommendations from other staff and review agencies to which the application was referred. After review, staff will prepare a written report including a recommendation on the application. A copy of the staff report and recommendation will be provided to the applicant in advance of the Board of Adjustment meeting. At the discretion of the administrator, non-residential requests for a variance may be reviewed by the Technical Review Committee one month prior to the Board of Adjustment meeting.

Step 3: Public Hearing Scheduling and Public Notification

Staff shall ensure that the public hearing on it is scheduled for a regularly scheduled Board of Adjustment meeting or a meeting specially called for by the Board of Adjustment. The required public hearing with the Board of Adjustment shall be scheduled so there is sufficient time for a staff report to be prepared and for the public notification requirements to be satisfied under state law.

Variance Application
Page 1 of 7

The application shall meet the following public notification requirements:

- **Mailed Notice**
  Staff shall be responsible for preparing and mailing a written notice between 10 and 25 days before the public hearing. Notice shall be mailed to:
  - All owners of the land subject to the application;
  - The applicant, if different from the land owner;
  - All owners of land within 200 feet of the property lines of land subject to the application (including owners of land located outside the county) whose address is known by reference to the latest ad valorem tax records; and
  - Commanders of military bases located within five miles of the subject application when the development proposal affects the type of uses allowed.
- **Posted Notice**
  At least 10 days before the public hearing, posted notice shall be made by staff. A sign shall be placed in a conspicuous location as to be clearly visible to the traveled portion of the respective street. Where the land subject to the notice does not have frontage on a public street, the sign shall be erected on the nearest street right-of-way with an attached notation generally indicating the direction and distance to the land subject to the application.

Step 4: Public Hearing Procedures, and Decision-Making Body Review and Decision

Staff will present the application and staff report to the Board of Adjustment. The applicant must attend the public hearing to present evidence and answer any questions the board or public may have about the application. The Board of Adjustment shall conduct a quasi-judicial hearing that is subject to procedural rules set forth by the courts including having all persons who intend to present evidence to the board be sworn. Quasi-judicial public hearings are subject to the following:

- **Opportunity to Present Testimony and Evidence**
  Any affected party shall be afforded a reasonable opportunity to present testimony and evidence in support of or in opposition to the application, and to ask questions of the applicant and the applicant's representatives and county staff and county staff's representatives. At the discretion of the person chairing the body conducting the public hearing, an affected party may be granted an opportunity to ask questions of any other member of the public who has testified at the hearing.
- **Not Bound by Rules of Evidence**
  Except as otherwise provided in the North Carolina General Statutes, the board is not bound by the rules of evidence, or limited to consideration of evidence that is admissible in a court of law. The board may consider all testimony and evidence it deems competent and material to the application under consideration.
- **Cross Examination**
  Any inquiry under cross-examination shall be limited to matters raised in the direct examination of the witness. No re-direct or re-cross shall be allowed unless requested by the applicant, and affected party, or the county – who shall state the desired area of inquiry – and the request is approved by the person chairing the body conducting the hearing. If re-direct or re-cross is allowed, it shall be limited to questions of the witness on issues raised in the cross-examination.
- **Ex Parte Communication**
  Ex parte communication between an applicant or an affected party and a member of the board reviewing or making a decision on the application is prohibited, and must be disclosed during the public hearing, if it concurs.

The Board of Adjustment shall approve the variance application, with a four-fifths (4/5) vote, on a finding the applicant demonstrates all of the following standards are met:

- The alleged hardship is suffered by the applicant as a result of the application of the Ordinance, and the same hardship is not shared by neighbors or the general public;
- The hardship relates to the applicant's land, such as location, size, or topography, rather than personal circumstances;
- The hardship is unique, or nearly so, rather than one shared by many surrounding properties;
- The hardship is not the result of the applicant's own actions; and
- The variance will not authorize the initiation of a nonconforming use of land.

Variance
Application

OFFICIAL USE ONLY:
Case Number: _____
Date Filed: _____
Gate Keeper: _____
Amount Paid: _____

Contact Information

APPLICANT:		PROPERTY OWNER:	
Name:	_____	Name:	_____
Address:	_____	Address:	_____
	_____		_____
Telephone:	_____	Telephone:	_____
Fax Number:	_____	Fax Number:	_____
E-Mail Address:	_____	E-Mail Address:	_____

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: _____

Property Information

Physical Street Address: _____

Location: _____

Parcel Identification Number(s): _____

Request

I, _____, hereby request a variance from Section(s) _____ of the Unified Development Ordinance.

Provide a narrative of why the variance is needed and what circumstances have lead to the need for a variance:

_____
_____
_____
_____
_____
_____
_____
_____

Variance Application
Page 3 of 7

Relevant Factors for Issuance of a Variance

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. It may reach these conclusions if it makes detailed written findings that:

A. The alleged hardship is suffered by the applicant as a result of the application of the Ordinance. *(Variances can not be granted if the hardship is the result of restrictions other than those of the ordinance, restrictive covenants are an example).*

B. The hardship relates to the applicant's land, such as location, size, or topography, rather than personal circumstances. *(Hardships suffered by the applicant should be the result of factors directly related the applicant's land and not ordinance requirements).*

C. The hardship is unique, or nearly so, rather than one shared by many surrounding properties. *(Hardships suffered by the applicant in common with neighbors does not justify a variance, the proper remedy is not a variance, but rather an amendment of the ordinance. Courts have held that a board's granting a variance based on such factors amounts to an attempted usurpation of legislative power).*

D. The hardship is not the result of the applicant's own actions. *(Where a property owner has either knowingly or unknowingly violated the ordinance by erecting a forbidden structure, he/she cannot cite expenses as a hardship, otherwise no one would ever comply with the ordinance. Similarly, when a person buys property and certain restrictions exist, he/she cannot be said to suffer hardship if those restrictions are enforced; such hardship would be self imposed).*

E. The variance will not authorize the initiation of a nonconforming use of land. *(State facts and arguments to show that the variance requested represents the least possible deviation from the letter of the ordinance that will allow a reasonable use of the land and that the use of the property, if the variance is granted will not create a new nonconformity).*

Variance Application
Page 4 of 7

I, the undersigned, do certify that all of the information presented in this application is accurate to the best of my knowledge, information, and belief.

Further, I hereby authorize county officials to enter my property for purposes of determining zoning compliance. All information submitted and required as part of this application process shall become public record.

_____ _____

Property Owner(s)/Applicant* Date

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

Owner Verification

If the person who is requesting the Board of Adjustment to take action on a particular piece of property is not the owner of the property, or under contract to purchase, then the actual owner of the land must complete this section. If the owner is the appellant/application please do not complete this section.

Dear Sir or Madame:

I am the owner of the property located at _____

_____.

I hereby authorize _____

to appear with my consent before the Board of Adjustment in order to request a variance at the above location. I understand that a variance, if granted, is permanent and runs with the land. I authorize you to advertise and present this matter in my name as the owner of the property.

If you have any questions, you may contact me at the following at the address, phone number, or email address listed on this application.

Respectfully yours,

_____

Owner Date

Sworn to and subscribed before me, this the _ day of _____, 20____.

_____

Notary Public

My commission expires: _____

Variance Application
Page 5 of 7

Variance Design Standards Checklist

The table below depicts the design standards of the site plan for a variance application. Please make sure to include all applicable listed items to ensure all appropriate standards are reviewed.

Variance

Site Plan Design Standards Checklist

Date Received: _____

Project Name: _____

Applicant/Property Owner: _____

Site Plan Design Standards Checklist		
	General	
1	Property owner name, address, phone number, and e-mail address.	
2	Site address and parcel identification number.	
3	North arrow and scale to be 1" = 100' or larger.	
4	Existing zoning classification of the property.	
5	Scaled drawing showing property lines, setbacks, existing and proposed development, and proposed dimensional modification. Additional site features (i.e. vehicular use areas, utilities, infrastructure, surface water) may be required by the administrator if applicable.	
6	Approximate Flood Zone line and Base Flood Elevation as delineated on the "Flood Insurance Rate Maps/Study Currituck County."	
7	Approximate location of all designated Areas of Environmental Concern or other such areas which are environmentally sensitive on the property, such as Maritime Forest, CAMA, 404, or 401 wetlands as defined by the appropriate agency.	
	OR Architectural Elevations (Height Modification)	
8	Architectural drawings and/or sketches illustrating the design, character, and height of the proposed building(s).	
	Other	
9	Any other documentation deemed necessary by the administrator to determine compliance with variance review standards.	

Variance Application
Page 6 of 7

Variance Submittal Checklist

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

Variance
Submittal Checklist

Date Received: _____

Project Name: _____

Applicant/Property Owner: _____

Variance Submittal Checklist		
1	Complete Variance application	
2	Application fee ($150)	
3	Site Plan	
4	Other documentation deemed necessary	
6	10 copies of plans	
7	10 hard copies of ALL documents	
8	1 PDF digital copy of all plans AND documents (ex. Compact Disk – e-mail not acceptable)	

For Staff Only

Pre-application Conference (Optional)
Pre-application Conference was held on _____ and the following people were present:

_____

_____

Comments

_____

_____

_____

Variance Application
Page 7 of 7

2.18. ZONING COMPLIANCE PERMIT

Zoning Compliance Permit

Review Process

Contact Information

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

Phone: 252.232.3055
Fax: 252.232.3026

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

Step 1: Application Submittal and Acceptance

A zoning compliance permit is required for a change in use or commencement of an activity that does not require any other specific permit as listed in the Unified Development Ordinance (UDO). The applicant must submit a complete application packet consisting of the following:

- Completed Currituck County Zoning Compliance Permit Plan Application.
- Site plan drawn to scale, if applicable. The plan shall include the items listed in the zoning compliance permit site plan design standards checklist.
- Any other documentation deemed necessary by the administrator.
- Number of Copies Submitted:
  - 1 Hard copies of ALL documents

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

Step 2: Staff Review and Action

Once an application is determined complete, it will be distributed to appropriate staff. Staff shall review and prepare a written report that will include any outstanding concerns with the application. The applicant must address any outstanding concerns for approval. Staff shall approve, approve subject to conditions or disapprove the application. Conditions of approval shall be limited to those deemed necessary to ensure compliance with the standards of the UDO.

Zoning Compliance Application
Page 1 of 5

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Zoning Compliance Permit
Application

OFFICIAL USE ONLY:
Case Number: _____
Date Filed: _____
Gate Keeper: _____
Amount Paid: _____

Contact Information

APPLICANT:
Name: _____
Address: _____
_____
Telephone: _____
E-Mail Address: _____

PROPERTY OWNER:
Name: _____
Address: _____
_____
Telephone: _____
E-Mail Address: _____

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: _____

Property Information

Physical Street Address: _____

Location: _____

Parcel Identification Number(s): _____

Total Parcel(s) Acreage: _____

Existing Land Use of Property: _____

Request

Project Name: _____

Proposed Use of the Property: _____

Current Value of Existing Structure: _____ Proposed Costs of Improvements: _____

Percentage of Improvement Costs to Value of Structure: _____

Narrative of request: _____

_____

_____

_____

_____

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

_____ _____
Property Owner(s)/Applicant* Date

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

Zoning Compliance Application
Page 3 of 5

Zoning Compliance Permit Design Standards Checklist

The table below depicts the design standards of the site plan for a zoning compliance application. Please make sure to include all applicable listed items to ensure all appropriate standards are reviewed.

Zoning Compliance Permit

Plan Design Standards Checklist

Date Received: _____

Project Name: _____

Applicant/Property Owner: _____

Site Plan Design Standards		
	General	
1	Property owner name, address, phone number, and e-mail address.	
2	Site address and parcel identification number.	
3	North arrow and scale to be 1" = 100' or larger.	
4	Existing zoning classification of the property.	
5	Scaled drawing showing property lines, existing and proposed development, vehicular use areas and landscaping.	
	Flood Damage Prevention, if Applicable	
6	Boundary of the Special Flood Hazard Area (SFHA), Floodway, Coastal Barrier Resource System (CBRS) Area, water course relocation, or a statement that the entire lot is within a specific SFHA.	
	Other	
7	Other documentation deemed necessary by the administrator.	

Zoning Compliance Application
Page 4 of 5

Zoning Compliance Permit Submittal Checklist

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

Zoning Compliance Permit

Submittal Checklist

Date Received: _____

Project Name: _____

Applicant/Property Owner: _____

Zoning Compliance Permit Submittal Checklist		
1	Completed Zoning Compliance Permit application	
2	Site plan, if applicable	
3	Documentation deemed necessary by administrator	
4	1 hard copy of ALL documents	

For Staff Only

Pre-application Conference (Optional)

Pre-application Conference was held on _____ and the following people were present:

_____

_____

Comments

_____

_____

_____

Zoning Compliance Application
Page 5 of 5

2.19. ZONING MAP AMENDMENT

Zoning Map Amendment

Review Process

Contact Information

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

Phone: 252.232.3055
Fax: 252.232.3026

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

Step 1: Pre-application Conference

The purpose of a pre-application conference is to provide an opportunity for the applicant to determine the submittal requirements and the procedures and standards applicable to an anticipated development application. A pre-application conference is also intended to provide an opportunity for county staff to become familiar with, and offer the applicant preliminary comments about, the scope, features, and impacts of the proposed development, as it relates to the standards in the Unified Devlopment Oridinance (UDO).

The applicant may submit conceptual drawings that show the location, general layout, and main elements of the development to be proposed as part of the application to the Planning and Community Development Department at least three business days before the pre-application conference.

Step 2: Community Meeting (only when more intense base zoning district is proposed)

The purpose of the community meeting is to inform owners and occupants of nearby lands about the application for a conditional rezoning that is going to be reviewed under the UDO, and to provide the applicant an opportunity to hear comments and concerns about the application as a means of resolving conflicts and outstanding issues, where possible.

Community meetings are opportunities for informal communication between applicants and the owners and occupants of nearby lands, and other residents who may be affected by the application.

The community meeting shall comply with the following procedures:

- **Time and Place**
  - The meeting shall be held at a place that is convenient and accessible to neighbors residing in close proximity to the land subject to the proposed zoning map amendment application.
- **Notification**
  - Mailed Notice
    - The applicant shall mail notice of the meeting a minimum of ten days in advance of the meeting to the Planning Director and to:
      - i. All owners of the land subject to the application;
      - ii. All owners of land within 200 feet of the property lines of land subject to the application (including owners of land located outside the county) whose address is known by reference to the latest ad valorem tax records; and
      - iii. Commanders of military bases located within five miles of the subject application when the development proposal affects the type of uses allowed.

Zoning Map Amendment Application
Page 1 of 6

- Posted Notice
  - The applicant shall post notice of the community meeting on the land subject to the application for at least ten days before the date fixed for the meeting, in a form established by the Planning Director. Signs used for posted notice shall have a minimum size of six square feet per side.
- Notice Content
  - The notice shall state the time and place of the meeting and general nature of the zoning map amendment application.

- **Conduct of Meeting**
  At the meeting, the applicant shall explain the development proposal and application, inform attendees about the application review process, respond to question and concerns neighbors raise about the application, and propose ways to resolve conflicts and concerns.
- **Staff Attendance**
  County staff shall attend the meeting for purpose of advising attendees about the applicable provisions of the UDO and the land use plan, but shall not serve as facilitators or become involved in discussions about the proposed zoning map amendment.
- **Written Summary of Community Meeting**
  The applicant shall prepare a written summary of the meeting that includes a list of meeting attendees, a summary of attendee comments, discuss issues related to the zoning map amendment application, and any other information the applicants deems appropriate. The meeting summary shall be included with the application materials and be made available to the public for inspection.
- **Response to Summary**
  Any person attending the community meeting may submit a written response to the applicant's meeting summary to the Planning Director within 30 days after the application is determined complete. The response may state their understanding of attendee comments, discuss issues related to the development proposal, and include any other information they deem appropriate. All written responses to the applicant's summary of the community meeting shall be transmitted to the applicant, included with the application materials, and made available to for public inspection.

Step 3: Application Submittal and Acceptance

The applicant must submit a complete application packet on or before the application submittal date. Zoning map amendment applications may be initiated by the Board of Commissioners, Planning Board, the Planning Director, or other party with recognized property interest. A complete application packet consists of the following:

- Completed Currituck County Zoning Map Amendment Application.
- Application Fee ($150 plus $5 for each acre)
- Written Summary of Community Meeting, if applicable.
- A site plan or map drawn to scale that includes the following, unless otherwise waived by the administrator:
  - Lot/parcel dimensions;
  - Zoning designation;
  - All existing physical features (structures, buildings, streets, roads, etc.); and,
  - Location and dimensions of any proposed construction.
- A copy of the metes and bounds of the proposed area to be rezoned [if the request does not include entire parcel(s)].
- Number of Copies Submitted:
  - 5 Copies of plans or maps
  - 5 Hard copies of ALL documents
  - 1 PDF digital copy (ex. Compact Disk – e-mail not acceptable) of all plans AND documents

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

Step 4: Staff Review and Action

Once an application is determined complete, it will be distributed to the appropriate staff for review. Staff shall review the application, prepare a staff report, and provide a recommendation on the application. The report will also include any outstanding concerns with the application.

Step 5: Advisory Body Review and Recommendation

After staff prepares the report and provides a recommendation on the application, staff shall schedule the application for a public meeting with the Planning Board. At the public meeting, the Planning Board shall consider the application, relevant support materials, staff report, and any public comments. It shall then recommend approval, approval subject to additional conditions, or denial, and clearly state that factors considered in making the recommendation. The Planning Board shall provide a recommendation on an application it reviews within two months from the date of its initial meeting to consider the application.

Step 6: Public Hearing Scheduling and Public Notification

After the Planning Board provides a recommendation on the application, staff shall ensure that the public hearing on it is scheduled for a regularly scheduled Board of Commissioners meeting or a meeting specially called for by the Board of Commissioners. The required public hearing with the Board of Commissioners shall be scheduled so there is sufficient time for a staff report to be prepared and for the public notification requirements to be satisfied under state law.

The application shall meet the following public notification requirements:

- **Published Notice**
  Staff shall publish a notice of the hearing once a week for two successive calendar weeks in a newspaper having general circulation in the county. The first time notice is published, it shall not be less than 10 days nor more than 25 days before the date fixed for the hearing.
- **Mailed Notice**
  Staff shall be responsible for preparing and mailing a written notice between 10 and 25 days before the public hearing. Notice shall be mailed to:
  - All owners of the land subject to the application;
  - The applicant, if different from the land owner;
  - All owners of land within 200 feet of the property lines of land subject to the application (including owners of land located outside the county) whose address is known by reference to the latest ad valorem tax records; and
  - Commanders of military bases located within five miles of the subject application when the development proposal affects the type of uses allowed.

  Mailed Notice shall not be required when a zoning map amendment includes more than 50 lots or tracts, owned by at least 50 different landowners, provided the county publishes a map (occupying at least one-half of a newspaper of general circulation once a week for two successive calendar weeks, with the first notice published not less than ten days nor more than 25 days before the date fixed for a public hearing. Affected land owners residing outside the newspaper circulation are shall be notified via first class mail.
- **Posted Notice**
  At least 10 days before the public hearing, posted notice shall be made by staff. A sign shall be placed in a conspicuous location as to be clearly visible to the traveled portion of the respective street. Where the land subject to the notice does not have frontage on a public street, the sign shall be erected on the nearest street right-of-way with an attached notation generally indicating the direction and distance to the land subject to the application.

Step 7: Public Hearing Procedures, and Decision-Making Body Review and Decision

The applicant must be in attendance at the public hearing. During the public hearing, the Planning Director will present the staff report and any review body findings and recommendation to the Board of Commissioners. The applicant will then have the opportunity to present any information they deem appropriate. The burden of demonstrating that an application complies with applicable review and approval standards of the UDO is on the applicant. The public may be permitted to speak in accordance with the Board of Commissioners rules of procedure, or at their discretion, as appropriate, in support of or in opposition to the application. The applicant and Planning Director may respond to any comments, documents, or materials presented.

The Board of Commissioners shall make one of the following decisions on the application:

- Approval of the map amendment as submitted;
- Approval of the map amendment with a reduction in the area proposed to be rezoned;
- Approval of a map amendment to more restricted base zoning district; or
- Denial of the map amendment application.

A zoning map amendment is a matter committed to the legislative discretion of the Board of Commissioners and is not controlled by any one factor. In determining whether to adopt or deny a zoning map amendment application, the Board of Commissioners may weigh the relevance of and consider whether and the extent to which the application:

- Is consistent with the goals, objectives, and policies of the Land Use Plan, other applicable county-adopted plans, and the purposes of the UDO;
- Is in conflict with any provision of the UDO, or the County Code of Ordinances;
- Is required by changed conditions;
- Addresses a demonstrated community need;
- Is compatible with existing and proposed uses surrounding the land subject to the application, and is the appropriate zoning district and uses for the land;
- Adversely impacts nearby lands;
- Would result in a logical and orderly development pattern;
- Would result in significant adverse impacts on the natural environment including, but not limited to, water, air, noise, stormwater management, wildlife, vegetation, wetlands, and the natural functioning of the environment;
- Would result in development that is adequately served by public facilities (e.g., streets, potable water, sewerage, stormwater management, solid waste collection and disposal, schools, parks, police, and fire and emergency medical facilities.);
- Would not result in significantly adverse impacts on the land values in the surrounding area; and
- Would not conflict with the public interest, and is in harmony with the purposes and intent of the UDO.

Zoning Map Amendment
Application

OFFICIAL USE ONLY:
Case Number: _____
Date Filed: _____
Gate Keeper: _____
Amount Paid: _____

Contact Information

APPLICANT:
Name: _____
Address: _____
_____
Telephone: _____
E-Mail Address: _____

PROPERTY OWNER:
Name: _____
Address: _____
_____
Telephone: _____
E-Mail Address: _____

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: _____

Property Information

Physical Street Address: _____

Location: _____

Parcel Identification Number(s): _____

Total Parcel(s) Acreage: _____

Existing Land Use of Property: _____

Request

Current Zoning of Property: _____ Proposed Zoning District: _____

Total Acreage for Rezoning: _____ Are you rezoning the entire parcel(s): Yes/No

Metes and Bounds Description Provided: Yes/No

Community Meeting, if Applicable

Date Meeting Held: _____ Meeting Location: _____

I, the undersigned, do certify that all of the information presented in this application is accurate to the best of my knowledge, information, and belief.

Further, I hereby authorize county officials to enter my property for purposes of determining zoning compliance. All information submitted and required as part of this application process shall become public record.

_____ _____
Property Owner(s)/Applicant* Date

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

Zoning Map Amendment Application
Page 5 of 6

Zoning Map Amendment Design Standards and Submittal Checklist

The table below depicts the design standards of the site plan or map for a zoning map amendment application. Please make sure to include all applicable listed items to ensure all appropriate standards are reviewed.

Zoning Map Amendment

Site Plan Design Standards and Submittal Checklist

Date Received: _____

Project Name: _____

Applicant/Property Owner: _____

Site Plan or Map Design Standards Checklist		
1	Lot/parcel dimensions.	
2	Zoning designation.	
3	All existing physical features (structures, buildings, streets, roads, etc.).	
4	Location and dimensions of any proposed construction.	

Zoning Map Amendment Submittal Checklist

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

Zoning Map Amendment Submittal Checklist		
1	Complete zoning map amendment application	
2	Application fee ($150 plus $5 for each acre or part thereof)	
3	Community meeting written summary, if applicable	
4	Site plan or map	
5	Metes and bounds survey, if applicable	
6	5 copies of plans or maps	
7	5 hard copies of ALL documents	
8	1 PDF digital copy of all plans AND documents (ex. Compact Disk – e-mail not acceptable)	

For Staff Only

Pre-application Conference
Pre-application Conference was held on _____ and the following people were present:

_____

_____

Comments

_____

_____

_____

Zoning Map Amendment Application
Page 6 of 6

3. APPENDICES

3.1. CERTIFICATES, CERTIFICATIONS, AND STATEMENTS

3.1.1. Major Subdivision - Final Plat

A. Certificates

Major subdivision plats shall contain the following applicable certificates:

(1) Approval Certificate

I hereby certify that the subdivision shown on this plat is in all respects in compliance with the Currituck County Unified Development Ordinance 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) Environmental Concern Certificate

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

_____ _____
Date Local Permit Officer

(3) Improvements Certificate

(a) If all required improvements are complete prior to the submittal of the final plat, the following certificate shall be shown on the plat:

I hereby certify that all improvements required by the Currituck County Unified Development Ordinance have been installed in accordance with the plans and specifications prepared by _____, and said improvements comply with Currituck County specifications.

_____ _____
Date Registered Land Surveyor/Engineer

_____
Registration Number

(b) If all required improvements are not completed prior to the submittal of the final plat, the following certificate shall be shown on the plat:

I hereby certify that all improvements required by the Currituck County Unified Development Ordinance have (1) been installed in

accordance with the plans and specifications prepared by _____, and said improvements comply with Currituck County specifications, and (2) a performance guarantee has been posted with Currituck County guaranteeing that all remaining improvements must be completed by this ___ day of _____, 20___ according to plans and specifications prepared by _____.

_____ _____
Date Registered Land Surveyor/Engineer

_____
Registration Number

(4) Ownership and Dedication Certificate

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, utilities, alleys, walks, recreation and 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 or home owners' association. 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 _____

(5) Private Streets Owner Certificate

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 acknowledge that some public services may not be provided due to the private nature of the road.

_____ _____
Date Owner

(6) Public Dedication of Recreation and Park Area

Currituck County hereby accepts the recreation and park area dedication shown on this plat for use in the development of recreation and park areas to serve the recreational needs of the residents of the subdivision and development within the immediate area.

_____ _____
Date County Manager

(7) Public Streets Division of Highway District Engineer Certificate

I hereby certify that the public streets shown on this plat are intended for dedication and have been designed or 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 Owner

(8) Review Officer Certificate

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) Survey and Accuracy Certificate

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.

B. Statements

Major subdivision final plats shall contain the following applicable statements:

(1) Adjacent Active Farmland Statement

As of the recorded date of this plat, some portions of this development adjoin land used for active agriculture purposes that is anticipated to generate noise, light, dust, or vibration as part of its normal operation.

(2) Airport Overlay District Statement

All or a portion of this property lies within the Airport Overlay District. Persons on the premises may be exposed to noise and other effects as may be inherent in airport operations. Currituck County has placed certain restrictions on development and use of property within this overlay.

(3) 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.

(4) Floodway/Floodplain Statement

Use of land within a floodway or floodplain is substantially restricted by Chapter 7 of the Currituck County Unified Development Ordinance.

(5) Interconnectivity Statement

This subdivision contains a right-of-way that is platted with the intent of being extended and continued to and from adjoining properties. Access within the right-of-way for streets and utilities shall not be restricted.

(6) Public Dedication of Recreation and Park Area Statement

A payment-in-lieu of recreation and park area dedication has been provided in accordance with the Currituck County Unified Development Ordinance. Payments-in-lieu received by the county shall be used only for the acquisition or development of recreation and park areas, and open space sites consistent with the requirements of North Carolina General Statutes Section 153A-331.

(7) SFR Zoning District and Road 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. The road or streets shown on this plat 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 my impede access to the individual home sites. It is the sole responsibility of the owners to provide an improved access to their properties.

(8) 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 Unified Development Ordinance may be different than the NC State Stormwater Permit. The most restrictive lot coverage shall apply.

(9) Wetlands Statement

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

C. As-built Survey(s)

Prior to major subdivision final plat approval, all improvements made to the site shall be depicted on an as-built survey and submitted to the Planning and Community Development Department for compliance with the approved construction drawings. Improvements include:

(1) Landscaping

(2) Open Space Improvements

(3) Stormwater Infrastructure

(4) Street & Sidewalks

(5) Utilities

The as-built survey(s) shall contain the following certificate:

As-Built Survey Certificate

I hereby certify that all improvements for this subdivision have been installed according to the construction plans prepared by _____ and approved by Currituck County.

_____ _____
Date Registered Land Surveyor/Engineer

_____
Registration Number

D. Subdivider Maintenance and Reserve Fund Affidavit

Prior to final plat approval, the following form shall be completed, notarized, and submitted to the Planning and Community Development Department.

Subdivider Maintenance Responsibility and Reserve Fund Creation

Affidavit

Contact Information

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

Phone: 252.232.3055
Fax: 252.232.3026

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

Affidavit

I, _____, subdivider of _____

_____ (Subdivision Name) certify that:

- I am responsible for maintenance of all common areas, common features, and private infrastructure until 51% of lots sales within the subdivision.
- I have established a reserve fund to support the continued maintenance and upkeep of common areas, common features, and private infrastructure. The fund has been established at _____ _____ (Banking Institution).
- I shall establish the Homeowner's/Property Owner's Association (hereinafter "association") prior to the sale of the first lot.
- It is solely my responsibility to notify the County upon 51% lot sales within the subdivision.
- The County is not responsible or liable for maintenance of any common areas, common features, or private infrastructure within the subdivision.

I understand that maintenance responsibility of common areas, common features, and private infrastructure shall not be transferred from the subdivider to the association until *ALL* of the following occur:

- At least 51% of the total number of lots in the subdivision are sold.
- The subdivider provides an affidavit or resolution signed by the association president that accepts maintenance responsibility for the subdivision.
- The subdivider commissions a report prepared by a licensed engineer indicating that all common areas, common features, and private infrastructure elements comply with the minimum standards in the Unified Development Ordinance and the County Code of Ordinances.
- County staff reviews and approves the report prepared by a licensed engineer.
- The reserve fund contains a minimum balance equal to 10% of the construction costs of all common area, common features, and private infrastructure. The total construction cost for all common areas, common features, and private infrastructure is $_____ (*attach cost breakdown sheet*). In the event the association has not collected sufficient assessment funds from the lot owners in the subdivision to meet the minimum balance of $_____ in the reserve fund, the subdivider shall be responsible for the difference needed to meet the minimum balance requirements.

_____ Signature

_____ Date

Maintenance Responsibility/Reserve Fund Affidavit
Page 1 of 2

Notary Certificate

_____ County, North Carolina

I, _____, a Notary Public for _____ County, North Carolina, do hereby certify that _____ personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and official seal this the _____ day of _____, _____.

(Official Seal)

_____
Notary Signature

My commission expires: _____

Maintenance Responsibility/Reserve Fund
Affidavit
Page 2 of 2

3.1.2. Minor Subdivision – Final Plat

A. Certificates

Minor subdivision final plats shall contain the following applicable certificates:

(1) Approval for Minor Conventional Subdivisions Certificate

I hereby certify that the subdivision shown on this plat does not involve the creation of new public street 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

(2) Approval for Family Subdivisions Certificate

I hereby certify that the family subdivision shown on this plat does/does not involve the creation of a new accessway, 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

(3) Approval for Minor Subdivisions – Private Access Street Certificate

I hereby certify that the subdivision shown on this plat does involve the creation of a new private access street 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

(4) Attestation for Family Subdivisions Certificate

The purpose of this subdivision is solely for the conveyance of a lot to a family member within two degrees of kinship, and that conveyance of a lot in a family subdivision to a non-family member or family member beyond two degrees of kinship is a violation of the Unified Development Ordinance. I hereby convey lot number _____ to (name)_____ who is my (kinship)_____.

_____ _____
Date Owner

(5) Ownership, Dedication, and Drainage Certificate

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

(6) Review Office Certificate

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

(7) Survey Accuracy Certificate

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.

B. Statements

Minor subdivision final plats shall contain the following applicable statements:

(1) Airport Overlay District Statement

All or a portion of this property lies within the Airport Overlay District. Persons on the premises may be exposed to noise and other effects as may be inherent in airport operations. Currituck County has placed certain restrictions on development and use of property within this overlay.

(2) 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.

(3) Floodway/Floodplain Statement

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

(4) 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.

(5) Private Access Disclosure Statement

Private access streets do not meet the NCDOT's minimum standards for assumption of maintenance. Currituck County does not construct or maintain streets. Further subdivision of any lot shown on this plat may be prohibited by the Currituck County UDO unless the private access street is improved consistent with minimum NCDOT standards.

(6) Property Adjacent to Active Farmland 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.

(7) Wetlands Statement

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

3.1.3. Site Plan

A. Certificates

Major and minor site plans shall contain the following applicable certificates on the plan or application.

(1) Airport Overlay District Statement

All or a portion of this property lies within the Airport Overlay District. Persons on the premises may be exposed to noise and other effects as may be inherent in airport operations. Currituck County has placed certain restrictions on development and use of property within this overlay.

(2) Stormwater Management Certificate

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. In addition, the development will be constructed or maintained so that it will not unreasonably impede the natural flow of water from higher or adjacent properties across such development, thereby unreasonably causing substantial damage to such higher adjacent properties.

_____ _____
Date Owner/Agent

B. As-built Surveys

If the principal building is located within one foot of any required building setback line(s), an as-built survey shall be required prior to issuance of a certificate of occupancy. The Planning Director or Chief Building Inspector may also require an as-built survey as deemed necessary prior to issuance of a certificate of occupancy or final approval.

3.1.4. Other Site Certificates

Depending on the development, the Planning Director may require the following site certifications prior to issuance of a certificate of occupancy of final approval.

A. Building Pad & Finished Floor Elevations

Certification prepared by a North Carolina registered land surveyor certifying the building pad and finished floor elevation of the structure. The certification shall be prepared using NAVD 88 datum.

B. Culvert Certification

Certification prepared by a land surveyor, engineer, or NCDOT certifying the culvert installed meets all applicable drainage requirements including the approved grading and drainage plan.

C. Elevation Certificate

Certificate developed by FEMA and prepared by a land surveyor, engineer, or architect that certifies different elevations of a structure. A elevation certificate is used to verify compliance with FEMA standards for development within a flood zone.

D. Height Certification

Certification prepared by a North Carolina registered land surveyor or civil engineer certifying the height of a structure. Height certificates shall be required if the proposed structure is within two foot of the any required height standard.

E. Stormwater Plan Certification

Certification completed by the property owner acknowledging the responsibility for operation and maintenance of the stormwater improvements, and certification prepared by a land surveyor or engineer certifying the stormwater drainage improvements. The stormwater plan shall contain the following certifications:

(1) Stormwater Management Operation and Maintenance

I hereby certify that I am the owner of this property, I received the operation and maintenance plan, and I am responsible for the continuing maintenance of all required stormwater improvements in accordance to the approved site plan and operation and maintenance plan.

_____ _____
Date Property Owner

(2) Stormwater Management Certificate

The stormwater drainage improvements shall be installed in accordance with these plans and specifications as approved by Currituck County. Currituck County assumes no responsibility for the design, maintenance, or the guaranteed performance of the stormwater drainage improvements.

_____ _____
Date Registered Land Surveyor/Engineer

After the stormwater improvements are installed a land surveyor or engineer shall submit the following certification to the Planning and Community Development Department certifying compliance with the approved stormwater management plans.

(1) Stormwater Management

I hereby certify the stormwater drainage improvements for the property owned by _____ and located at _____ have been installed in accordance with the plans and specifications approved by Currituck County.

_____ _____
Date Registered Land Surveyor/Engineer

F. V-Zone Certificate

Certificate prepared by an engineer or architect certifying the design, specifications, and plans for development located within Coastal High Hazard Zone conforms to the requirements of the Unified Development.

3.2. FLOOD DAMAGE PREVENTION

Applications for development activities located within the Special Flood Hazard Areas (SFHA) shall include the following items:

3.2.1. General Application Submittal Requirements

A site plan (drawn to scale) that includes but is not limited to:

A. A site plan (drawn to scale) that includes but is not limited to:

(1) Boundary of the Special Flood Hazard Area (SFHA), floodway, Coastal Barrier Resource System (CBRS), water course relocation or alteration, or a statement that the entire lots is within a specific SFHA.

(2) Location, dimension, and general description of the existing and proposed development or disturbance including but not limited to:

(a) Structures

(b) Utility systems

(c) Grading and pavement areas

(d) Fill materials

(e) Storage areas

(f) Drainage

(g) Facilities

(h) Other development

(3) Designation of Flood Zone of the proposed development or disturbance as determined on the Flood Insurance Rate Map (FIRM) or the Flood Insurance Study.

(4) Design Flood Elevation - Base Flood Elevation (BFE) plus one foot freeboard.

(5) Proposed elevation of all existing and proposed structures (reference level) and utility systems.

B. Foundation Plan (to scale) that includes details of the proposed foundation system:

(1) Proposed method of elevation (i.e. fill, solid foundation perimeter wall, solid backfilled foundation, open foundation on columns/posts/piers/ piles/shear walls).

(2) Openings to facilitate automatic equalization of hydrostatic flood forces on walls in accordance with Chapter 7: Environmental Protection Section 7.4.6.A.8.E.

(3) Usage of any enclosed areas below the lowest floor.

3.2.2. Specific Application Submittal Requirements

A. V Zones:

(1) V Zone Certification with accompanying plans and specifications verifying the engineered structure and any breakaway wall designs.

(2) Detailed plans for open latticework or insect screening.

(3) Detailed plans for breakaway walls.

(4) Plans for non-structural fill.

B. Non-Residential Flood Proofing (developed and carried out in accordance with Technical Bulletin 3-93):

(1) Floodproofing Certificate (FEMA Form 81-65) with supporting data outlining the elevation that any non-residential structure or utility system will be floodproofed.

(2) Operational Plan.

(3) Inspection and Maintenance Plan- Detailed explanation of installation, exercise, and maintenance of floodproofing measures.

C. Public Utilities: Plans, details, and locations for the protection of public utilities and facilities up to the Design Flood Elevation or DFE that minimize potential flood damage. This includes sewer, gas, electrical, and water systems.

D. Water Course Alteration or Relocation:

(1) Engineering report on the effects of the proposed project on the flood carrying capacity of the watercourse and effects to properties both up and downstream.

(2) Detailed map (if not shown on site plan) showing the location of the proposed watercourse alteration or relocation.

D. Recreational Vehicles (RV)- Documentation of RV location placement in accordance with Chapter 7: Environmental Protection Section 7.4.6.A.7.

E. Temporary Structures (i.e. construction trailers, FEMA trailers, etc) in accordance with Chapter 7: Environmental Protection Section 7.4.6.A.6.

(1) Individual and contact information responsible for removal of temporary structure.

(2) Location outside of the SFHA where temporary structure will be moved.

3.3. TABLE OF INTERPRETATIONS

The following table contains all official interpretations made of the Unified Development Ordinance and zoning district boundaries. The table includes the interpretation number, date the interpretation was made, general information about the interpretation, and any proposed or taken action. A complete and full copy of the interpretation can be obtained from the Planning and Zoning Division.

13-01	March 17, 2013	Connectivity Index

Section 5.6.4, Internal Street Connectivity, and Figure 5.6.4.A, Street Connectivity Index, unclearly explained/illustrated how to calculate the connectivity index score.

Action Taken: The UDO was amended to include a new graphic which accurately illustrated the connectivity index score.

13-02	July 23, 2013	Major Subdivision Standards

Interpreted that existing minor subdivisions can not be included when calculating major subdivision standards like open space and park land dedication.

Action Proposed: Present to the Planning Board and Board of Commissioners the concerns of this interpretation and determine if any amendment to the UDO is warranted.

13-03	November 13, 2013	Manufactured Home Subdivisions

The UDO, while having certain standards for manufactured home subdivisions, does not state or list the manufactured home subdivisions in the county.

Action Taken: The following list of existing manufactured home subdivisions shall be maintained within this section:

Bentwood (lots 2 and 3)
Buckskin Creek
Claywood
Coinjock Development
James Starboard, private access subdivision (3 lots)
Knotts Island Estates
Linda A. Gray minor subdivision dated July 23, 1985.
Robert G. and Evelyn P. Walker 2 lot minor subdivision recorded in PC A, Slide 385
Shangrala (lots 1-7 and 14-16)
Suburban Acres
Suburban Point
Walnut Island
Waterview Shores
Wedgewood Lakes

14-01	January 2, 2014	Nonresidential Design Standards

The UDO does not clearly state the applicability of the nonresidential design standards. The following interpretations were made:

1. Agricultural uses, as listed in the Agricultural Use Classification of Table 4.1.1: Summary Use Table, are not subject to the design standards.
2. The use 'contractor service' is subject to the design standards when located within the GB, CC, or VC zoning district.
3. Other industrial, agricultural, or institutional uses allowed in a commercial zoning district (GB, LB, CC, VC) are required to meet the design standards when the building's gross floor area contains more than 50% office space.

Action Proposed: Review how all the design standards are applied and determine what changes are necessary that will clarify the text and implement appropriate design standards for nonresidential development.

14-02	June 27, 2014	Commercial Activity on the Beach Strand

The UDO does not clearly state permissible commercial uses on the beach strand. The following interpretations were made:

1. Business operations are prohibited from locating on the beach where the land is not zoned for commercial purposes by the Unified Development Ordinance.
2. Businesses can only deliver and pick-up service/goods to the beach while maintaining their base operation in a commercial zoning district.
3. Rental of beach related goods (i.e. umbrellas, beach chairs, inner tubes, etc.) is an accessory use to a resort area.

Action Proposed: Present this interpretation to the Planning Board and Board of Commissioners and determine if any amendments to the UDO are warranted.

14-03	July 07, 2014	Connection of Structures

The UDO does not clearly define what constitutes attachment of residential structures for permitting purposes. The following interpretations were made:

1. Residential structures that are connected using conditioned hallways that allow unrestricted owner or renter passage between cooking, sleeping, and sanitary facilities establish a single principal structure for permitting purposes.
2. The use of conditioned space must be consistent with the requirements of the 2012 North Carolina Residential Code and must include fixed openings from the connecting hallways directly into adjacent conditioned spaces.

Action Proposed: Amend the UDO to better define what constitutes attachment of residential structures for permitting purposes.

3.4. PLANTING STANDARDS

Except where expressly exempted, Section 5.2 of the Currituck County Unified Development Ordinance applies landscaping standards to all development in the county. To ensure compliance with the standards of that section, a landscape plan demonstrating how plant materials will be placed on a development site shall be prepared in accordance with the following standards:

3.4.1. New Plantings

A. Canopy trees shall have a minimum caliper of 2 inches at the time of planting and shall be a species having an expected height at maturity of 30 feet or more. Canopy trees a minimum of eight feet in height above ground level at the time of planting shall be allowed as an alternative to the minimum two inch caliper requirement provided equal or better performance is achieved.

B. Understory trees shall have a minimum caliper of 1.5 inches at the time of planting and shall be a species having an expected height at maturity of no greater than 30 feet. Understory trees a minimum of six feet in height above ground level at the time of planting shall be allowed as an alternative to the minimum 1.5 inch caliper requirement provided equal or better performance is achieved.

C. Shrubs shall be a minimum size of 3 gallons at the time of planting and have a minimum mature height of 36 inches above grade.

D. Grasses shall be a minimum size of 3 gallons at the time of planting and have a minimum mature height of 36 inches above grade.

E. In cases where an aggregate caliper inch (ACI) requirement is utilized to derive a required amount of landscaping, and the ACI figure includes a fraction, the fraction shall be dropped.

F. The minimum caliper of the tree trunk is measured six inches above the ground for trees up to and including four inches in diameter, 12 inches above the ground for trees greater than four inches and up to ten inches in diameter, and at breast height (4½ feet) for trees ten inches or greater in diameter.

G. All landscape plant materials shall be of high-quality nursery grade and conform to the latest version of the American Standard of Nursery Stock (ANSI Z60.1, as amended).

H. The use of native, drought tolerant plant material is encouraged to reduce dependency on irrigation.

I. All planting materials and specifications shall correspond to the approved planting guidelines listed in the Administrative Manual, unless alternative materials or specifications are proposed as part of an Alternative Landscape Plan.

3.4.2. Species Diversity

To curtail the spread of disease or insect infestation in a plant species, new plantings shall comply with the following standards:

A. When fewer than 20 trees are required to be planted on a site, at least two different species shall be utilized, in roughly equal proportions.

B. When more than 20 but fewer than 20 trees are required to be planted on a site, at least three different species shall be utilized, in roughly equal proportions.

C. When 40 or more species are required to be planted on a site, at least four different species shall be utilized, in roughly equal proportions.

D. Nothing in this subsection shall be construed so as to prevent the utilization of a larger number of different species than specified above.

3.4.3. Installation

A. Required landscaping shall be installed in accordance with planting procedures established by the North Carolina Cooperative Extension. Additional information is available at: http://www.ces.ncsu.edu/depts/hort/consumer/factsheets/trees-new/text/planting.html

B. All landscape planting areas shall be stabilized and maintained with ground covers, mulches, or other approved materials to prevent soil erosion and allow rainwater infiltration.

3.4.4. Berms

All berms shall comply with the following standards:

A. No berm shall be located within ten feet on any lot line.

B. The slope of all berms shall not exceed a two-to-one (2:1) ratio (horizontal to vertical), shall have a top width at least one-half the berm height, and a maximum height of eight feet above the toe of the berm.

C. All berms, regardless of size, shall be stabilized with a ground cover or other suitable vegetation.

D. Berms proposed to be placed along street right-of-way shall be design and constructed to provide adequate sight distances at intersections and along the street.

E. Berms shall not damage the roots of existing healthy vegetation designated to be preserved.

3.4.5. Limitations on Landscaping Placement

A. Within Easements

(1) Nothing except groundcover shall be planted or installed within any underground or overhead easement without the prior written consent of the owner.

(2) Where required landscape plant material is damaged or removed due to utility activity within an easement, the landowner shall be responsible for replanting all damaged or removed vegetation necessary to ensure required landscaping meets the standards of the Currituck County Unified Development Ordinance.

B. Near Functional Fire Protection

Nothing except groundcover shall be planted or installed within three feet of a fire protection system without the prior written consent of the county. Under no circumstances shall plantings violate the current adopted version of the North Carolina Fire Code.

C. Near Underground Meter

Nothing except groundcover shall be planted or installed within three feet of an underground meter without prior written consent of the utility provider or the county.

D. Beneath Overhead Utilities

Canopy trees shall not be planted beneath overhead utilities. Understory trees may be planted beneath overhead utilities with prior consent from the easement holder, or as provided for by the applicable easement agreement.

3.4.6. Recommended Plantings

The following plats are recommended for use in Currituck County.

TABLE 3.4.6: RECOMMENDED PLANTINGS

Common Name/ Scientific Name	Height/Spread	Growth Rate	Site Requirements
CANOPY TREES			
American Beech/ Fagus grandifolia	50-80'/40-60'	Slow	Sun to partial shade; moist, well drained soil
Bald cypress/ Taxodium distichum [2]	50-100'/20-30'	Moderate	Sun; grows in variety of soils (wet, dry, compacted)
Deodar Cedar/ Cedrus deodara [e]	40-70'/30-40'	Moderate	Sun to partial shade; well drained, some what dry site
Eastern Red Cedar/	30-40'/10-20'	-	Sun; prefers well drained soil but

Juniperus virginiana [e]			tolerates a wide range of soil types
Ginkgo (Maidenhair)/ Ginkgo biloba [2]	40-70'/20-40'	Slow	Sun; range of soil types except wet soil
Honeylocust/ Gleditsia triacanthos [2]	50-75'/25-40'	Rapid	Sun; range of soil types
Japanese Cedar/ Cryptomeria japonica [e]	50-60'/	Moderate	Sun to light, high shade; rich, deep, well-drained soil but will thrive in a range of soil types
Laurel oak/ Quercus hemisphaerica [e]	40-60'/30-40'	Moderate to rapid	Sun to partial shade; well drained soil
Live oak/ Quercus virginiana [e][1]	30-50'/50-80'	Slow to moderate	Sun; range of soil types; tolerates moist and compacted clay soil
London planetree/ Platnus x acerifolia	70-100'/65-80'	Moderate	Sun to light shade; wide range of soil types
Norway Maple/ Acer platanoides	40-50'/30-45'	Moderate	Sun; range of soil types (sand, clay)
Red maple/ Acer rubrum [2]	40-50'/25-45'	Moderate to rapid	Sun to shade; range of soil types
Red oak/ Quercus rubra	60-75'/60-75'	Rapid	Sun; well drained soil; tolerates drought
River Birch/ Betula nigra [2]	40-70'/40-60'	Moderate to rapid	Sun to partial shade; moist, well drained soil.
Scarlet oak/ Quercus coccinea	50-80'/40-50'	Rapid	Sun; tolerates dry, sandy soil
Southern Magnolia/ Magnolia grandiflora [e][2]	40-80'/30-40'	Slow to moderate	Sun to partial shade; well drained soil; tolerates high moisture
Sugarberry/ Celtis laevigata	60-80'/60-80'	Moderate to Rapid	Sun; range of soil types including dry, damp to wet soil
Sycamore/ Platanus occidentalis	70-100'/60-80'	Medium to rapid	Sun to partial shade; prefers moist, well drained soil
Sweet gum/ Liquidambar styraciflua [2]	60-100'/50-75'	Moderate to rapid	Sun to partial shade; dry to moist soil
Willow oak/ Quercus phellos [2]	60-80'/30-40'	Moderate to rapid	Sun; prefers moist well drained soil
UNDERSTORY TREES			
American holly/ Ilex opaca [e][2]	15-30'/10-20'	Slow	Sun to partial shade; moist well drained soil; avoid dry/windy sites
Black haw/ Viburnum prunifolium	12-15'/8-12'	Moderate	Sun to partial shade; moist well drained soil; does well in dry sites
Carolina cherry laurel/ Prunus caroliniana [e][2]	20-40'/15-20'	Rapid	Sun to partial shade; moist well drained soil
Chickasaw plum/ Prunus angustifolia	15-25'/15-25'	Rapid	Sun; range of soil types
Chinquapin/ Castanea pumila	20-25'/6-20'	Moderate	Sun to light shade; range of soil types; prefers moist well drained soil
Crape myrtle/ Lagerstroemia indica [2]	15-30'/6-15'	Rapid	Sun; moist, well drained soil
Devilwood/ Osmanthus americanus [e][2]	15-25'	-	Sun to partial shade; range of soil conditions
Eastern redbud/ Cercis Canadensis [2]	20-30'/25-35'	Moderate	Sun to partial shade; prefers moist well drained soil
Flowering Dogwood/ Cornus florida	15-30'/15-20'	Slow to moderate	Partial shade; moist well drained soil
Fringe tree/ Chionanthus virginicus [2]	12-20'/12-20'	Slow to moderate	Sun to partial shade; prefers moist well drained soil
Goldenrain tree/ Koelreuteria paniculata [2]	20-40'/15-35'	Moderate to rapid	Sun; range of soil types
Loquat/ Eriobotrya japonica [e]	10-25'/8-10'	-	Sun to partial shade; moist, well-drained soil

Purple leaf plum/ Prunus cerasifera	15-25'/15-20'	Moderate to rapid	Sun; moist well drained soil
Redbay/ Persea borbonia [e]	15-40'/10-20'	Moderate	Sun to partial shade; range of soil types (moist, dry)
Shadbush serviceberry/ Amelanchier canadensis	6-15'/15-20'	Moderate	Sun to partial shade; moist well drained soil; tolerates dry soil
Sourwood/ Oxydendrum arboretum	20-30'/10-15'	Slow	Sun to partial shade; well drained soil but does well in dry soil
Sweetbay mangolia/ Magnolia virginiana [e]	10-60'/10-20'	Moderate to Rapid	Sun to partial shade; moist to wet soil
Washington hawthorn/ Crataegus phaenopyrum [2]	25-30'/20-25'	Rapid when young	Sun; range of soil types
Witchhazel/ Hamamelis virginiana	15-30'/15-25'	Slow to moderate	Sun to partial shade; moist well drained soil
Yaupon Holly/ Ilex vomitoria [e][1][2]	15-20'/10-20'	Moderate to rapid	Sun to partial shade; tolerates a range of soil types
SHRUBS			
Burford holly/ Ilex cornuta [e][2]	8-20'/5-10'	Moderate	Sun to light shade; range of soil types
Dwarf (coastal) azalea/ Rhododendron atlanticum	3-6'/3-6'	Slow to moderate	Sun to partial shade; uniformly moist well drained soil
Dwarf horned holly/ Ilex cornuta rotunda [e]	3-4'/3-4'	Slow	Sun to partial shade; tolerates a range of soil types
Dwarf yaupon holly/ Ilex vomitoria nana [e][1][2]	3-5'/3-6'	Moderate to rapid	Sun to partial shade; range of soil conditions
Glossy abelia/ Abelia x grandiflora [e][2]	3-6'/3-6'	Moderate to rapid	Sun to partial shade; moist well drained soil; tolerates dry soil
Hollywood Juniper/ Juniperus Chinensis 'Torulosa' [e][2]	10-15'/6-10'	Moderate to Rapid	Sun to partial shade; range of soil types, well drained
Indian hawthorn/ Rhaphiolepis indica [e][1]	3-5'/3-6'	Slow	Sun to partial shade; prefers moist well drained soil
Inkberry/ Ilex glabra [e][2]	6-8'/6-10'	Slow to moderate	Sun to partial shade; prefers moist acidic soil
Japanese holly/ Ilex crenata [e][2]	4-10'/3-5'	Slow to moderate	Sun to partial shade; prefers moist well drained soil, acidic soil
Japanese pittosporum/ Pittosporum tobira [e][1][2]	8-12'/4-8'	Slow to moderate	Sun to shade; well drained soil
Japanese Yew/ Taxus cuspidate [e][2]	4-6'/5-7'	Slow	Sun to shade; prefers well drained sandy soil
Laurel/ Lauris noblis [e]	10-12'/8'10'	-	Sun to partial shade; moist soil
Nellie R. Stevens Holly/ Ilex x 'Nellie R Stevens' [e][2]	30-40'/10-15'	Rapid	Sun to partial shade; prefers well drained soil but tolerates a range of soil types (heavy clay, damp); best to avoid wet sites
Rugosa rose/ Rosa rugosa [1][2]	4-6'/4-6'	Rapid	Sun; prefers well drained soil enriched with organic matter
Southern waxmyrtle/ Myrica cerifera [e][1][2]	10-15'/8-10'	Rapid	Sun to partial shade; range of soil types
Viburnum Tinus/ Laurustinus viburnum [e][1][2]	6-12'/6-10'	-	Sun to partial shade; prefers moist, well-drained soil
Warty barberry/ Berberis verruculosa [e][2]	3-6'/3-4'	Slow	Sun to partial shade; tolerates range of soil types
Waxleaf privet/ Ligustrum lucidum [e][1][2]	15-20'/8-15'	Rapid	Sun to partial shade; range of soil conditions (except constantly wet)
Wintergreen barberry/ Berberis julianae [e][2]	4-6'/6-8'	Slow	Sun to partial shade; range of soil types
Yeddo hawthorn/	4-6'/4-6'	Slow	Sun to shade; prefers moist well

Rhaph. umbellate [e][1][2]			drained soil; not deer resistant
GRASSES			
Indian grass/ Sorphaatum nutans	5-7'	-	Sun; tolerates a range of soil conditions
Maiden Grass/ Miscanthus sinensis [2]	6-8'	-	Sun to light shade; grows in a variety of soil types but prefers well drained soil; drought tolerant
Muhly grass/ Muhlenbergia capillaris [2]	3'	-	Sun to light shade; well drained soil does well in hot dry sandy sites; very drought tolerant
Pampas grass/ Cortaderia selloana	6-10'	-	Tolerates a variety of soils; prefers moist well drained soil
Switch grass/ Panicum virgatum	4-6'	-	Sun to partial shade; tolerant of moist or dry soil

NOTES:
[e] Evergreen
[1] Recommended for planting on the Outer Banks
[2] Drought tolerant

3.5. STAFF REVIEW CHECKLISTS

The following checklists are used by staff to determine if development applications meet the standards of the Unified Development Ordinance. Applicants are not required to complete a staff review checklist, but may reference them to ensure compliance with the applicable standards. Please note, the checklists do not list all the standards and requirements of the UDO.

Major Subdivision (Section 3.5.1)

Minor Subdivision (Section 3.5.2)

Site Plan (Section 3.5.3)

Residential Inspection (Section 3.5.4)

3.5.1. Major Subdivision

Currituck County Planning and Community Development
Major Subdivision Staff Review Checklist

General Information	
Subdivision Name:_____	
PIN:_____	Type of Subdivision: Type I/Type II
Type of Plat: Preliminary/Pre-Construction/Final	Amended Plat? Yes/No
Type of Development: Traditional/Conservation	Delinquent Taxes? Yes/No

All Plats	
Township, County, State	
Design Professional (engineer, land surveyor, architect, planner, and/or landscape architect) firm and license information	
Vicinity map	
North arrow	
Max scale 1"=100'	
Property boundaries	
Ownership of adjacent properties	
Total site acreage	
Total number of lots	
Total lot area	
Flood map panel, zone, and Base Flood Elevation (FIS) verified and delineated	
Actual location of AEC (Maritime Forest, CAMA, wetlands) delineated	
Existing streets and ROWs shown including Route # and names	
Existing features shown, including utilities (wells, culverts, utility lines, fire hydrants), showing actual locations	
Proposed street names shown as approved by GIS	
Driveways (5.6.7)	
Ingress/egress from major arterial, asphalt or concrete 15' from edge of pavement	
Corner lots shall provide access from street w/ less traffic	
Restricted access street standards	
Community Form Standards (RC/SFR/Conservation Subdivision/Minor Subdivisions exempt)	
Internal street connectivity index score detail (5.6.4) (Illustrated on Preliminary Plat only)	
External street connectivity (5.6.5)	
Development entry points (5.6.6)	
Sidewalks and pedestrian circulation (5.6.10)	
Sustainable development incentive detail, if applicable (5.13)	
20+ lots, abuts public trust water, provides water access (20,000 sf/100'wide) (6.1.3)	
20+ lots, average lot size less than 20,000 sf, must provide recreational equipment storage @ two 20' x 40' spaces for every 20 lots or dwelling units (6.1.3)	
No restriction of public access areas historically enjoyed by the people of Currituck County (6.1.3)	
Provide direct access to improved street that meets NCDOT standards OR one that has been accepted by NCDOT (6.2.1)	
Streets designed to NCDOT standards including pavement cross-section (6.2.1)	
Street Intersections (6.2.1)	
Intersect as nearly as possible at right angles and not intersect another street at less than 70 degrees	
No more than two streets shall intersection at any one point unless NCDOT certifies	
On major arterial, intersections at least 1000' apart	
Not major arterial, intersections at least 400' apart	
Street jogs at least 400' apart	
Deceleration lane for non-residential or 40+ residential lots on major arterial street OR left turn lane on Tulls Creek Road or Poplar Branch Road OR deceleration lane per street front for >60 trips per peak hour (6.2.1)	

Major Subdivision Staff Review Checklist
Page 1 of 6

Cul-de-sac not less than 150' in length AND must terminate in 'hammer-head' with 120' width; 'Y' turnaround with 60' width; OR cul-de-sac with 96' width (6.2.1)	
Blocks (SFO, MXR, GB, CC, VC)- 200' min; 1000' max (6.2.2)	
All utilities shall be underground (6.2.3)	
Utility easements shown (6.2.3)	
Reserve utility open space, 20+ lots (6.2.3)	
Schedule and summary of open space recreational improvements (playgrounds, recreation fields, trail system, etc.) and open space table including open space required; open space provided; upland open space required; upland open space provided (6.4.4 and 7.1.3) (Minimum: Residential districts = 30%; Mixed Use 20% of which 35% must be active recreation)	
Recreation and Park Area Dedication (6.5) (single parcel – even if phases; ½ can be water; reasonable location; access to all lots via street)	
Upland = .0255 acres per dwelling	
Water feature = .0275 acres per dwelling unit (max 50%)	
OR Payment-in-lieu (6.5.4)	
Adequate public facilities (6.6)	
No more than 24" of fill for septic system (7.3.3)	
SFR – FLNSV or dune line shown (7.4.6)	
Riparian Buffers (7.6)	
Wetlands or land regularly underwater shall not be included in determining minimum lot area (10.3.3)	
404 Wetlands maximum 50% of minimum lot area (10.3.3)	
5' non-access easement on most travelled street for double frontage lots (10.3.3)	
Sight triangles (70' x 10') (10.3.4)	

Preliminary Plat	
Compatible with Land Use Plan	
Contour intervals of 1'	
Soils map with type	
Proposed utilities shown (wells, culverts, utility lines, fire hydrants)	
Building setback lines shown	
Zoning of subject property and adjacent properties	
Proposed location of areas to be dedicated for public/private use	
Proposed location of areas to be used for non-residential and multi-family purposes	
Letter of commitment from central water and sewer service providers	
SUITABLE ARHS site evaluations for each lot OR sewer availability letter for existing wastewater	
Proposed grading and drainage plan, including property line swales, ditch grades and slopes, driveway culvert elevations, and run-off calculations	
Landscape plan, including street trees (6.2.1), major arterial screening (5.2.8), farmland compatibility (5.11.5), and heritage tree inventory and protection plan (7.2.3)	
US Army Corp of Engineers verification letter/map	
SUP criteria met (2.4.7)	
Proposed road, stormwater infrastructure, and utility construction drawings (2.4.8)	
Proposed street grade, design data for street corners and curves, plan and profile for streets and water/sewer lines (6.2.1)	

Major Subdivision Staff Review Checklist
Page 2 of 6

Construction Drawings	
NCDENR approved Soil Erosion and Sedimentation Control plan and permit	
NCDENR approved Stormwater permit, including application, plan, narrative, and calculations	
NCDENR Waterline extension permit	
NCDENR wastewater plan construction permit	
NCDENR wastewater line extension permit	
NCDOT Driveway permit and encroachment agreement issued for new roads	
CAMA major permit	
US Army Corps of Engineers permit for 404 fill	
Minimum building pad and finished floor elevations, datum shown (FFE 18" above 10 yr storm or BFE)	
Proposed location of areas to be dedicated for public/private use	
Proposed location of areas to be used for non-residential and multi-family purposes	
Proposed property line swales, ditch grades, and slopes, sufficient to determine driveway culvert (2.4.8)	
Proposed road, stormwater infrastructure, and utility construction drawings (2.4.8)	
Location and type of signs – site identification, street name, directional (6.2.1)	
Landscape plan, including street trees (6.2.1), major arterial screening (5.2.8), farmland compatibility (5.11.5), and heritage tree inventory and protection plan (7.2.3)	
Proposed fire hydrant construction details	
Actual location and area of land to be dedicated for public/private use	
Actual location of areas to be used for non-residential and multi-family purposes	
Street light plan and detail, if proposed. (5.4.5)	
Proposed street grade, design data for street corners and curves, plan and profile for streets and water/sewer lines (6.2.1)	

Final Plat	
Control corner and monument (G.S.)	
Minimum building pad and finished floor elevations (FFE 18" above 10 yr storm or BFE)	
NCDENR Waterline acceptance certification	
NCDENR Wastewater system completion certification and permit to authorize wastewater flows if dry-line construction permit was previously issued	
NCDOT pavement certification with asphalt test data	
Fire chief/fire marshal certification for dry hydrant installation	
Drainage system as-builts, including property line swales, ditch grades and slopes, and driveway culvert data	
Conservation easement documents submitted and recorded, if applicable	
Buffers (farmland, riparian)	
Location and area of land to be dedicated for public/private use and provisions concerning their future ownership and maintenance	
Location of areas to be used for non-residential and multi-family purposes	
Street address for each lot as approved by GIS	
As-builts for road, stormwater infrastructure, and utilities (water, sewer, stormwater, telephone, electric, fire hydrant, lighting, cable TV) (2.4.8)	
Landscaping as-built, including street trees and major arterial screening (5.2.8) and farmland compatibility buffers (5.11.5)	
Lighting plan as built, if installed (5.4.5)	
External street connectivity signage, final plat notes, turn-arounds (5.6.5)	
Phasing plan (6.1.3)	
Homeowners' Association documents and Restrictive Covenants (6.1.4) (Make sure they address requirements of NCDWQ stormwater permit)	
HOA Reserve Fund established (6.1.4) and affidavit received (Admin Manual)	
Water/sewer district established (6.2.3)	
Location of fire protection ponds	
Street trees installed or bonded @ 115% (6.4.1)	

Major Subdivision Staff Review Checklist
Page 3 of 6

Performance bond for incomplete infrastructure improvements @115% (6.4.1)	
Notification to contact USPS regarding mail service	
Conservation subdivision: lot area, lot width, setbacks, and lot coverage (6.4.4)	
Approval Certificate	
Environmental Concern Certificate	
Ownership and Dedication Certificate	
Private Street Owner Certificate	
Public Streets Division of Highway District Engineer Certificate	
Review Officer Certificate	
Required Improvements Engineer Certificate	
Public Dedication of Recreation and Park Area	
Survey and Accuracy Certificate	
Adjacent Active Farmland Statement	
Airport Overlay District Statement	
Easement Establishment Statement	
Floodway/Floodplain Statement	
Interconnectivity Statement	
Public Dedication of Recreation and Park Area	
SFR Zoning District and Road Statement	
Stormwater Statement	
Wetlands Statement	

Conservation Subdivision [AG (mandatory) and SFM (optional)] (Additional requirements prior to submittal of preliminary plat)	
Site analysis map (6.4.3)	
Site inspection (6.4.3)	
Conservation and development areas map (6.4.3, 6.4.5)	
Conservation and development plan (6.4.3)	
Minimum project size, 6 ac min (6.4.4)	
Required conservation area (AG 50%; SFM 40%) (6.4.4)	
Maximum density (AG: 50% o/s = .4 du/a; 60% o/s = .5 du/a; 70% o/s = 66% o/s) (SFM: Full Service = 2 du/a; Limited Service = 1 du/a) (6.4.4)	
Lot Coverage (60% max) (6.4.4)	
Farmland compatibility (6.4.4)	
Screening from major arterials (6.4.4)	

Zone	Max Density	Min Lot Area	Open Space %	Min Lot Width, Interior Lot (min 35' st frnt)	Min Lot Width, Corner	Max Lot Depth	Min Front Setback	Corner Side Setback	Major Arterial Street Setback	Side Setback	Rear Setback	Ag Setback	Riparian Buffer
RC	None	40,000	30 or mixed use w/ du 20	None	None	None	50	50	50	15	35	50	50
AG													
TD	None	3	30 or mixed use w/ du 20	125	135	4:1	20	20	50	10	25	None	50
CS	50% OS=.4 60% OS=.5 70% OS= .5	None	30 or mixed use w/ du 20	None	None	None	None	None	50	None	None	50	50
SFM													
TD	None	40,000	30 or mixed use w/ du 20	125	135	4:1	20	20	50	10	25	50	50
CS	R/CA=.33 LSA=1.0 FSA=2.0	None	30 or mixed use w/ du 20	None	None	None	None	None	50	None	None	50	50
SFO	None	20,000	30 or mixed use w/ du 20	100	110	4:1	20	20	50	10	25	50	50
SFR	None	120,000	30 or mixed use w/ du 20	125	125	4:1	20	20	None	10	25	None	50
SFI	None	130,000	30 or mixed use w/ du 20	125	135	4:1	20	20	50	15	25	50	50
MXR													
SFD	FSA=2.0 LSA=1.0	20,000	30	100	100	None	20	20	None	10	25	50	50
OR	FSA=3.0 LSA=2.0	10,000	30	200	200	None	50	50	None	30	30	50	50
NR	FSA=2.0 LSA=1.0	20,000	10	200	200	None	20	20	None	30	30	50	50

Major Subdivision Staff Review Checklist
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Zone	Max Density	Min Lot Area	Open Space %	Min Lot Width, Interior Lot (min 35' st font)	Min Lot Width, Corner	Max Lot Depth	Min Front Setback	Corner Side Setback	Major Arterial Street Setback	Side Setback	Rear Setback	Ag Setback	Riparian Buffer
GB	None	40,000	None	125	125	4:1	20	20	FSA=30 Not FSA=100	15	25	50	50
LB	None	40,000	None	125	125	4:1	20	20	FSA=30 Not FSA=100	15	25	50	50
CC	3	5,000	None	35	None	4:1	None, Max 20	None	30	3; 6 if zoning boundary line	10; 20 if zoning boundar y line	50	50
VC	3	5,000	None	35	None	4:1	None, Max 20	None	30	3; 6 if zoning boundary line	10; 20 if zoning boundar y line	50	50
LI	None	60,000	None	125	135	4:1	20	20	50	15; 30 if abutting residential district	25; 50 if abutting residenti al district	50	50
HI	None	80,000	None	125	135	4:1	20	20	50	15; 30 if abutting residential district	25; 50 if abutting residenti al district	50	50

3.5.2. Minor Subdivision

Currituck County Planning and Community Development
Minor Subdivision Staff Review Checklist

General Information

Subdivision Name:_____

PIN:_____ Delinquent Taxes? Yes/No_____

Type of Subdivision: Conventional/Private Accessway/Family

Total number of splits since April 2, 1989:_____ Splits Past 10 Years(Family)_____

Comments Received from Soil & Water? Yes/No_____

Reviewed by:_____ Date:_____

Plat	
Owner's name shown properly in Title Block	
Township, County, State	
Surveyor's/Engineer's firm and license information	
Vicinity map	
North arrow	
Max scale 1"=100'	
Property Boundaries	
Ownership of adjacent properties	
Zoning of subject property and adjacent properties	
Total site acreage	
Total number of lots	
Total lot area	
Flood map panel, zone, and Base Flood Elevation (FIS) verified and delineated	
Actual location of AEC (Maritime Forest, CAMA, wetlands) shown	
Existing streets and ROWs shown including Route # and names	
Existing features shown, including structures and utilities (wells, water lines, culverts, septic lines, power lines, fire hydrants, etc.)	
Street name and address for each lot as approved by GIS (for lots less than one acre)	
SUITABLE ARHS site evaluations for each lot OR sewer availability letter for existing central wastewater (if no septic statement)	
Control corner and monument (G.S.) (if creating new right-of-way)	
No more than five lots since April 2, 1989 OR No more than five lots in past 10 years for Family Sub (2.4.8)	
Lots front on an existing NCDOT maintained street or a private access street (2.4.8.C.2)	
No public ROW dedication (2.4.8.C.2)	
No private street or private access serving more than two lots, except family subdivision (2.4.8.C.2)	
Family Subdivision (2.4.8.D.2)	
Lot conveyed to family member within two degrees of kinship	
No more than one lot per family member (regardless of number of parent tracts) indefinitely	
No more than one lot per year (except Family)	
Ingress and egress to a lot shall not be from a major arterial	
Private accessway created shall not serve more than five lots	
Minimum lot size 40,000 sf unless SRF (120,000) (Chapter 3)	
Minimum lot width 125' OR 135' for corner lot (Chapter 3)	
Lot Width/Depth Ratio 4:1 all zoning districts; 7:1 beach front lots in SFR (Chapter 3)	

Driveways (5.6.7)	
Ingress/egress from major arterial, asphalt or concrete 15' from edge of pavement	
Corner lots shall provide access from street w/ less traffic	
Restricted access street standards	
No restriction of public access areas historically enjoyed by the people of Currituck County (6.1.3)	
Streets (6.2.1)	
20' ROW	
16' wide street with 3" of compacted gravel	
2' wide shoulders with 1" of compacted gravel	
Show private access street cross-section on plat	
Street Intersections (6.2.1)	
Intersect as nearly as possible at right angles and not intersect another street at less than 70 degrees	
No more than two streets shall intersection at any one point unless NCDOT certifies	
On major arterial, intersections at least 1000' apart	
Not major arterial, intersections at least 400' apart	
Street jogs at least 400' apart	
Cul-de-sac not less than 150' in length AND must terminate in 'hammer-head' with 120' width; 'Y' turnaround with 60' width; OR cul-de-sac with 96' width (6.2.1)	
Location of street and stop signs (6.2.1)	
All utilities shall be underground (6.2.3)	
No more than 24" of fill for septic system (7.3.3)	
SFR – FLNSV or dune line shown (7.4.6)	
Wetlands or land regularly underwater shall not be included in determining minimum lot area (10.3.3)	
404 Wetlands maximum 50% of minimum lot area (10.3.3)	
5' non-access easement on most travelled street for double frontage lots (10.3.3)	
Sight triangles (70' x 10') (10.3.4)	
Approval Certificate (Conventional, Private Access, or Family)	
Attestation for Family Subdivision Certificate	
Ownership, Dedication, and Drainage Certificate	
Review Officer Certificate	
Survey and Accuracy Certificate	
Airport Overlay Statement	
Easement Establishment Statement	
Floodway/Floodplain Statement	
Private Access Disclosure Statement	
Property Adjacent to Active Farmland Statement	
Septic Statement	
Wetland Statement	

After Approval	**DATE**
Street Name form completed and forwarded to Harry	
PAW installed and approved by County Engineer	
PAW street sign/stop sign ordered/installed	
Full size plat to Harry/Lucy	
Reduced plat to School/Water Department	

Minor Subdivision Staff Review Checklist
Page 2 of 2
Revised 3/27/14

3.5.3. Site Plan

Currituck County Planning and Community Development
Site Plan Review Checklist

General Information

Address: _____ PIN: _____
Proposed Use: _____ Review Process/Required Permit: _____ Section: _____
Real Estate Taxes: _____ Flood Zone: _____ Case #: _____ Lot of Record: _____
Comments:

Zoning Districts – Chapter 3

Zoning District (3.3): _____ Zero Lot Line Development (3.2.2): _____

	Required	Proposed
Max FAR %		
Max Lot Coverage %		
Max Building Height		
Min Spacing Between Buildings		
Setbacks: Agricultural		
Setbacks: Fill		
Setbacks: Wetland/Riparian Water		

	Required	Proposed
Setbacks: Front		
Setbacks: Side		
Setbacks: Side Corner		
Setbacks: Rear		
Setbacks: Arterial Street FS or NonFS		
Setbacks: Accessory Use		
Setbacks: Driveway/Parking		

Check notes underneath Dimensional Standards Table: _____ Overlay Zoning District: _____
Comments:

Use Standards – Chapter 4

Use Specific Standards Section: _____ Accessory Use Standards Section: _____ Temp Use Standards Section: _____
Comments:

Development Standards – Chapter 5 - Parking

Section 5.1.3 1 space per: _____ Stacked Spaces (5.1.3.C): _____ Min Number: _____

	Required	Proposed
Min Number of Spaces		
Max Number of Spaces[1]		
Min Dimension – Parallel	10 x 22	x
Perpendicular/Angled	10 x 18	x
Min Aisle Width (5.1.5)		
Loading Space(5.1.8) 7,500 sf	12 x 30	x

Surfacing (5.1.4.A.4): _____
Cross Access (5.1.4.A.7): _____
Curbs and Motor Vehicle Stops (5.1.4.A.11): _____
Bicycle Parking[2] (5.1.7): _____ Min Number: _____

[1]5.1.3.C – Comm/Industrial 5,000 sf = 125%, Alt plan =175%
[2]30+ DU AND Comm 5,000 sf or Comm 30,000 sf - FS
*Alternative Parking Plan (5.1.6) ____
Comments:

Development Standards – Chapter 5 - Landscaping

Site Landscaping (5.2.4)	Required	Proposed
Canopy - _____ per acre		
Street façade – 1 shrub per 5'		
Vehicular Use Area[1] (5.2.5)		
Shrubs or grasses spacing – 5'		
- Vacant Land 8'		
- Shading (5.2.5.D) Canopy tree within 60' of all parking: _____		
Streetscape (5.2.8) Fronts or within 1,000' of major arterial		
__ ACI of Canopy per 100'		
__ ACI of Understory per 100'		
__ Shrubs per 100'		

Landscape Buffer (5.2.6) Type: _____ Option: _____

	Required	Proposed
__ ACI of Canopy per 100'		
__ ACI of Understory per 100'		
__ Shrubs per 100'		
Fence/Berm		

Screening (5.2.7): _____
Method: _____
[1]Min Width 5'; Not required between parking lots
*Alternative Landscape Plan? (5.2.9) ____
Comments:

Notes

Nonresidential Site Plan Review Checklist
Page 1 of 2

Currituck County Planning and Community Development
Site Plan Review Checklist

Development Standards – Chapter 5 – Fences, Lighting, and Refuse Collection

Fences and Walls (5.3) _____ Height Standards (4)_____
Exemption for Security Plan (5)_____
Abutting Major Arterial (6) _____ Offsets every 100'_____
Materials_____ Good side_____ Uniformed Style _____
Refuse Collection (5.5)____ 20' from SFD lot (3.A)_____
Not between principle structure and street (3.A)_____
6" concrete pad (3.B) _____
Comments:

Lighting (5.4)_____ Full Cut-Off (6.B) _____
Max Height 25' (6.C) _____

Max Footcandles (6.D)	Required	Proposed
Property line		
On site	30	

Specific Uses and Features (7)
Awnings_____ Beachfront Lots_____ Canopies_____
Sports & Performance Venues_____ Wall Pack_____
Exemption for Security Plan (5.4.9)_____

Development Standards – Chapter 5 – Community Form Standards

External/Internal Street Connectivity (5.6.4&5)_____

(5.6.6 – 5.6.7)	Required	Proposed
Min Development Entry Points		
Driveway width Min - Max		
Driveways on Restricted Access Street (7.E) Frontage_____		
Max Driveways		
Min Separation – MPH_____		

15' Driveway Apron –asphalt or 6" concrete (7.A)_____
Driveway 20' into lot before parking spaces/drives (7.B)_____
Driveway Spacing 100' _____ Alignment – opposing lot _____
Primary Drive Aisle (200+ parking) (5.6.8) _____
- Max 38'____No Parallel parking w/l 60' primary entrance___
- With sidewalks and street trees _____
Pedestrian Pathways (200+ parking) (5.6.9) _____
Sidewalks (5.6.10) _____ Configuration (10.B) _____
Comments:

Development Standards – Chapter 5 – Design Standards *See Design Standards Checklist

Nonresidential Standards (5.8.3) – Industrial and Shopping Centers Exempt _____ *Metal siding prohibited major arterial ____
Large Retail Standards (5.8.4) – Single tenant 30,000 sf w/ 60% retail _____
Shopping Center Design Standards (5.9.3) – Commercial in one or more buildings 5,000+ sf with four or more units. _____

Development Standards – Chapter 5 – Community (5.10) and Farmland (5.11) Compatibility Standards

(5.10.2) – For Commercial, Industrial, Mixed-use and Multi-family located adjacent or across local street from SFD _____

(5.10.3) – Design Standards

Parking not exceeded min required (A.1.A) _____
Location of parking in preferred location (A.1.B)_____
Parking structure facades by SFD = solid building wall (A.1.C)__
Parking adjacent SFD screened w/ TypeD buffer (A.1.D) _____
Loading and refuse areas screened from SFD (D.1) _____
Lighting max height 15' and screened from SFD (D.2) _____
Signage reduced within 50' and 20' of SFD lot line (D.3) _____
Required open space between development & SFD (D.4) _____

Multi-building w/ low intensity use adjacent SFD (B) _____
Similar roof type (slope, arrangement) to SFDs (C.1.A) _____
Facades 80'+ designed as storefronts < 50% width (C.1.B) ____
Compatible exterior colors (C.1.C) _____
Similar architectural features (C.1.D) _____
Exterior site features away from SFD (C.1.E) _____
Max height 35' within 100' of SFD lot line (C.2.A) _____
3+ storied building broken up into modules (C.2.B) _____

Farmland (5.11) – 10+ acres ____ 50' vegetated buffer (**5.A**) ____ 25' undisturbed (1)____ 15 caliper canopy per 100' (2)____
Staggered two rows (3) ____ Fence, berm, ditch (4) ____ OpenSpace (**5.B**) _____
Comments:

Development Standards – Chapter 5 – Sustainability Development Practices Incentives – (5.13)

(5.13.3) New development in MXR, planned developments, business, and mixed-use districts – residential density or height only MXR, CC, and VC _____ Type of Incentive _____ Required: Schedule A ____ Schedule B ____
Comments:

Chapter 7 Environmental Protection & Chapter 8 Nonconformities

(7.1) Open Space – MXR and mixed use developments _____ **(7.6) Riparian Buffers**(10+ acres) ____**(7.7)** Dune Protection___
(7.2) Tree Protection ____ - Heritage trees on site (3.A) _____ Tree inventory _____ Removal & Replacement _____
5% parking reduction to preserve trees (7.2.6.B) _____
(7.4) Flood Damage Prevention ____ Flood Zone _____ DFE _____ Flood Certificates (5) _____
(8) Nonconformities – Use (2) _____ Structures (3) _____ Lots of Record (4) _____ Sites (6) _____
Structure value _____ Cost of improvement _____ Percentage _____
Comments:

Nonresidential Site Plan Review Checklist
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3.5.4. Residential Inspection

Currituck County Planning and Community Development
Residential Inspection Review Checklist

General Information
Address: _____ PIN: _____
Proposed Construction: _____
Comments:

Required for all Inspections (on site)	
Permit Posted	
Approved plans and specifications for any engineered systems	
Portable toilet facilities	
Comments:	

Footing Inspection	
Footings are constructed to proper width and depth, and meet all other Code requirements. (Footing minimum is 8" thick by 24 wide with 2 #5 or 3 #4 rebar. 25" minimum overlap at splices and bent continuous around corners.)	
Footings do not bear on frozen soil.	
All loose soil, mud, or water is removed from the bottom of the footing.	
Footings are level or stepped if the ground slopes more than 1' in 10".	
Footings for masonry chimneys are a minimum of 12" thick and extend not less that 12" outside the chimney wall and project below frost line as required.	
Footings project beyond the face of the foundation wall at least 2", but not more than the thickness of the footing.	
Footings extend below frost line or 12" minimum.	
Debris, water, and/or ice removed from spaces to be occupied by concrete.	
Bulkheads, grade pegs, anchor bolts, dowel rods and reinforcing steel are in place as required. Anchor bolt spacing: • ____ ½" anchor bolts 2' max form corner and max 6' spacing thereafter • ____ 5/8" anchor bolt 2' max from corner and max 8' spacing thereafter • ____ 2 #4 dowels installed when required. • ____ Soil compaction test results provided for filled areas.	
Comments:	

Under Slab Inspection	
Termite treatment certificate.	
Footing depths to code minimum or to plan specifications.	
All reinforcement tied and in place.	
Anchor bolts tied in place.	
6 mil poly installed with 6" minimum overlaps.	
Perimeter insulation installed if required.	
Slab test already performed if plumbing to be in slab.	
Comments:	

Foundation/Block Inspection	
Crawl space vents incorporated into foundation walls are properly sized, spaced, and installed.	
Termite treatment verification is provided for inspector.	
Required hold-downs are in place per Code or engineered plans.	
Piers are installed as per approved plans or to Code minimums.	
Piers do not exceed maximum height allowed by Code.	
Piers at proper location on footer.	
Piers are constructed plumb.	
Head and bed joints to code. Footings are exposed.	
Exterior piers in pier curtain wall construction to be filled solid with 2 #4 dowels.	
Comments:	

Residential Inspection Checklist
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Currituck County Planning and Community Development
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Box Inspection (recommended)	
Piers line up to provide proper girder bearing points (middle third of pier). Watch for additional point loads. Girders to bear 3" on masonary.	
Check girder sizes per plans or to code.	
Salt treated wood where required.	
Joists to code or per plans.	
Double joist under all parallel walls.	
Double joists blocked full depth 4' on center for plumbing as needed.	
Provide layouts and specs for engineered wood products.	
All proper nailing requirements for joist to sill or girder connections.	
Bolt terminations as required.	
Foundation is backfilled and crawl space is raked smooth.	
2" x 1/8" thick square washers.	
Comments:	

Building Framing Inspection	
All sheathing installed and nailed off to code. Nails to be flush or max 1/8" penetration. Nails shall not be blown in.	
Wall nailing requirements = 6" on seams and 12" in the field and 3" stagger nail pattern at sill and double top plates.	
Purl blocks are nailed properly.	
The roof sheathing panel edges shall be blocked and nailed at the end two rafter or truss spaces. Exception: The panel edges need not be blocked where 2 x 4 diagonal braces are from the top of the endwall to the lateral bracing at the ceiling.	
Nails for attaching panel roof sheathing to intermediate supports shall be spaced 6" on center for minimum 48" distance from ridges, eaves and gable end walls; and 4" on center to gable end wall framing.	
8d deformed nails shall be used for attaching plywood and wood structural panel roof sheathing to framing within minimum 48" distance from gable end walls, if mean roof height is more than 25', up to 35' maximum.	
General nailing requirements not mentioned above are 6" on seams and 12" at intermediate supports.	
Overhang construction is complete. Max 12" developed length of ladder block system. Ladder blocks max 24" on center. If installing outlooker blocks greater than 12", they shall not exceed 24" in developed length and will require hurricane clip tie down. Twenty four inch max spacing of outlooker blocks.	
Required flashing installed.	
12" minimum sheathing overlap at all construction joints.	
Bolts terminated.	
Hurricane anchors installed.	
Comments:	

Rough-In Inspection	
Framing	
Framing complete.	
The penetrations at top and bottom plates, fire blocks, soffits, ceiling lines, etc., are sealed. Baffles or stops installed as needed.	
The fire blocking and drafstopping is complete.	
The nailing is per code and per plan.	
Tempered glazing is installed at all the required areas, such as tubs, showers, stairs, walkways, doors, and adjacent areas.	
The minimum ceiling height is 7'0".	
All attic accesses framed with required openings.	
Ceiling joists do not exceed allowable span, and are lapped 3" over wall or are blocked over wall.	
Floor or minimum 3'X 3' landing at top and bottom of stairways.	
6'8" minimum headroom at stairways measured vertically from the nose of the treads, landings, or platforms.	
All stairs are provided with illumination.	
Stair nosing ¾" – 1 ¼ " required when solid risers are installed.	
Open risers don't allow passage of 4" sphere.	
Radius of curvature at the leading edge of the tread is not over 9/16".	
The greatest nosing projection doesn't exceed the smallest by > 3/8."	
Stair riser maximum 8 ¼" treads minimum 9" when measured horizontally from the vertical plane of adjacent stair nosing.	

Residential Inspection Checklist
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Currituck County Planning and Community Development
Residential Inspection Review Checklist

Stair riser/tread maximum dimension doesn't exceed smallest by >3/8".	
The lumber grades and sizes are the same as shown on plans.	
All point loads continue to the foundation.	
Studs in exterior or bearing walls are not cut or notched more than 25% of the width.	
Studs in nonbearing partitions are not cut or notched more than 40% of the width.	
There are no holes with a diameter greater than 40% of the stud width. Holes up to 60% of the stud width may be bored in nonbearing studs and through two bearing studs when the studs are doubled.	
Egress windows in bedrooms. Fall protection as needed.	
Windows are installed per manufacturers instructions.	
Required chases are constructed and fire blocked.	
I-joists installed per manufacturer's specifications and installation. guidelines. Paperwork from manufacturer is on-site and available to the inspector.	
Notches on the ends of joists do not exceed ¼ the joist depth.	
Notches in solid lumber joists do not exceed 1/6 of the depth, are not longer than 1/3 of the depth of the member, and are not located in the middle 1/3 of the span.	
Ledger strips are nailed per code.	
Floor trusses are installed per plans and manufacturers instructions. Required engineering is provided on site.	
The rafters are framed opposite each other at the ridges.	
The minimum thickness of the ridge is 1" nominal width and not less in depth than the cut at rafter end.	
Notches on the ends of rafters don't exceed ¼ the nominal joist depth.	
Holes are not within 2" of the top or bottom of the rafter and the diameter is not greater than 1/3 the nominal depth.	
Purlins and struts are completed if required	
The valley and hip rafters are not less than 2" nominal width and not less in depth than cut end of rafters.	
Load paths from ridge to footing have been checked.	
Roof lintels for brick veneer are installed and flashed.	
Collar ties are installed where needed.	
Rafters do not exceed allowable spans.	
All valley, hip, and ridge connections are properly supported.	
All spliced rafters, valley rafters, and hip rafters are properly supported.	
Roof flanges for plumbing vents or other penetrations are installed.	
Proper attic ventilation is provided. Attic access is provided per Code requirements.	
The truss specifications are on site.	
The truss specifications have been stamped and signed by an engineer.	
The trusses are stamped by the manufacturer and show the appropriate information.	
The truss configuration meets the design drawings.	
The roofing material has not changed since the original design. If so, a revision may be required.	
Trusses have bearing as noted on truss specifications.	
The truss bracing has been completed per specifications.	
Uplift clips installed per design.	
Electrical	
Stapling is properly spaced, not too tight and/or stapled on edge.	
Romex is not damaged.	
Romex holes drilled 1-1/4" from face of stud.	
Vertical Romex stapled 1-1/4" from face of stud.	
Bundling of Romex.	
Amount of Romex sheath in box. Also check box fill.	
Connectors in all exhaust fans.	
Approved fan boxes are used for fan outlets.	
Recessed fixtures are thermally protected and IC rated in insulated ceiling areas and air tight rated.	
3-way switches on stairways with 6 or more risers.	
Outside receptacles, front and back, are at ground level.	
Light location for stairway to illuminate all stairs.	
Outlet installed for hallways more than 10'.	
Schedule 80 PVC to be used in all areas subject to physical damage and all services.	
Floor boxes are of approved type.	

Residential Inspection Checklist
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Currituck County Planning and Community Development
Residential Inspection Review Checklist

Metal boxes to have connectors and ground screws if NMC wiring is used.	
At least 6" of free conductor is left at each outlet, junction, and switch point.	
Two 20A GFCI protected circuits in kitchen.	
Outlets spaced 2', 4' maximum, and all 12" counter top spaces.	
Dishwasher has disconnecting means (no lockouts)	
Range has 4-wire feed.	
Outlets in bath adjacent to sink to be within 36".	
Washer on 20-amp circuit that does not leave the laundry room area.	
Dryer on 30-amp circuit with 4 conductors.	
Outlet in garage.	
Plastic bushing on wires #4 or larger.	
Light and switch for crawl space if required.	
Wiring from house to load side of meter.	
Correct size and type wire installed for main breaker and proper size for house.	
Ground rod installed flush to ground, proper size wire and clamp installed (2 required or 25 ohms or less).	
Bonding of gas pipe if required.	
Mechanical	
Duct to ground minimum 4" clearance.	
Duct in or under concrete, encased in a minimum of 2" of concrete.	
Joints are airtight.	
Joints, seams, and fittings, of ducts sealed with tape, mastic, or other approved means.	
Ducting (including enclosed stud bays or joist cavities used to transport air) installed outside the conditioned space have all seams and joints, both longitudinal and transverse, sealed.	
Flex duct support with 1 ½" strap every 4' or per manufacturer's specifications.	
Flex duct flame spread maximum 25 and smoke rating maximum 50.	
Metal duct minimum support every 10'.	
Condensate drain required to drain by gravity to an approved drain or condensate pump.	
Drain pipe minimum ¾" with 1/8"/ft. slope.	
Room containing appliances are provided with a door and an unobstructed passageway a minimum 36" wide and 80"high.	
Work space 30" deep to height of unit or minimum 30".	
Electrical receptacle required within 25'.	
Means of disconnect required within sight of appliance.	
Switch controlled lighting provided for servicing of equipment.	
A 22" x 30" Access opening to equipment in underfloor.	
A 22" x 36" passageway to the underfloor equipment, A 30"X 30" working space is provided.	
No more than 20' to underfloor equipment from access opening.	
Switch located at access entrance to underfloor equipment.	
A 22" x 30" access opening to equipment in attic.	
A 22" x 36" unobstructed passageway to attic equipment.	
Maximum 20' from access to attic equipment.	
Continuous solid floor from access door to equipment, minimum 24" wide.	
Minimum 30"deep platform in front of service side of equipment.	
Equipment which has a flame, generates a spark, or uses a glowing ignition source open to the space in which it is installed is elevated such that the source of ignition is at least 18" above the floor.	
Ducting through fire resistive walls 26 gauge with no openings to the garage.	
Bollard or wheel stop required if subject to mechanical damage.	
Clothes dryer exhaust ducts do not exceed allowable lengths and label duct length.	
No screws used to attach connector to duct.	
Duct connector 4" minimum or appliance outlet size.	
Clothes dryer ducting run independently of other ducted systems.	
Exterior termination is backdraft damper with no screens.	
Dryer vent terminates 12" minimum above finished grade.	
Test on gas lines.	
Air connector duct maximum 14 ft. for bath exhaust fans.	
Manuals D, J, and S on-site.	

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Duct testing report.	

Plumbing	
Purple primer has been used and is evident on all glued joints.	
Drains, waste and vents (DWV) water tested within a 10' head for 15 minutes or air tested at 5 psi for 15 minutes.	
Drains properly sized.	
No threaded ABS fittings or joints located in a non-accessible location.	
Nail plates are installed as needed.	
Pipes exposed to damage by sharp surfaces are protected.	
Horizontal plastic lines are supported per section Table 308.5.	
Vertical stacks are supported at base. Midstory guides are provided for 2" and smaller.	
Waste pipes installed outside or in exterior walls are protected from freezing where necessary.	
Cleanouts provided at base of stack.	
Each cleanout is installed so that it opens to allow cleaning in the direction of flow of the soil or waste pipe, or at right angles to the flow.	
Cleanouts are accessible.	
Cleanouts on concealed piping or piping under a floor slab or piping in a crawl space of less than 24" in height or a plenum are extended through and terminate flush with the finished wall, floor or ground surface or are extended to the outside of the building.	
Clearance for rodding of 6" pipe and smaller is a minimum of 18".	
Clearance on 8" and larger pipe is 36" min.	
Cleanouts are the same nominal size as the pipes they serve up to 4".	
All vents are properly sized.	
All vent pipes are graded so as to drain back to the drainage pipe.	
Dry vents rise vertically to a minimum 6" above flood level rim of highest trap or trapped fixture.	
Vents terminate a minimum 6" above roof line with roof collars.	
Vents are not installed within two pipe diameters of a trap weir.	
Vent pipe inverts are taken off above the centerline of horizontal drainage pipe.	
Vent clearances to building openings are not less than 2' above or within 10' horizontal.	
Wet vents are sized according to 909.3	
Wet vents do not serve as vent to more than two bathroom groups on same floor.	
Minimum 2" main vent.	
Water lines to be water tested at 100 psi for 15 minutes.	
Hot and cold water lines installed outside the building or unconditioned space insulated with minimum. R6.5.	
Water hammer arrestors or air chambers are installed where required.	
Minimum water service pipe is ¾".	
Note all air admittance valve locations.	
Faucet and shower head fittings are rigidly supported.	
Water closets are set a minimum of 15" to center from side wall with a total clear width of 30" and 21" at the front.	
Flange secured with corrosion-resistant fasteners.	
Standpipe receptor is minimum 2" diameter and not less than 18" nor more than 48" above the crown weir.	
Shower liner installed to code with test on.	
Vacuum breakers are on all hose faucets. Faucets are frost-proof.	
Head clearance in front of fixtures (6'8").	
Comments:	

Insulation Inspection	
All previously noted code violations corrected.	
R-19 insulation in crawl space floor.	
R-13 insulation in exterior walls.	
R-30 in ceiling/ attic spaces.	
House is completely dried in.	
Insulation is securely installed at all locations.	
Air barriers to code.	

Residential Inspection Checklist
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R-Value markers installed in the attic, showing the installed thickness and maximum settling thickness, and installed every 300 square feet facing the access.	
Insulation certification posted and markers in place.	
The vapor barrier is to be installed to warm side of wall, floor, or ceiling.	
The water lines and plumbing to be on the warm side of insulation in walls.	
Crawl space insulation is adequately supported 6" from ends and 18" on center.	
Insulation in crawl is tight to the floor decking and to the rim joist.	
Insulation is tight to the floor decking at room over garage floor.	
No paper exposed in any area.	
All required air barriers installed.	
Foam windows and doors.	
Caulk along exterior floor line and corners.	
Comments:	

Final Electric Inspection (recommended)	
All lights and outlets installed.	
All switches installed.	
All cover plates installed.	
Service complete with 2 ground rods minimum 6' apart.	
Address numbers on house and street.	
All appliances installed.	
House is secure with locking doors.	
Proper overcurrent protection on equipment and appliances.	
Panels labeled inside and out.	
Comments:	

Building Final Inspection	
All exterior windows, penetrations, and openings are caulked.	
Deck is constructed to meet requirements of Residential Code or Appendix M.	
All deck material is treated or of materials naturally resistant to decay.	
Fasteners and hardware for pressure preservative and fire-retardant treated. wood are of hot-dipped galvanized steel, stainless steel, silicon bronze, or copper.	
Ledger for decks bolted or lagged to structure with minimum 5/8" bolts.	
Guard rails are installed where deck walking surface is >30" above adjacent grade.	
Stair nosing ¾" – 1 ¼ " required when solid risers are installed.	
Open risers don't allow passage of 4" sphere.	
Radius of curvature at the leading edge of the tread is not over 9/16".	
The greatest nosing projection doesn't exceed the smallest by > 3/8."	
Stair riser maximum 8 ¼" treads minimum 9" when measured horizontally from the vertical plane of adjacent stair nosing.	
Stair riser/tread maximum dimension doesn't exceed smallest by >3/8".	
Triangle formed by riser, tread, and bottom element of guard doesn't allow passage of a 6" sphere.	
Handrails and guards are capable of withstanding 200 lbs. applied in any direction at any point along the wall.	
Interior handrail cross section is a minimum 1-1/4" to a maximum 2-5/8" with a minimum 1 ½" clearance to wall.	
Handrail height 34" to 38".	
Handrails on exterior stairs not more than 3-½".	
Handrails return to wall or terminate at a newell post.	
1-3/8" solid door or 20 minute rated door separates the house and garage.	
Ceiling attic access is unobstructed 22" X 30". Access door is insulated and gasketed at insulated ceilings.	
Crawl space access is minimum 18" X 24".	
Venting for crawl space provided with an opening within 3' of each corner and minimum venting area of 1 sq .ft. /150 sq.ft. of crawl space area, 1 sq. ft./1500 when ground is covered with vapor barrier.	
All debris has been removed from the crawl space.	
Carbon monoxide detectors outside sleeping areas.	
Smoke alarms interconnected, arc fault protected and operational.	
Smoke alarms are listed and installed in accordance with the provisions of the Code and the manufacturers instructions.	

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Smoke alarms 3' from supply and return grilles and ceiling fan blades.	
Water heater is installed according to manufacturers instructions and Chapter 5 of the NC Plumbing Code.	
Water heaters (gas or electric) in garages are to be elevated such that the source of ignition is not less than 18"above the garage floor.	
Provide expansion tank for water heater.	
All fixtures are operational and have been checked for leaks.	
All fixture hot water controls are located on the left side.	
12 x 12 access is provided to motors on jetted tubs.	
All fixtures are caulked watertight.	
Hot and cold water lines installed outside the building or in unconditioned space are insulated with minimum R6.5 insulation.	
Annular spaces between sleeves and pipes are filled or tightly caulked.	
Air admittance valve minimum 4" above drain.	
Air admittance valve minimum 6" above insulation in attic.	
Air admittance valve are accessible and open to air flow.	
A light in each bedroom.	
Arc fault protection in all bedrooms.	
GFCI protection for all bath outlets.	
GFCI protection of garage outlets.	
GFCI protection of kitchen outlets.	
WR type GFCI protection for all outdoor outlets.	
GFCI protection for receptacles within 6' of laundry sink including laundry outlet.	
Proper clearances at electrical equipment.	
Clearance for lights in closets.	
WR GFCI outlet within 25' of equipment.	
Front and rear grade receptacles.	
Proper clearance at HVAC equipment.	
All HVAC grilles installed.	
Anti tip device installed at stove.	
Light and receptacle to service unit in attic.	
HVAC up and running.	
Appliance installation manuals attached to appliances.	
Place Energy code compliance certificate at panel box or kitchen cabinet	
Comments:	

Notes

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3.6. SUBMITTAL & FEE SCHEDULE

3.6.1. Submittal Schedule

Applications to be reviewed by the TRC, Planning Board, or Board of Commissioners, must follow the a specified submittal schedule. 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 on the submittal date. The most current submittal schedule can be found online at:

http://www.co.currituck.nc.us/fee-schedule-planning-and-zoning.cfm

3.6.2. Fee Schedule

TABLE 3.5.2: FEE SCHEDULE

PLANNING AND ZONING	
SPECIFIC REVIEW PROCEDURE	FEES
Administrative Adjustment	$100
Appeal	$150
CAMA Minor Permit	$100
Clear-Cutting Permit	$50
Conditional Rezoning	$150 plus $5 per acre
Development Agreement	$150 plus $5 per acre
Interpretations	No Fee
Planned Development	$150 plus $5 per acre
Sign Permit	No Fee (Building permit fees apply)
Site Plan - Major	$.02/sf or gross floor area; $50 minimum
Site Plan - Minor	$50
Subdivision - Major	$100 per lot $250 amended plat
Subdivision - Minor	$50
Temporary Use Permit	$50 for special events
Text Amendment	$150
Use Permit	$150
Variance	$150
Zoning Compliance Permit	No Fee
Zoning Map Amendment	$150 plus $5 per acre

CENTRAL PERMITTING AND INSPECTIONS [1]		
PERMIT	RESIDENTIAL	COMMERCIAL
Alterations	$.10/sf	$.12/sf
Construction, Additions, Canopy (NEW) (Excluding storage, garages, utility buildings)	$.25/sf	$.35/sf
Chimney/Woodstove	$25	No Fee

Demolition	$25	$75
Detached Storage, Garage	$.15/sf	$.15/sf
Electrical	$50 $25 [2]	$100 $50 [2]
Gas (Propane or Natural)	$25	$50
Gas and Oil Pumps	No Fee	$50 per pump
Insulation	$50	$100
Mechanical	$50 $25 [2]	$100 $50 [2]
Mobile Homes and Modulars	$.10/sf	No Fee
Plumbing	$50 $25 [2]	$100 $50 [2]
Roofing	$25	$25
County, State, Federal, and Church	No Fee	No Fee
Pre-Manufactured Metal Carport	No Fee	No Fee
Farm Building	No Permit	No Permit
Roofing (Shingle Replacement)	No Permit	No Permit
MISCELLANEOUS	**RESIDENTIAL**	**COMMERCIAL**
Above Ground Swimming Pool, Hot Tub	$25	$100
In-Ground Swimming Pool	$50	$100
Electrical for Swimming Pool	$25	$50
Moving	$.20/sf	$.20/sf
Pier, Bulkhead, Dock, Boatlift	$50	$50
Private Schools & Day Cares	No Fee	$.07/sf
Signs (On-Premise)	No Fee	$25
Signs (Off-Premise)	No Fee	$50
Temporary Office Building	No Fee	$60
Tent (Public Assembly/Fire Rating Required)	$50	No Fee
Window Replacement/Doors/Siding >$5,000	$25	$25
Re-Inspections	$50	$50
Negligence (Building/working without a permit or occupying building without a Certificate of Occupancy)	25% of permit cost ($25 minimum)	

LITERATURE AND MATERIALS	
ITEM	**FEES**
Unified Development Ordinance (UDO)	$40 hard copy $5 compact disc
2006 Land Use Plan	$20
Small Area Plans	$10
Official Zoning Map (Copy)	$7.50
Personal Copies	$.10 (1-sided) $.15 (2-sided)