



# Minor Stormwater Plan Form SW-001

## 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>

Currituck County  
Engineering Department  
153 Courthouse Road, Suite 302  
Currituck, NC 27929

Phone: 252.232.6035

### General

Minor stormwater plan approval is required for:

- Residential development that:
  - Exceeds the maximum allowed lot coverage by no more than 15%;
  - Proposes fill to achieve elevations higher than the highest adjacent grade; or,
  - Results in 10,000 square feet or more of total impervious cover within the Outer Banks Stormwater Management Zone.
- Nonresidential development that proposes fill to achieve elevations higher than the highest adjacent grade.
- A minor subdivision that:
  - Is located within the Outer Banks Stormwater Management Zone or,
  - Proposes fill to achieve elevations higher than the highest adjacent grade.

### Step 1: Application Submittal

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

- Completed Currituck County Minor Stormwater Plan Form SW-001 (unless submitting a building permit)
- Stormwater management plan drawn to scale. The plan shall include the items listed in the minor stormwater plan design standards checklist.
- Alternative stormwater runoff analysis, if applicable.
- 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. An application for minor stormwater plan must be submitted and approved prior altering an existing drainage system, performing any land disturbing activity or, issuing a building permit.

### Step 2: Staff Review and Action

Once an application is determined complete staff shall approve, approve subject to conditions or disapprove the application.



# Minor Stormwater Plan Form SW-001

OFFICIAL USE ONLY:	
Permit Number:	_____
Date Filed:	_____
Date Approved:	_____

### Contact Information

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

### Property Information

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

Parcel Identification Number(s): \_\_\_\_\_

FEMA Flood Zone Designation: \_\_\_\_\_

### Request

Project Description: \_\_\_\_\_

Total land disturbance activity: \_\_\_\_\_ sf      Calculated volume of BMP: \_\_\_\_\_ sf

Maximum lot coverage: \_\_\_\_\_ sf      Proposed lot coverage: \_\_\_\_\_ sf

#### TYPE OF REQUEST

- Lot coverage (Must be designed and sealed by a registered engineer)
- Fill higher than highest adjacent grade
- Outer Banks Stormwater Management Zone - 10,000 square feet or more of impervious cover
- Outer Banks Stormwater Management Zone - minor subdivision

#### TYPE OF PROPOSED BMP

(designed to infiltrate or detain runoff generated from impervious areas during a 4-inch rain event)

- Rain Garden (See Stormwater Manual for design standards)
- Swale (See Stormwater Manual for design standards)
- Alternative BMP (Must be designed and sealed by a registered engineer)

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

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

\_\_\_\_\_  
Date

**Minor Stormwater Plan Design Standards Checklist**

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

# Minor Stormwater Plan Design Standards Checklist

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

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

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

<b>Minor Stormwater Plan Design Standards Checklist</b>	
<b>General</b>	
1	Property owner name and address.
2	Site address and parcel identification number.
3	North arrow and scale to be 1" = 100' or larger.
<b>Site Features</b>	
4	Scaled drawing showing existing and proposed site features: Property lines with dimensions, acreage, streets, easements, structures (dimensions and square footage), fences, bulkheads, septic area (active and repair), utilities, driveways, and sidewalks.
5	Approximate location of all designated Areas of Environmental Concern (AEC) 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.
6	Square footage of all impervious areas (structures, sidewalks, walkways, vehicular use areas regardless of surface material).
7	Description of surface materials.
8	Stormwater storage volume calculations using the following formula: Volume = Impervious Area (ft <sup>2</sup> ) * 4" rainfall * $\frac{1 \text{ foot}}{12 \text{ inches}}$
9	Existing and proposed drainage patterns.
10	Location and capacity of existing and proposed stormwater management features.
11	Plant selection
12	Alternative stormwater runoff storage analysis, if applicable
<b>Fill</b>	
13	Purpose of proposed fill.
14	Existing and proposed ground elevations shown in one foot intervals. All elevation changes within the past six months shall be shown on the plan. The toe of the fill slope shall be indicated on the plan.
<b>Certificate</b>	
15	<p>The minor stormwater plan shall contain the following certificate:</p> <p>I, _____, owner/agent hereby certify the information included on this and attached pages is true and correct to the best of my knowledge.</p> <p>On the site plan entitled _____, stormwater drainage improvements shall be installed according to these plans and specifications and approved by Currituck County. Yearly inspections are required as part of the stormwater plan. The owner is responsible for all maintenance required. Currituck County assumes no responsibility for the design, maintenance, or performance of the stormwater improvements.</p> <p>Date: _____ Owner/Agent: _____</p>

Minor Stormwater Plan 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.

# Minor Stormwater Plan Form SW-001 Submittal Checklist

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

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

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

Minor Stormwater Plan Form SW-001 Submittal Checklist		
1	Completed Minor Stormwater Plan Form SW-001	
2	Stormwater plan	
3	Alternative stormwater runoff storage analysis, if applicable	
4	3 copies of plans	
5	3 hard copies of ALL documents	
6	1 PDF digital copy of all plans AND documents (ex. Compact Disk – e-mail not acceptable)	

### Comments

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