



# Major Site Plan Application

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

### Contact Information

APPLICANT:	PROPERTY OWNER:
Name: <u>Atlantic OBX, Inc</u>	Name: <u>Atlantic OBX, Inc</u>
Address: <u>102 Hines Commerce Drive</u>	Address: <u>PO Box 2560</u>
<u>Powells Point, NC 27966</u>	<u>Kitty Hawk, NC 27949</u>
Telephone: _____	Telephone: _____
E-Mail Address: _____	E-Mail Address: _____

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: Same

### Property Information

Physical Street Address: 102 Hines Commerce Drive Powells Point NC 27966

Location: Lot 2 - Hines Commercial Park

Parcel Identification Number(s): Parcel ID: 0124000129B0000 Global PIN: 9837-65-2319;

Total Parcel(s) Acreage: 2 acres (GIS)

Existing Land Use of Property: Temporary trailer

### Request

Project Name: Atlantic OBX, Inc

Proposed Use of the Property: Professional Office

Deed Book/Page Number and/or Plat Cabinet/Slide Number: DB 1130 Pg 565; PC H SL 395

Total square footage of land disturbance activity: 15,320 sf

Total lot coverage: 29,399 sf      Total vehicular use area: 27,284 sf (existing)

Existing gross floor area: 758 sf      Proposed gross floor area: 1,680 sf

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.

     12.8.20  
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 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: Hines Commerce Drive - Lot 2

Applicant/Property Owner: Atlantic OBX, Inc.

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 <b>site features</b> : 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 <b>infrastructure</b> : 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.	N/A
8	Sight distance triangles.	
9	Proposed common areas, open space set-asides, and required buffers.	N/A
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. <u>NO IMPACT TO TREES</u>	✓
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. <u>FIXTURE PROVIDED - BUILDING SECURITY LIGHTING ONLY</u>	✓
15	Footcandle measurements of the entire site including lot lines, or <u>light fixture documentation</u> when minimal lighting is proposed.	✓
Major Stormwater Management Plan		
16	Major Stormwater Plan and From SW-002	N/A

<b>Architectural Elevations</b>		
17	Architectural drawings and/or sketches illustrating the design, character, height, and materials of the proposed buildings.	✓
<b>Flood Damage Prevention, if Applicable</b>		
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.	N/A
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.	N/A
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.	N/A
25	Fill – plans for non-structural fill (if being utilized in VE zone).	N/A

### 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: Hines Commerce Drive - Lot 2

Applicant/Property Owner: Atlantic OBX, Inc

Major Site Plan Submittal Checklist		
1	Complete Major Site Plan application	✓
2	Application fee (\$.10 per square foot of gross floor area or \$400 minimum)	✓
3	Site plan	✓
4	Landscape plan	✓
5	Exterior Lighting plan	✓
6	Major Stormwater Management plan and Form SW-002	N/A
7	Architectural elevations, if applicable	✓
8	ARHS Construction Improvements Permit or letter of commitment from centralized sewer provider.	✓
9	NCDEQ stormwater permit application (if 10,000sf or more of built upon area).	N/A
10	NCDEQ Erosion and Sedimentation Control permit application (if one acre or more of land disturbance).	N/A
11	NCDOT Street and Driveway Access Permit Application and Encroachment Agreement	✓
12	2 copies of plans	✓
13	2 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

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