



# Administrative Adjustment Review Process

## Contact Information

Currituck County  
Planning and Inspections Department  
153 Courthouse Road, Suite 110  
Currituck, NC 27929

Phone: 252-232-3055

Website: <http://www.currituckcountync.gov/planning-zoning/>

Email: [ccpz@currituckcountync.gov](mailto:ccpz@currituckcountync.gov)

## Step 1: Application Submittal and Acceptance

The applicant must submit a complete application packet on or before the application submittal deadline date which is usually the fourth Thursday of each month. If submitting on the submittal deadline date, please call 252-232-3055 to schedule an appointment. 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:

Submitted on a USB flash drive or a compact disc (CD):

- Completed Currituck County Administrative Adjustment Application.
- 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.

Applicable Fee:

- \$200

Upon 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application within 45 calendar days after being determined incomplete will result in the application being considered withdrawn.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 at least 10 days before a decision on the application is rendered 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 500 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.

Pre-application  
Conference  
(optional)

Submit  
Application

Determination of  
Completeness

Director  
Decision

Staff Report  
(optional)

Notice of  
Decision

Administrative  
Adjustment

### 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): \_\_\_\_\_

Narrative

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

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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 the purpose of determining zoning compliance. All information submitted and required as part of this application process shall become public record.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
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 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: \_\_\_\_\_

<b>Administrative Adjustment Design Standards Checklist</b>		
<b>Site Plan (Setback Modification)</b>		
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, and 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.	
<b>OR Architectural Elevations (Height Modification)</b>		
8	Architectural drawings and/or sketches illustrating the design, character, and height of the proposed building(s).	
<b>Other</b>		
9	Any other documentation deemed necessary by the administrator to determine compliance with administrative adjustment review standards.	

**Administrative Adjustment 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 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: \_\_\_\_\_

<b>Administrative Adjustment Submittal Checklist – Documents provided on USB flash drive or CD</b>		
1	Complete Administrative Adjustment application	
2	Site Plan or Architectural Elevations	
3	Other documentation deemed necessary	
4	Application fee (\$200)	

**For Staff Only**

**Pre-application Conference (optional)**

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

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

**Comments**

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