



Currituck County

Administrative Manual

Amended May 2025



PURPOSE AND INTENT

This manual is designed to facilitate the administration of the Unified Development Ordinance (UDO) by clearly explaining the review procedures for development applications. To streamline the process, it includes application forms, staff review checklists, and submittal and fee schedules. By consolidating essential information, the manual helps applicants navigate the development review process and understand the associated procedures and requirements.

The specific objectives of this administrative manual are to:

- A. Establish a process that is clear and understandable for all stakeholders, including applicants and staff.
- B. Clarify the standards and procedures for submitting complete and relevant information with development applications.
- C. Provide resources and tools to assist applicants throughout the review process.
- D. Offer official interpretations of the UDO.
- E. Establish planting standards that ensure the health and survival of landscaping within the county.

For any questions or comments regarding this manual, please contact the Planning and Inspections Department.



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I. INTRODUCTION

I.I. MANUAL OVERVIEW

The Currituck County development review process, established by the Board of Commissioners, provides a structured framework that ensures responsible oversight by county staff and officials. This process aligns development projects with the Unified Development Ordinance (UDO) and adopted plans, safeguarding public health, safety, and welfare while coordinating the impacts of development with the provision of county services.

To streamline the development process and enhance efficiency, the Board of Commissioners has created this administrative manual as a resource for citizens, public officials, engineers, and developers. The manual contains detailed information on review processes, submittal procedures, and design/review requirements. Its primary purpose is to consolidate the zoning review and decision-making processes outlined in the UDO into a user-friendly and easily understandable document.

Although the administrative manual is not an ordinance, it has been adopted by resolution of the Board of Commissioners and is incorporated by reference within the UDO. This incorporation allows the procedures outlined in the manual to be applied flexibly, ensuring they remain responsive to evolving economic and environmental conditions. Should the Administrator determine that the manual needs to be amended, any changes will be announced on the county website and through electronic mailing lists maintained by the Planning and Inspections Department.

Applicants should note that this manual is intended solely as a guide to the Currituck County Unified Development Ordinance and is not a substitute for any of the county's adopted ordinances or plans. In the event of any conflict between this manual and county ordinances, the provisions of the officially adopted ordinances will take precedence.

The Administrative Manual can be found online at:

<https://www.currituckcountync.gov/wp-content/uploads/planning-administrative-manual.pdf>

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

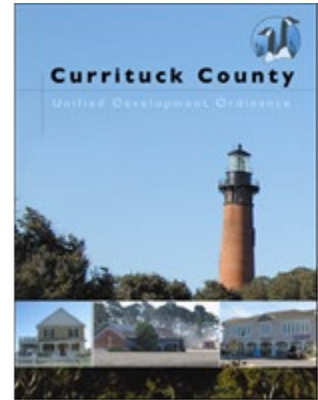
The following is a list of adopted plans and ordinances, and tools used to help implement them. The plans, ordinances, and tools may be referenced within this manual.

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.currituckcountync.gov/unified-development-ordinance>

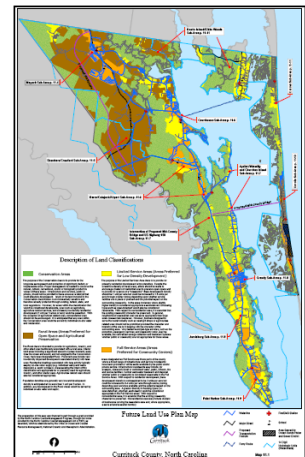


1.2.2. Imagine Currituck 2040 Vision Plan

The Imagine Currituck 2040 Vision Plan provides a strategic framework for guiding land development and management within the county's jurisdiction. It seeks to balance economic growth, environmental protection, and community well-being. The plan outlines policies and guidelines on zoning, infrastructure development, natural resource conservation, and public services, assisting the local government in planning for future growth, reducing environmental impacts, and ensuring that land use decisions align with broader social, economic, and environmental objectives. This land use plan is a crucial tool for sustainable development, aiming to preserve residents' quality of life while adapting to changing needs.

The Imagine Currituck 2040 Vision Plan can be found online at:

<https://currituckcountync.gov/imagine-currituck/>

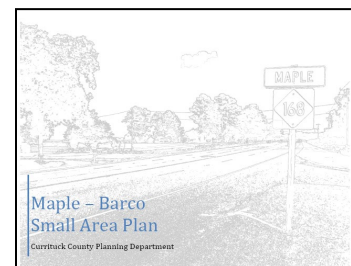


1.2.3. Maple-Barco Small Area Plan

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:

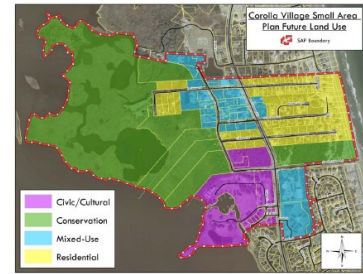
<https://www.currituckcountync.gov/planning-zoning/small-area-plan/maple-barco>



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.currituckcountync.gov/planning-zoning/small-area-plan/sap-corolla-village>

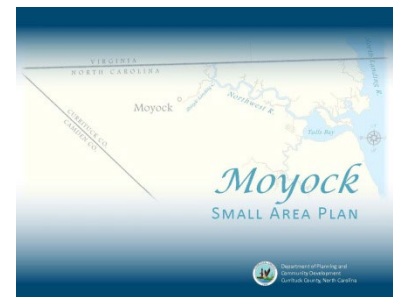


1.2.5. Moyock Small Area Plan

Examines unique issues, concerns, and hopes of the Moyock community and works to establish public policy that works 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 Moyock Small Area Plan can be found online at:

<https://currituckcountync.gov/planning-zoning/small-area-plan/moyock>



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:

<https://currituckcountync.gov/wp-content/uploads/2017/12/comprehensive-transportation-plan.pdf>

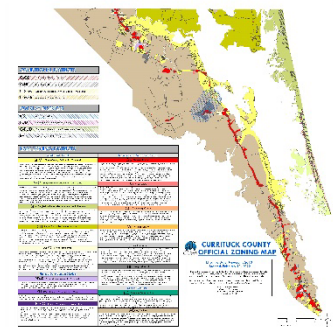


1.2.7. Official County Zoning Map

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:

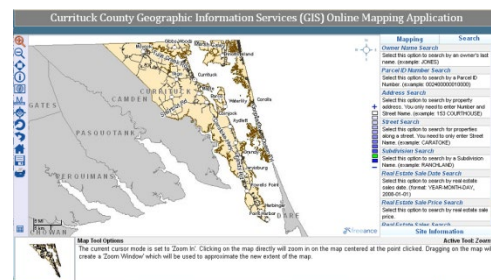
<https://www.currituckcountync.gov/wp-content/uploads/official-zoning-map.pdf>



1.2.8. Interactive Online Mapping

The Currituck County Geographic Information Services (GIS) Online Mapping Application gives users information on:

- Parcel Ownership
- E-911 Mapping
- Economic Development
- Land Development
- Code Enforcement
- Infrastructure Mapping
- Storm Damage Mitigation
- Service Routing
- Environmental Analysis
- Flood Plain Mapping
- Tax Value Assessment
- Crime Analysis
- Health Trends and Patterns
- Population Analysis
- Representation Analysis
- Point of Interest Mapping



Application found at:

<https://maps.currituckcountync.gov/gis/>

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 RC = REVIEW & COMMENT A = APPEAL <> = PUBLIC HEARING					
PROCEDURE	ADVISORY AND DECISION-MAKING BODIES				
	BOARD OF COMMISSIONERS	PLANNING BOARD	BOARD OF ADJUSTMENT	TECHNICAL REVIEW COMMITTEE	DIRECTOR
AMENDMENTS					
Text Amendment	<D>	R			R
Zoning Map Amendment	<D>	R			R
Conditional Rezoning	<D>	R		R	
Planned Development	<D>	R		R	
DISCRETIONARY REVIEW					
Special Use Permit	<D>			RC	
SITE DEVELOPMENT					
Site Plan					
Major Site Plan				D	
Minor Site Plan					D
Subdivision					
Major Subdivision					
Preliminary Plat, Type I				D	
Preliminary Plat, Type II	<D>			RC	
Construction Drawings				D	
Final Plat				D	
Minor Subdivision					D
PERMITS					
Zoning Compliance Permit					D
Sign Permit					D
Temporary Use Permit				R	D
Floodplain Development Permit					D
Clear-Cutting Permit					D

TABLE 2.1: DEVELOPMENT REVIEW PROCEDURES D = DECIDE R = RECOMMENDATION RC = REVIEW & COMMENT A = APPEAL <> = PUBLIC HEARING					
PROCEDURE	ADVISORY AND DECISION-MAKING BODIES				
	BOARD OF COMMISSIONERS	PLANNING BOARD	BOARD OF ADJUSTMENT	TECHNICAL REVIEW COMMITTEE	DIRECTOR
RELIEF					
Variance			<D>		R
Administrative Adjustment					D
Interpretation					D
Appeal [I]			<D>		
DEVELOPMENT AGREEMENT					
Development Agreement	<D>	<R>		R	
NOTES:					
[I] Appeals of decisions by the Board of Commissioners or the Board of Adjustment are heard by the Superior Court for Currituck County.					

2.2. LINKS TO FLOWCHARTS, APPLICATIONS, AND FORMS

2.2.1. Text Amendment

Process

[Text Amendment](#)

Purpose

Provides a uniform means to request an amendment to the text of the Unified Development Ordinance when there is public necessity, changed conditions, convenience, general welfare, or if appropriate land use practices justify doing so.

Application/Forms

[Text Amendment Application](#)

2.2.2. Zoning Map Amendment

Process

[Zoning Map Amendment](#)

Purpose

Provides a uniform means to request a conventional rezoning of the Official Zoning Map when required for certain uses.

Application/Forms

[Zoning Map Amendment Application](#)

– **2.2.3. Conditional Rezoning**

Process	Purpose	Application/Forms
Conditional Rezoning	Provides a uniform means to request a conditional rezoning to ensure that development allowed by the district will conform to the county's adopted plans or to appropriately address the impacts expected to be generated by the development.	Conditional Rezoning Application

2.2.4. Planned Development

Process	Purpose	Application/Forms
Planned Development	Provides a uniform means to request a development that is planned and developed under unified control in accordance with more flexible standards and procedures that are conducive to creating more mixed-use, pedestrian-oriented, and an otherwise higher quality development than could be achieved through general use (base) zoning district regulations.	Planned Development Application

2.2.5. Special Use Permit

Process	Purpose	Application/Forms
Special Use Permit	To authorize development or land uses in a particular zoning district.	Special Use Permit Application

– **2.2.6. Major Site Plan**

Process	Purpose	Application/Forms
Major Site Plan	Required for any non-residential, multi-family, or mixed-use development that is 5,000 square feet or greater in building's gross floor area, impervious surface, disturbed land area, and other use area.	Major Site Plan Application

2.2.7. Minor Site Plan

Process	Purpose	Application/Forms
Minor Site Plan	Required for any non-residential, multi-family, or mixed-use development that is less than 5,000 square feet of building's gross floor area, impervious surface, disturbed land area, and other use area.	Minor Site Plan Application

2.2.8. Major Subdivision

Process	Purpose	Application/Forms
Major Subdivision	Required for development of a major subdivision - Type I (20 or fewer lots) and Type II (21 or more lots) preliminary plat with a special use permit, if applicable; construction drawings, and final plat.	Major Subdivision Application

2.2.9. Minor Subdivision

Process	Purpose	Application/Forms
Minor Subdivision	Required for the division of land into three or fewer lots.	Minor Subdivision Application

2.2.10. Zoning Compliance Permit

Process	Purpose	Application/Forms
Zoning Compliance Permit	Required for any change in use or commencement of an activity that does not require another specific permit as listed in the Unified Development Ordinance. This permit is also required for island development before issuance of a building permit.	Zoning Compliance Permit Application

2.2.11. Sign Permit

Process	Purpose	Application/Forms
Sign Permit	Required for all signs unless exempted in accordance with 5.12.3 or 5.12.4 of the Unified Development Ordinance.	Sign Permit Application

2.2.12. Temporary Use Permit

Process	Purpose	Application/Forms
Temporary Use Permit	This permit allows for the establishment of certain temporary uses of limited duration and special events.	Temporary Use Permit Application

2.2.13. Clear-Cutting Permit

Process	Purpose	Application/Forms
Clear-Cutting Permit	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 coordination with any	Clear-Cutting Permit Application

- other specific permit as required by the Unified Development Ordinance.

2.2.14. Variance

Process	Purpose	Application/Forms
Variance	To allow certain deviations from the dimensional standards of the Unified Development Ordinance, such as for height, setbacks, lot coverage, or similar numerical standards.	Variance Application

2.2.15. Administrative Adjustment

Process	Purpose	Application/Forms
Administrative Adjustment	To provide an administrative mechanism for allowing minor variations or adjustments to certain numerical standards of the zoning provisions based on specific limited set standards.	Administrative Adjustment Application

2.2.16. Interpretation

Process	Purpose	Application/Forms
Interpretation	To provide a uniform mechanism for rendering formal written interpretations of the Unified Development Ordinance text and the boundaries or classifications of the Official Zoning Map.	Interpretation Application

– **2.2.17. Appeal**

Process	Purpose	Application/Forms
Appeal	To provide a procedure for an aggrieved party affected by any decision or interpretation by a county official to determine if the decision or interpretation complies with the requirements of the Unified Development Ordinance.	Appeal Application

2.2.18. Development Agreement

Process	Purpose	Application/Forms
Development Agreement	An agreement between Currituck County and a developer in accordance with Chapter 160D, Article 10, of the North Carolina General Statutes to provide more regulatory certainty by establishing a phasing schedule, and to administer and manage efforts to maintain open space and environmentally sensitive lands.	Development Agreement Application

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.

Incomplete improvements include: _____

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 including _____ 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

District Engineer

(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, _____, certify that the plat was drawn under my supervision from an actual survey made under my supervision (deed description recorded in Book _____, page _____, etc.) (other); that the boundaries not surveyed are clearly indicated as drawn from information found in Book _____, page _____; that the ratio of precision or positional accuracy as calculated is _____; that this plat was prepared in accordance with G.S. 47-30, as amended. Witness my original signature, license number and seal this _____ day of _____, A.D., _____.

(Seal or Stamp)

Professional Land Surveyor

License 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.

B. Statements

(I) Adjacent Active Farmland Statement

(2) Airport Overlay District Statement

(3) Easement Establishment Statement

(4) Floodway/Floodplain Statement

(5) Interconnectivity Statement

(6) Payment-in-lieu of Recreation and Park Area Dedication Statement

(7) SFR Zoning District and Road Statement

3.11

(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 Inspections 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 Inspections Department.

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 further dedicate all utility and drainage easements as shown hereon for the installation and maintenance of public utilities, including but not limited to water, sewer, electric, telephone, gas, internet and cable television services and for the installation and maintenance of stormwater drainage facilities.

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.

Include this language if a private access street is created:

I hereby freely adopt this plat of subdivision and irrevocably dedicate the private access street shown hereon, and I will maintain the private access street until a private road maintenance agreement is executed by all property owners in this subdivision.

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 _____

(6) 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

(7) Survey and Accuracy Certificate

I, _____, certify that the plat was drawn under my supervision from an actual survey made under my supervision (deed description recorded in Book _____, page _____, etc.) (other); that the boundaries not surveyed are clearly indicated as drawn from information found in Book _____, page _____; that the ratio of precision or positional accuracy as calculated is _____; that this plat was prepared in accordance with G.S. 47-30, as amended. Witness my original signature, license number and seal this _____ day of _____, A.D., _____.

(Seal or Stamp)

Professional Land Surveyor

License 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.
- (8) Family Subdivision Statement**
- Principal uses shall be limited to single-family detached dwellings and customary accessory uses.

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) or if the principal structures are on lots 40,000 square feet or less in area, an as-built survey prepared by a NC licensed surveyor shall be submitted for review and approval prior to scheduling final inspection. The 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 Director may require the following site certifications prior to issuance of a certificate of occupancy or 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. An 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 feet 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:

(I) 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 with 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 Inspections 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 lot 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) Regulatory Flood Protection Elevation (RFPE) - Base Flood Elevation (BFE) plus two feet 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 Regulatory Flood Protection Elevation (RFPE) 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. 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:

3.3.1. 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.

3.3.2. 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 40 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 to prevent the utilization of a larger number of different species than specified above.

3.3.3. Installation

- A.** Required landscaping shall be installed in accordance with planting procedures established by the North Carolina Cooperative Extension. Additional information is available at: <https://www.ces.ncsu.edu/>
- 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.

3.3.4. 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 designed 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.

3.3.5. 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.

3.3.6. Recommended Plantings

The following plants 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/ <i>Fagus grandifolia</i>	50-80'/40-60'	Slow	Sun to partial shade; moist, well drained soil
Bald cypress/ <i>Taxodium distichum</i> [2]	50-100'/20-30'	Moderate	Sun; grows in variety of soils (wet, dry, compacted)
Deodar Cedar/ <i>Cedrus deodara</i> [e]	40-70'/30-40'	Moderate	Sun to partial shade; well drained, somewhat dry site
Eastern Red Cedar/ <i>Juniperus virginiana</i> [e]	30-40'/10-20'	-	Sun; prefers well drained soil but tolerates a wide range of soil types
Ginkgo (Maidenhair)/ <i>Ginkgo biloba</i> [2]	40-70'/20-40'	Slow	Sun; range of soil types except wet soil
Honeylocust/ <i>Gleditsia triacanthos</i> [2]	50-75'/25-40'	Rapid	Sun; range of soil types
Japanese Cedar/ <i>Cryptomeria japonica</i> [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/ <i>Quercus hemisphaerica</i> [e]	40-60'/30-40'	Moderate to rapid	Sun to partial shade; well drained soil
Live oak/ <i>Quercus virginiana</i> [e][1]	30-50'/50-80'	Slow to moderate	Sun; range of soil types; tolerates moist and compacted clay soil
London planetree/ <i>Platanus x acerifolia</i>	70-100'/65-80'	Moderate	Sun to light shade; wide range of soil types
Norway Maple/ <i>Acer platanoides</i>	40-50'/30-45'	Moderate	Sun; range of soil types (sand, clay)
Red maple/ <i>Acer rubrum</i> [2]	40-50'/25-45'	Moderate to rapid	Sun to shade; range of soil types

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SECTION 3.3: PLANTING STANDARDS

–	Red oak/ <i>Quercus rubra</i>	60-75'/60-75'	Rapid	Sun; well drained soil; tolerates drought
	River Birch/ <i>Betula nigra</i> [2]	40-70'/40-60'	Moderate to rapid	Sun to partial shade; moist, well drained soil.
	Scarlet oak/ <i>Quercus coccinea</i>	50-80'/40-50'	Rapid	Sun; tolerates dry, sandy soil
	Southern Magnolia/ <i>Magnolia grandiflora</i> [e][2]	40-80'/30-40'	Slow to moderate	Sun to partial shade; well drained soil; tolerates high moisture
	Sugarberry/ <i>Celtis laevigata</i>	60-80'/60-80'	Moderate to Rapid	Sun; range of soil types including dry, damp to wet soil
	Sycamore/ <i>Platanus occidentalis</i>	70-100'/60-80'	Medium to rapid	Sun to partial shade; prefers moist, well drained soil
	Sweet gum/ <i>Liquidambar styraciflua</i> [2]	60-100'/50-75'	Moderate to rapid	Sun to partial shade; dry to moist soil
	Willow oak/ <i>Quercus phellos</i> [2]	60-80'/30-40'	Moderate to rapid	Sun; prefers moist well drained soil
UNDERSTORY TREES				
	American holly/ <i>Ilex opaca</i> [e][2]	15-30'/10-20'	Slow	Sun to partial shade; moist well drained soil; avoid dry/windy sites
	Black haw/ <i>Viburnum prunifolium</i>	12-15'/8-12'	Moderate	Sun to partial shade; moist well drained soil; does well in dry sites
	Carolina cherry laurel/ <i>Prunus caroliniana</i> [e][2]	20-40'/15-20'	Rapid	Sun to partial shade; moist well drained soil
	Chickasaw plum/ <i>Prunus angustifolia</i>	15-25'/15-25'	Rapid	Sun; range of soil types
	Chinquapin/ <i>Castanea pumila</i>	20-25'/6-20'	Moderate	Sun to light shade; range of soil types; prefers moist well drained soil
	Crape myrtle/ <i>Lagerstroemia indica</i> [2]	15-30'/6-15'	Rapid	Sun; moist, well drained soil
	Devilwood/ <i>Osmanthus americanus</i> [e][2]	15-25'	-	Sun to partial shade; range of soil conditions
	Eastern redbud/ <i>Cercis Canadensis</i> [2]	20-30'/25-35'	Moderate	Sun to partial shade; prefers moist well drained soil
	Flowering Dogwood/ <i>Cornus florida</i>	15-30'/15-20'	Slow to moderate	Partial shade; moist well drained soil
	Fringe tree/ <i>Chionanthus virginicus</i> [2]	12-20'/12-20'	Slow to moderate	Sun to partial shade; prefers moist well drained soil
	Goldenrain tree/ <i>Koelreuteria paniculata</i> [2]	20-40'/15-35'	Moderate to rapid	Sun; range of soil types
	Loquat/ <i>Eriobotrya japonica</i> [e]	10-25'/8-10'	-	Sun to partial shade; moist, well-drained soil
	Purple leaf plum/ <i>Prunus cerasifera</i>	15-25'/15-20'	Moderate to rapid	Sun; moist well drained soil
	Redbay/ <i>Persea borbonia</i> [e]	15-40'/10-20'	Moderate	Sun to partial shade; range of soil types (moist, dry)
	Shadbush serviceberry/ <i>Amelanchier canadensis</i>	6-15'/15-20'	Moderate	Sun to partial shade; moist well drained soil; tolerates dry soil
	Sourwood/ <i>Oxydendrum arboreum</i>	20-30'/10-15'	Slow	Sun to partial shade; well drained soil but does well in dry soil
	Sweetbay mangolia/ <i>Magnolia virginiana</i> [e]	10-60'/10-20'	Moderate to Rapid	Sun to partial shade; moist to wet soil
	Washington hawthorn/ <i>Crataegus phaenopyrum</i> [2]	25-30'/20-25'	Rapid when young	Sun; range of soil types
	Witchhazel/ <i>Hamamelis virginiana</i>	15-30'/15-25'	Slow to moderate	Sun to partial shade; moist well drained soil
	Yaupon Holly/ <i>Ilex vomitoria</i> [e][1][2]	15-20'/10-20'	Moderate to rapid	Sun to partial shade; tolerates a range of soil types
SHRUBS				

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SECTION 3.3: PLANTING STANDARDS

—	Beautyberry <i>Callicarpa americana</i>	3-8'/3-6'	Moderate to Rapid	Full sun; tolerates a range of soils
	Burford holly/ <i>Ilex cornuta</i> [e][2]	8-20'/5-10'	Moderate	Sun to light shade; range of soil types
	Dwarf (coastal) azalea/ <i>Rhododendron atlanticum</i>	3-6'/3-6'	Slow to moderate	Sun to partial shade; uniformly moist well drained soil
	Dwarf horned holly/ <i>Ilex cornuta rotunda</i> [e]	3-4'/3-4'	Slow	Sun to partial shade; tolerates a range of soil types
	Dwarf yaupon holly/ <i>Ilex vomitoria nana</i> [e][1][2]	3-5'/3-6'	Moderate to rapid	Sun to partial shade; range of soil conditions
	Glossy abelia/ <i>Abelia x grandiflora</i> [e][2]	3-6'/3-6'	Moderate to rapid	Sun to partial shade; moist well drained soil; tolerates dry soil
	Hollywood Juniper/ <i>Juniperus Chinensis 'Torulosa'</i> [e][2]	10-15'/6-10'	Moderate to Rapid	Sun to partial shade; range of soil types, well drained
	Indian hawthorn/ <i>Rhaphiolepis indica</i> [e][1]	3-5'/3-6'	Slow	Sun to partial shade; prefers moist well drained soil
	Inkberry/ <i>Ilex glabra</i> [e][2]	6-8'/6-10'	Slow to moderate	Sun to partial shade; prefers moist acidic soil
	Japanese holly/ <i>Ilex crenata</i> [e][2]	4-10'/3-5'	Slow to moderate	Sun to partial shade; prefers moist well drained soil, acidic soil
	Japanese pittosporum/ <i>Pittosporum tobira</i> [e][1][2]	8-12'/4-8'	Slow to moderate	Sun to shade; well drained soil
	Japanese Yew/ <i>Taxus cuspidate</i> [e][2]	4-6'/5-7'	Slow	Sun to shade; prefers well drained sandy soil
	Laurel/ <i>Lauris noblis</i> [e]	10-12'/8'10'	-	Sun to partial shade; moist soil
	Nellie R. Stevens Holly/ <i>Ilex x 'Nellie R Stevens'</i> [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
	Red Chokeberry <i>Aronia arbutifolia</i>	6-10'/3-5'	Slow	Full sun to part shade; tolerates a range of soils
	Rugosa rose/ <i>Rosa rugosa</i> [1][2]	4-6'/4-6'	Rapid	Sun; prefers well drained soil enriched with organic matter
	Southern waxmyrtle/ <i>Myrica cerifera</i> [e][1][2]	10-15'/8-10'	Rapid	Sun to partial shade; range of soil types
	Viburnum Tinus/ <i>Laurustinus viburnum</i> [e][1][2]	6-12'/6-10'	-	Sun to partial shade; prefers moist, well-drained soil
	Wax Myrtle <i>Morella cerifera</i>	6-12'/10-20'	Rapid	Full sun to part shade; tolerates a range of soils
	Yeddo hawthorn/ <i>Rhaph. umbellate</i> [e][1][2]	4-6'/4-6'	Slow	Sun to shade; prefers moist well drained soil; not deer resistant
GRASSES				
	Coastal Panicgrass <i>Panicum amarum</i> [1]	3-4'/ 2-3'	-	Full sun; tolerates a range of soils
	Indian grass/ <i>Sorphaatum nutans</i>	5-7'	-	Sun; tolerates a range of soil conditions
	Muhly grass/ <i>Muhlenbergia capillaris</i> [2]	3'	-	Sun to light shade; well drained soil does well in hot dry sandy sites; very drought tolerant
	Switch grass/ <i>Panicum virgatum</i>	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				

3.4. 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 standards and requirements of the UDO.

The Major Subdivision Staff Review Checklist can be found online at:

<https://currituckcountync.gov/wp-content/uploads/major-subdivision-staff-review-checklist.pdf>

The Minor Subdivision Staff Review Checklist can be found online at:

<https://currituckcountync.gov/wp-content/uploads/minor-subdivision-staff-review-checklist.pdf>

The Site Plan Staff Review Checklist can be found online at:

<https://currituckcountync.gov/wp-content/uploads/site-plan-staff-review-checklist.pdf>

3.5. SUBMITTAL & FEE SCHEDULES

3.5.1. Submittal Schedule

The application submittal schedule can be found online at:

<https://www.currituckcountync.gov/wp-content/uploads/planning-submittal-schedule.pdf>

Please note the following applications require a pre-application conference before submission of the application with the required fees:

- Conditional Rezoning
- Major Site Plan
- Major Subdivision (Preliminary Plat)
- Minor Site Plan
- Planned Development
- Special Use Permit
- Text Amendment
- Zoning Map Amendment

3.5.2. Submittal Process

Applications with the required fees may be submitted either online through the Currituck County Citizen Self Service (CCS) program or in person. For in-person submissions, please schedule an appointment by calling (252) 232-3055 or by emailing ccpz@currituckcountync.gov.

- To access the Citizen Self Service (CSS) program, you will need an email address and password. If you do not have an account, you can self-register by visiting the [Currituck County Citizen Self Service](#) online program.

Once your account is created, it must be linked to a Customer ID (CID) by our staff to enable full system access. To facilitate this process, please provide the following information:

- **Email Address:** Associated with your CSS account
- **Full Name:** First and last name
- **Company Name:** (if applicable)
- **Full Mailing Address**
- **Phone Number**
- **Property Address in Currituck County:** (if you are the owner and it is for personal use)
- **Contractor License Number and Trade:** For North Carolina contractors

Email the above required information to ccpz@currituckcountync.gov. You will be notified once your account has been linked, allowing you to fully utilize the system.

3.5.3. Fee Schedule

The application fee schedule can be found online at:

<https://www.currituckcountync.gov/wp-content/uploads/planning-fee-schedule.pdf>