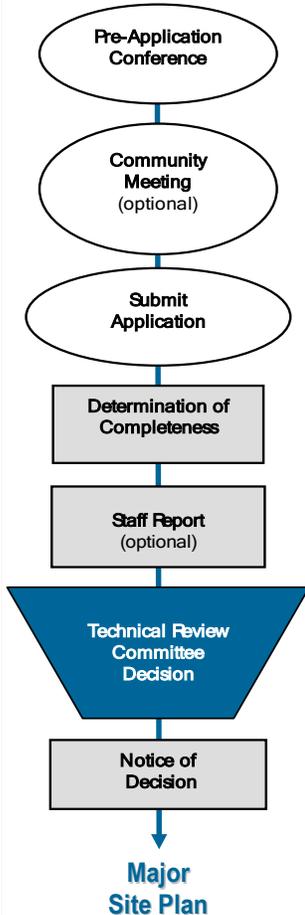




# Minor Site Plan Review Process



## 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)

## 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:

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

- Completed Currituck County Minor Site Plan Application.
- 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 character of the proposed structures, if applicable.
- ARHS Construction Improvements Permit or letter of commitment from centralized sewer provider.

Applicable Fee:

- \$350

Upon 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application within 45 calendar days after being determined incomplete will result in the application being considered withdrawn.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 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:            | PROPERTY OWNER:       |
| Name: _____           | Name: _____           |
| Address: _____        | Address: _____        |
| Telephone: _____      | Telephone: _____      |
| E-Mail Address: _____ | 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.

\_\_\_\_\_  
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.**

**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: \_\_\_\_\_

| <b>Site Plan Design Standards Checklist</b> |  |
|---|--|
| <b>General</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   | 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> :<br>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.<br>And location and sizes of existing and proposed <b>infrastructure</b> :<br>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.  |
| <b>Landscape Plan</b>                       |  |
| 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.  |
| <b>Exterior Lighting Plan</b>               |  |
| 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.  |

| <b>Minor Stormwater Management Plan</b>       |   |  |
|---|---|--|
| 16  | Minor Stormwater Management Plan and Form SW-001, if applicable.  |  |
| <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:<br>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:<br>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 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.

# Minor Site Plan Submittal Checklist

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

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

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

| Minor Site Plan Submittal Checklist – Documents provided on USB flash drive or CD |  |  |
|---|--|--|
| 1   | Completed Minor Site Plan application  |  |
| 2   | Site plan  |  |
| 3   | Exterior Landscape plan, if applicable   |  |
| 4   | Lighting plan, if applicable   |  |
| 5   | Minor Stormwater Management plan and Form SW-001, if applicable                                |  |
| 6   | Architectural elevations, if applicable  |  |
| 7   | ARHS Construction Improvements Permit or letter of commitment from centralized sewer provider. |  |
| 8   | Application fee (\$350)  |  |

For Staff Only

**Pre-application Conference (optional)**

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

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

**Comments**

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