



# Major Subdivision Application

**OFFICIAL USE ONLY:**

Case Number: \_\_\_\_\_  
Date Filed: \_\_\_\_\_  
Gate Keeper: \_\_\_\_\_  
Amount Paid: \_\_\_\_\_

**Contact Information**

**APPLICANT:**

Name: Ashbrook Estates, LLC  
Address: P.O. Box 116  
Barco, NC 27917  
Telephone: 252.619.6919  
E-Mail Address: stuartinnes1@gmail.com

**PROPERTY OWNER:**

Name: Ashbrook Estates, LLC  
Address: P.O. Box 116  
Barco, NC 27917  
Telephone: 252.619.6919  
E-Mail Address: stuartinnes1@gmail.com

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: Same

**Request**

Physical Street Address: West side of Maple Road (1.0 miles north of US Hwy 158)

Parcel Identification Number(s): 005200000120000

Subdivision Name: Ashbrook Estates

Number of Lots or Units: 52

Phase: N/A

TYPE OF SUBMITTAL

- Conservation and Development Plan
- Amended Sketch Plan/Use Permit
- Preliminary Plat (or amended)  
 Type I OR  Type II
- Construction Drawings (or amended)
- Final Plat (or amended)

TYPE OF SUBDIVISION

- Traditional Development
- Conservation Subdivision
- Planned Unit Development
- Planned Development

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

By: [Signature], Manager  
Property Owner(s)/Applicant\*

6/20/23  
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.**

**Community Meeting, if applicable**

Date Meeting Held: 5-30-2023

Meeting Location: 107 College Way, Barco

**Use Permit Review Standards, if applicable**

*PUD Amended Sketch Plan/Use Permit, Type II Preliminary Plat*

Purpose of Use Permit and Project Narrative (please provide on additional paper if needed): \_\_\_\_\_  
See attached

The applicant shall provide a response to the each one of the following issues. The Board of Commissioners must provide specific findings of fact based on the evidence submitted. All findings shall be made in the affirmative for the Board of Commissioners to issue the use permit.

A. The use will not endanger the public health or safety.  
See attached

B. The use will not injure the value of adjoining or abutting lands and will be in harmony with the area in which it is located.  
See attached

C. The use will be in conformity with the Land Use Plan or other officially adopted plan.  
See attached

D. The use will not exceed the county's ability to provide adequate public facilities, including, but not limited to, schools, fire and rescue, law enforcement, and other county facilities. Applicable state standards and guidelines shall be followed for determining when public facilities are adequate.  
See attached

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

By:  Manager  
\_\_\_\_\_  
Property Owner(s)/Applicant\*

6/20/23  
\_\_\_\_\_  
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 Subdivision Design Standards Checklist

The table below depicts the design standards for a major subdivision. Please make sure to include all applicable listed items to ensure all appropriate standards are reviewed.

	<b>Preliminary Plat</b>	<b>Construction Drawings</b>	<b>Final Plat</b>
<b>GENERAL AND ZONING</b>			
Name of Subdivision, Township, County, State	X	X	X
Name, signature, license number, seal, and address of engineer, land surveyor, architect, planner, and/or landscape architect involved in preparation of the plat	X	X	X
Property owner(s) name and address	X	X	X
Site address and parcel identification number	X	X	X
North arrow and scale (1" = 100' or larger)	X	X	X
Vicinity map showing property's general location in relation to streets, railroads, and waterways	X	X	X
Zoning classification of the property and surrounding properties	X		
All applicable certificates and statements as listed in Section 3.1.1 of the Administrative Manual			X
A scaled drawing showing the following existing features within the property and within 50' of the existing property lines: boundary lines, total acreage, adjacent use types, sidewalks and pedestrian circulation courses, streets, rights-of-way, easements, structures, septic systems, wells, utilities lines (water, sewer, telephone, electric, lighting, and cable TV), fire hydrant, culverts, stormwater infrastructure (drainage pipes, ditches, etc.), water bodies, wooded areas, and cemeteries	X	X	X
Lot layout including lot line locations and dimension, total number of lots, total lot area, and lot numbers for entire tract (No future development area left undefined)	X	X	X
Location or areas to be used for non-residential and multi-family purposes, if applicable	X	X	X
Location of recreation and park area dedication (or payment in-lieu)	X	X	X
Proposed landscape plan including common areas, open space set-aside configuration and schedule, required buffers, fences and walls, and tree protection plan. Open space calculations must be shown on plat	X	X	
As-built for landscaping including street trees, heritage trees, and required buffers, fences, and walls. Open space calculations must be shown on plat			X
Water access and recreational equipment storage locations, if applicable	X	X	X
Cultural resources protection plan, if applicable	X	X	X
Zoning conditions and/or overlay standards listed on plat	X	X	X
Contour intervals of two feet, if required by the administrator	X	X	
Phasing schedule, if applicable	X	X	

	Preliminary Plat	Construction Drawings	Final Plat
<b>ENVIRONMENTAL PROTECTION</b>			
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	X	X	X
Flood Zone line and Base Flood Elevation as delineated on the "Flood Insurance Rate Maps/Study Currituck County"	X	X	X
Delineate all soil series based on Currituck County Soils Map or NC Licensed Soil Scientist.	X		
<b>STREETS, STORMWATER, AND INFRASTRUCTURE</b>			
Approximate location of streets, sidewalks, pedestrian circulation paths, and utilities	X		
Street name(s) as approved by GIS	X	X	X
Sight triangles	X	X	X
Street connectivity index	X		
Location and type of site identification signs, traffic control signs, street name signs, and directional signs.		X	
Proposed street, stormwater management infrastructure, and utility construction drawings including water, sanitary sewer, telephone, electric, fire hydrant, lighting, and cable TV. Drawings must include design data, details, and profiles.		X	
Proposed lighting plan, if street lights are proposed	X	X	
Stormwater management narrative, approximate BMP locations, and preliminary grading plan	X		
Final stormwater management narrative, BMP locations, and grading plan		X	
Building pad and first floor elevation, including datum		X	X
Engineering certificate of all required improvements installed (streets, water/sewer lines, stormwater management, and lighting)			X
As-builts for streets, stormwater management infrastructure, lighting (if applicable), sidewalks, pedestrian circulation paths, and utility construction drawings including water, sanitary sewer, telephone, electric, fire hydrant, lighting, and cable TV			X
Moumentation set and control corner(s) established			X
<b>PERMITS AND OTHER DOCUMENTATION</b>			
ARHS septic evaluations for each individual lot or letter of commitment from centralized sewer service provider	X		
NCDEQ wastewater line extension permit, if applicable		X	
NCDEQ wastewater plant construction permit, if applicable		X	
NCDEQ wastewater system completion/connection certifications for central systems and permit to authorize wastewater flows if a dry-line construction permit was previously issued			X
NCDEQ waterline extension permit, if applicable		X	
NCDEQ waterline acceptance certification			X

	Preliminary Plat	Construction Drawings	Final Plat
Water/sewer district documents and approvals, if applicable			X
NCDEQ approved stormwater permit (including application, plan, narrative, and calculations)		X	
NCDEQ approved Soil Erosion and Sedimentation Control plan and permit		X	
NCDEQ Coastal Area Management Act permits for improvements, if applicable		X	
NCDOT driveway permit		X	
NCDOT right-of-way encroachment agreement		X	
NCDOT pavement certification with asphalt test data			X
Street, open space, and stormwater infrastructure performance guarantees, if applicable			X
Fire chief certification for dry hydrant installation, if applicable			X
Geological analysis for development or use of land containing a significant dune, if applicable	X		
Economic and public facilities impact narrative, if required by administrator	X		
Copy of Homeowner's Association documents, restrictive covenants which are to be recorded, and establishment of reserve fund account.			X
<b>ADDITIONAL INFORMATION FOR CONSERVATION SUBDIVISION</b>			
Approved conservation and development plan	X		
Proposed density per acre (not including CAMA wetlands)	X		
Minimum lot area, lot width, setbacks, and lot coverage	X	X	X
Screening from major arterials	X		

Major Subdivision Submittal Checklist – Preliminary Plat

Staff will use the following checklist to determine the completeness of your application for preliminary plat 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 Subdivision Submittal Checklist – Preliminary Plat

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

TRC Date: \_\_\_\_\_

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

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

Major Subdivision – Preliminary Plat Submittal Checklist		
1	Complete Major Subdivision application	
2	Complete Use Permit Review Standards, if applicable	
3	Application fee at Preliminary Plat (\$100 per lot) or \$250 for amended plats	
4	Community meeting written summary, if applicable	
5	Preliminary Plat with professional's seal	
6	Existing features plan	
7	Proposed landscape plan, including common areas, open space set-aside configuration and schedule, required buffers, fences and walls, and tree protection plan	
8	Stormwater management narrative and preliminary grading plan	
9	Completely executed street name approval form	
10	Septic evaluations by ARHS for each individual lot or letter of commitment from owner of centralized sewer service provider	
11	Letter from DWQ indicating intent to approve connection to an existing centralized wastewater system.	
12	Letter of commitment from centralized water provider, if applicable	
13	Wetland certification letter and map, if applicable	
14	Geological analysis for development or use of land containing a significant dune, if applicable	
15	Economic and public facilities impact narrative, if required by administrator	
16	Conservation Subdivision: Approved conservation and development plan	
17	3 copies of plans	
18	1- 8.5" x 11" copy of plan	
19	2 hard copies of ALL documents	
20	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**

\_\_\_\_\_

\_\_\_\_\_

Major Subdivision Submittal Checklist – Construction Drawings

Staff will use the following checklist to determine the completeness of your application for construction drawings within ten business days of submittal. Please make sure all of the listed items are included. The Planning Director shall not process an application for further review until it is determined to be complete.

# Major Subdivision Submittal Checklist – Construction Drawings

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

TRC Date: \_\_\_\_\_

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

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

Construction Drawings Submittal Checklist		
1	Complete Major Subdivision application or fee for amended drawings (\$250)	
2	Construction drawing with engineer's seal	
3	Proposed landscape plan, including common areas, open space set-aside configuration and schedule, required buffers, fences and walls, and tree protection plan	
4	Final stormwater management narrative and grading plan, if changed since preliminary plat	
5	Proposed construction drawings (road, stormwater management infrastructure, utilities)	
6	NCDEQ wastewater line extension permit, if applicable	
7	NCDEQ wastewater plant construction permit, if applicable	
8	NCDEQ waterline extension permit, if applicable	
9	NCDEQ stormwater permit including application, plan, and narrative with calculations	
10	NCDEQ soil erosion and sedimentation control permit	
11	NCDEQ CAMA major permit, if applicable	
12	NCDOT driveway permit and encroachment agreement, if applicable	
13	Wetland fill permit(s), if applicable	
14	3 copies of plans	
15	1- 8.5" x 11" copy of plan	
16	2 hard copies of ALL documents	
17	1 PDF digital copy of all plans AND documents (ex. Compact Disk – e-mail not acceptable)	

For Staff Only

**Pre-application Conference (Optional)**

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

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

**Comments**

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

Major Subdivision Submittal Checklist – Final Plat

Staff will use the following checklist to determine the completeness of your final plat application within ten business days of submittal. Please make sure all of the listed items are included. The Planning Director shall not process an application for further review until it is determined to be complete.

# Major Subdivision Submittal Checklist – Final Plat

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

TRC Date: \_\_\_\_\_

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

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

Final Plat Submittal Checklist		
1	Complete Major Subdivision application or fee for amended final plat (\$250)	
2	Final plat with professional's seal	
3	As-built drawings (streets, stormwater management infrastructure, utilities (including hydrant locations), and lighting (if applicable))	
4	As-built for landscaping including street trees, heritage trees, and required buffers, fences, and walls	
5	Fire Chief certification for dry hydrant installation, if applicable	
6	Water/sewer district documents and approvals, if applicable	
7	Copy of homeowners association by-laws, restrictive covenants to be recorded, and verification of reserve fund account.	
8	Street, stormwater infrastructure, and open space performance bonds, if applicable	
9	NCDOT pavement certification (with asphalt test documents)	
10	NCDEQ waterline acceptance certification form	
11	NCDEQ wastewater system completion/connection certificates for central systems. Permit to authorize wastewater flows if a dry-line construction permit was previously approved.	
12	3 copies of plans	
13	1- 8.5" x 11" copy of plans	
14	2 hard copies of ALL documents	
15	1 PDF digital copy of all plans AND documents (ex. Compact Disk – e-mail not acceptable)	

For Staff Only

**Pre-application Conference (Optional)**

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

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

**Comments**

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

## Use Permit – Findings of Fact

### Purpose of Use Permit and Project Narrative

Ashbrook Estates is a proposed Conservation Subdivision of 130.73 acres off Maple Road, in Barco. The project will consist of 52 single-family lots with lot sizes ranging from 35,000 square feet up to 56,000 square feet. Open space set-asides consists of 26.51 acres of Primary Conservation area (wetlands & riparian buffer) as well as 52.97 acres of Secondary Conservation area. The Secondary Conservation area where not utilized for stormwater requirements or USPS mail kiosk, shall remain in active agriculture. New streets will be built in accordance with NCDOT construction standards, and all other improvements shall be built in accordance with the requirements of Currituck County and NC DEQ.

### Specific Findings of Fact

- A. The use will not endanger the public health or safety.

The use shall follow all County State and Federal health and safety standards including but not limited to: Albemarle Regional Health Services, NC Department of Environmental Quality, NC Department of Transportation and US Army Corp of Engineers. The project should not adversely affect the public health and safety.

- B. The use will not injure the value of adjoining lands and will be in harmony with the area in which it is located.

There are single-family developments to the north and east. The conservation areas will align with the existing State-owned swamp lands to the west and northwest and an adequate buffer provided along the County's property to the south. The use will not injure the value of the adjoining lands and will be in harmony with the surrounding area.

- C. The use will be in conformity with the Land Use Plan or other officially adopted plan.

The 2006 Land Use Plan (2009 revision) classifies this area as being within a Full-Service Area (Areas preferred for Community Centers), with a base density of 2 units per acre. The proposed plan equates to 0.4 units per acre, which does not exceed this density.

Additionally, the Maple-Barco Small Area Plan classifies the developable portion of the property as Transitional and the wetlands areas as Conservation. The Transitional areas are characterized as areas that allow greater flexibility in types of services and uses, while incorporating uses of buffers, low impact development techniques and preservation of culturally or historically significant landmarks. The proposed development utilizes low impact development techniques such as limiting impervious cover and implementation of more natural stormwater conveyances and less reliance on hardened structures and curbs. The conservation areas provide the reservation of those environmentally sensitive areas as well as providing necessary buffers. The proposed development will keep the open space not otherwise utilized reserved for active agriculture, which continues to preserve some of the cultural & historic nature of the land.

The 2040 Imagine Currituck Plan classifies this parcel as O-2 Reserved Lands with a suggested density of 1 unit per 3 acres (0.33 units per acre) Although the proposed development is slightly higher than the new land use plan, the developed parcels adjacent to the north and south are G-2 Controlled Growth with a density of up to 2 dwelling units per acre, which the proposed development at 0.4 units per acre is considerably less than what would be allowed on those parcels.

The following Land Use Policies are referenced in support of the proposed use:

POLICY HN1: Currituck County shall encourage development to occur at densities appropriate for the location.

- The proposed density is below what is allowed under Full Service and environmentally sensitive areas shall be protected.

POLICY AG2: Farms and woodlands shall be recognized as an integral part of the county's OPEN SPACE SYSTEM.

- The proposed development open space set-asides include the wooded areas and remaining farmland not used for stormwater purposes.

POLICY AG3: County ACTIONS CONCERNING INFRASTRUCTURE (e.g. schools, parks, and utilities)

- Area for development is located within a Full-Service designation.

POLICY TR12: New residential developments shall provide for the installation of PAVED PUBLIC ROADWAY AND DRAINAGE INFRASTRUCTURE.

- The development shall be built in accordance with NCDOT Construction Standards and the drainage requirements of Currituck County.

POLICY WS6: Currituck County endorses the proper use and maintenance of APPROVED SEPTIC SYSTEMS.

- All lots have been evaluated by Albemarle Regional Health Services and approved for septic systems.

POLICY PR6: All new residential development shall provide for ADEQUATE OPEN SPACE AND RECREATION IMPROVEMENTS.

- Project exceeds the 60% open space as required by the UDO. Fees in lieu of park dedication is being offered so that the County may decide the most appropriate place to utilize and dedicate parks and recreation services.

POLICY WQ3: Currituck County supports policies, plans and actions that help protect the water quality of the county's estuarine system by preventing SOIL EROSION AND SEDIMENTATION and POLICY WQ4: RUNOFF AND DRAINAGE.

- Stormwater Management and Erosion & Sediment Control will be provided in accordance with the requirements of Currituck County and NCDEQ.
- D. The use will not exceed the county's ability to provide adequate public facilities, including, but not limited to, schools, fire and rescue, law enforcement, and other county facilities. Applicable state standards and guidelines shall be followed for determining when public facilities are adequate.
- The project has adequate water supply available via the County's water infrastructure for both domestic and fire protection.
  - The project is located within the Crawford Volunteer Fire Department service area, which department also has water shuttling capabilities.
  - The project is immediately across the road from the current location of the County Sheriff Department office.
  - The project is located within the following School attendance zones: Central Elementary School, Currituck County Middle School and Currituck County High School.