



# Major Site Plan Application

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

## Contact Information

### APPLICANT:

Name: Albemarle & Associates, Ltd  
Address: PO Box 3989  
Kill Devil Hills, NC, 27948  
Telephone: 252-441-2113  
E-Mail Address: mikem@albemarleassociates.com

### PROPERTY OWNER:

Name: Golasa Holdings LLC  
Address: 2229 S. Croatan Hwy  
Nags Head, NC, 27959  
Telephone: 252-480-0009  
E-Mail Address: beachmartinc@gmail.com

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: consultant

## Property Information

Physical Street Address: 804 Ocean Trail, Corolla, NC, 27927  
Location: Ocean Trail just north of the Timbuck II Shopping area  
Parcel Identification Number(s): 116D000003B0000  
Total Parcel(s) Acreage: 0.445 Ac  
Existing Land Use of Property: former coffee stand

## Request

Project Name: 804 Ocean Trail  
Proposed Use of the Property: 2,474 sf retail space with 2 apartments above  
Deed Book/Page Number and/or Plat Cabinet/Slide Number: Book 1 668 / Pg 569  
Total square footage of land disturbance activity: 27,747 sf  
Total lot coverage: 8,316 (42.9%) Total vehicular use area: 3,928 sf  
Existing gross floor area: n/a Proposed gross floor area: 2,474 sf retail  
2,090 sf apartment

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.

(Signature)  
Property Owner(s)/Applicant\*

6-15-23  
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 Site Plan Design Standards Checklist**

The table below depicts the design standards of the major site plan application. Please make sure to include all applicable listed items to ensure all appropriate standards are reviewed.

# Major Site Plan Design Standards Checklist

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

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

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

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> : Property lines, acreage, adjacent use types, streets (right-of-ways), easements, buildings and accessory structures (including square feet and use), parking layout, vehicular use areas, driveways (including opposing driveways), loading spaces, refuse collection facilities (dumpsters), outdoor storage areas, ground based utility equipment, fences and walls, and sidewalks and pedestrian circulation. And location and size of existing and proposed <b>infrastructure</b> : Water mains (including and water taps), water meter details, backflow prevention details, wells, sewer mains or on-site septic systems (including repair area), electrical service, fire hydrants, detail of fire apparatus access to buildings, and any other public utility within all adjacent public right-of-ways and easements.
7	Approximate location of all designated Areas of Environmental Concern or other such areas which are environmentally sensitive on the property, such as Maritime Forest, CAMA, 404, or 401 wetlands as defined by the appropriate agency.
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>Major Stormwater Management Plan</b>	
16	Major Stormwater Plan and Form SW-002

**Architectural Elevations**

17	Architectural drawings and/or sketches illustrating the design, character, height, and materials of the proposed buildings.	
<b>Flood Damage Prevention, if Applicable</b>		
18	Proposed elevation of all structures and utilities.	
19	Location, dimensions, and use of: Development and disturbance, existing and proposed structures and utility systems grading and pavement areas, fill materials, storage areas, drainage facilities, and other development.	
20	Boundary of Special Flood Hazard Area (SFHA), floodway, Coastal Barrier Resource System (CBRS) Area, water course relocation, or a statement that the entire lot is within a specific SFHA.	
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: 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).	

**Major Site Plan Submittal Checklist**

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

# Major Site Plan Submittal Checklist

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

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

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

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

Major Site Plan Submittal Checklist		
1	Complete Major Site Plan application	
2	Application fee (\$.10 per square foot of gross floor area or \$400 minimum)	
3	Site plan	
4	Landscape plan	
5	Exterior Lighting plan	
6	Major Stormwater Management plan and Form SW-002	
7	Architectural elevations, if applicable	
8	ARHS site evaluation(s) OR if connecting to existing wastewater system, a letter of commitment from owner of centralized sewer provider and letter from DWQ indicating the existing plant has sufficient capacity to serve the development at the time of site plan approval.	
9	NCDEQ stormwater permit application (if 10,000sf or more of built upon area).	
10	NCDEQ Erosion and Sedimentation Control permit application (if one acre or more of land disturbance).	
11	NCDOT Street and Driveway Access Permit Application and Encroachment Agreement	
12	2 copies of plans	
13	2 hard copies of ALL documents	
14	1 PDF digital copy of all plans AND documents (ex. Compact Disk – e-mail not acceptable)	

**For Staff Only**

**Pre-application Conference**

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

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

**Comments**

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