



# Major Subdivision Application

OFFICIAL USE ONLY:

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

Contact Information

APPLICANT: West Beach, LLC,  
Name: South Ocean, LLC & Penny's Hill, LLC  
Address: 3225 McLeod Dr., Ste 100  
Las Vegas, NV 89121  
Telephone: (917) 209-6750  
E-Mail Address: HQ@edgewatercollection.com

PROPERTY OWNER: West Beach, LLC,  
Name: South Ocean, LLC & Penny's Hill, LLC  
Address: 3225 McLeod Dr., Ste 100  
Las Vegas, NV 89121  
Telephone: (917) 209-6750  
E-Mail Address: HQ@edgewatercollection.com

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: Applicant is owner

Request

Physical Street Address: 1497, 1496, & 1494 McKay Court and 1492 Ocean Pearl Road

Parcel Identification Number(s): 0102000002A0000, 0102000002B0000, 0102000002C0000, & 0102000002D0000

Subdivision Name: Penny's Hill Beach Club (formerly Munson Hill Subdivision)

Number of Lots or Units: 4

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.

- Manager

Jan 24, 2024

Property Owner(s)/Applicant\*

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: N/A

Meeting Location: N/A

## 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.

	Preliminary Plat	Construction Drawings	Final Plat
<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 – 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: Penny's Hill Beach Club (formerly Munson Hill Subdivision)

Applicant/Property Owner: West Beach, LLC, South Ocean, LLC & Penny's Hill, LLC

<b>Final Plat Submittal Checklist</b>		
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	N/A
6	Water/sewer district documents and approvals, if applicable	N/A
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	N/A
9	NCDOT pavement certification (with asphalt test documents)	N/A
10	NCDEQ waterline acceptance certification form	N/A
11	NCDEQ wastewater system completion/connection certificates for central systems. Permit to authorize wastewater flows if a dry-line construction permit was previously approved.	N/A
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**

\_\_\_\_\_

\_\_\_\_\_