



Major Subdivision 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: johnd@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

Request

Physical Street Address: 804 Ocean Trail

Parcel Identification Number(s): 116D000003B0000

Subdivision Name: Buck Island

Number of Lots or Units: 1

Phase: Buck Island

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.

Israel Dolan
 Property Owner(s)/Applicant*

5-19-23
 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: 4/19/2023 (3:00pm) Meeting Location: 810 Ocean Trail

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): _____
To allow for 2 upper level dwellings (apartments) above a commercial (retail) space in the Timbuck II
(commercial phase of Buck Island).

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.
There are no uses proposed that endanger public health or safety. All construction will comply with building codes.

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.
All abutting lands are public right-of-ways. The parcel is located within the commercial portion of a PUD that also contains apartments above commercial. The apartments are to accommodate employee housing for nearby businesses.

C. The use will be in conformity with the Land Use Plan or other officially adopted plan.
The land use plan considers this "G3-Mixed Use Centers and Corridors" and this use will provide retail as well as affordable housing for employees to maintain needed staff in the area.

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 site has been home to commercial business in the past and therefore is not increasing public facility need. The number of dwellings are a insignificant in comparision to the residential in the area.

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.

Cristal Jolava
Property Owner(s)/Applicant*

5-19-23
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.

	Preliminary Plat	Construction Drawings	Final Plat
GENERAL AND ZONING			
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
ENVIRONMENTAL PROTECTION			
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		
STREETS, STORMWATER, AND INFRASTRUCTURE			
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
PERMITS AND OTHER DOCUMENTATION			
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
ADDITIONAL INFORMATION FOR CONSERVATION SUBDIVISION			
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: Parcel Y

Applicant/Property Owner: Golasa Holdings LLC

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 3/30/2023 and the following people were present:
Donna Voliva, Dylan Lloyd, Bill News, David Otts, John DeLucia, Mike Morway

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	NC DOT 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



Buck Island – Timbuck II Phase - Parcel Y Community Meeting Minutes

April 19, 2023

A Community Meeting was held for Parcel Y in the Timbuck II Phase of the Buck Island Planned Unit Development at the Adventure Park located at 810 Ocean Trail on April 19, 2023 at 3:00 pm. The following people were in attendance:

John DeLucia	(Albemarle & Associates)
Michael Morway	(Albemarle & Associates)
Manny Golasa	(Golasa Holdings representative)
Nikola Mladenovski	(Golasa Holdings representative)
David Lubelski	(Currituck County Planning Department)
Mark Johnson	(Buck Island resident)
Judy Johnson	(Buck Island resident)

The following items were reviewed at the meeting:

- A presentation board was shown that included a preliminary site plan as well as preliminary building elevations and floor plans.
- John briefed attendees that the project requires a Community Meeting because Buck Island is a special use permit and a sketch plan amendment is needed because there was never any residential use allocated for the Timbuck II Phase (west side of Ocean Trail).
- The owners intend to construct a retail building that will include two apartments on the second floor to be used for employee housing. The retail building itself could be approved through the regular site plan submittal process. However, the addition of the apartments requires the Buck Island special use permit to be amended and therefore requires a community meeting and will also be presented to the Board of Commissioners for approval.
- David briefed on the review process, of which the project is within the early phases. A preapplication meeting has been held and the community meeting is the second step, followed by formal submittal, technical review committee and the Board of Commissioners. The Board meeting is open to the public.
- John reiterated that if there were no apartments in this plan, the review process would be much simpler. David also noted that there are some apartments above retail in Timbuck II.

- When questions were asked above the site plan, it was noted that the plan on hand was only preliminary to facilitate the sketch plan amendment. The review process for the site plan is separate and would include detailed plans that would include a more detailed site plan, grading & drainage plans, utility plans, buffering plans and a lighting plan.

The meeting was concluded at approximately 3:20. Afterward, Lisa Bucinski stopped by and was briefed on the project with much of the same information discussed during the meeting.



May 24, 2023

Currituck County Planning Department
Currituck Historic Courthouse
153 Courthouse Road, Suite 110
Currituck, NC, 27929

ATTN: Donna Voliva

**RE: Major Subdivision Sketch Plan Amendment
Parcel Y – Third Division of Lot 3 – Timbuck II Phase – Buck Island**

Dear Donna:

Please find the attached Major Subdivision Application for Parcel Y which is the Third Division of Lot 3 of the Timbuck II Phase of Buck Island. As you know, the portions of this parcel were taken by NCDOT for right-of-way for the Mid-Currituck Bridge. The application includes a sketch plan modification for the Buck Island subdivision. As you know, Parcel Y is in the Timbuck II phase of Buck Island and is designated as commercial and Golasa Holdings intends to construct a retail building with 2 apartments on the second story. The attached sketch plan amendment adds an allocation for 2 dwellings in the Timbuck II phase. The pre-submittal application meeting for this was held on March 30th (11:00 am) and the Community Meeting was held on April 19th at 3:00 pm. Included with this submittal you will find the following items:

- Major Subdivision Application
- \$250.00 Sketch Plan Modification Review Fee (\$200 check + \$50 check)
- Plan: C1 Amended Sketch Plan dated 5/24/2023 (2 copies)
- Survey of Parcel Y (2 copies)
- Plan: C201 Conceptual Site Plan dated 1/27/2023 (2 copies)
- Community meeting minutes
- CD with digital PDF copies of all drawings and documents

Please note that we have included a site sketch plan for the proposed project and intend to submit a Major Site Plan application in June. If you have any questions pertaining to this project, please do not hesitate to contact me.

Sincerely,

Michael J. Morway, PE
Engineer

cc: File 08599
Golasa Holdings LLC

Land Planning – Engineering – Environmental – Construction Management
P.O. Box 3989, 115 W. Saint Clair St., Kill Devil Hills, North Carolina 27948
North Carolina License No. C-1027
Phone: 252-441-2113 www.AlbemarleAssociates.com Fax: 252-441-0965