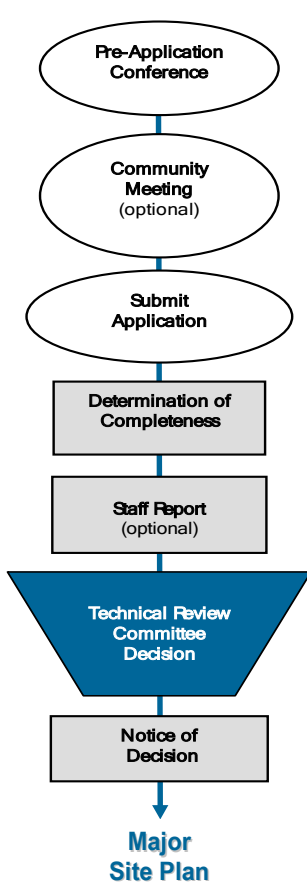




# Major Site Plan Review Process



## 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

Major site plan approval is required for any non-residential, multi-family, or mixed-use development that:

- Is 5,000 square feet or greater of building gross floor area, impervious surface, disturbed land area, and other use area.

## Step 1: Pre-application Conference

The purpose of a pre-application conference is to provide an opportunity for the applicant to determine the submittal requirements and the procedures and standards applicable to an anticipated development application. A pre-application conference is also intended to provide an opportunity for county staff to become familiar with, and offer the applicant preliminary comments about, the scope, features, and impacts of the proposed development, as it relates to the standards in the Unified Development Ordinance (UDO).

The applicant shall submit conceptual drawings that show the location, general layout, and main elements of the proposed development as part of the application to the Development Services Department at least three business days before the pre-application conference.

## Step 2: Application Submittal and Acceptance

The applicant must submit a complete application packet on or before the application submittal deadline date which is usually the fourth Thursday of each month. If submitting on the submittal deadline date, please call 252-232-3055 to schedule an appointment. A complete application packet consists of the following:

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

- Completed Currituck County Major Site Plan Application.
- Site plan drawn to scale. The plan shall include the items listed in the major site plan design standards checklist.
- Landscape plan drawn to scale. The plan shall include the items listed in the major site plan design standards checklist.
- Exterior lighting plan drawn to scale. The plan shall include the items listed in the major site plan design standards checklist.
- Stormwater Review Fee (see fee schedule) and Major Stormwater Plan and Form SW-002.
- Architectural elevations illustrating the design and character of the proposed structures, if applicable.

- ARHS site evaluation(s) OR if connecting to existing wastewater system, a letter of commitment from 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.
- NCDEQ, DWQ stormwater permit application (if 10,000 sf or more of built upon area).
- NCDEQ, Land Quality, Erosion and Sedimentation Control permit application (if one acre or more of land disturbance).
- NCDOT Street and Driveway Access Permit Application and Encroachment Agreement.

Applicable Fee:

\$.15 per square foot of gross floor area or \$500 minimum

Upon receiving an application, staff shall, within ten business days, 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 3: Staff Review and Action**

Once an application is determined complete, it will be distributed to the Technical Review Committee (TRC) and placed on the TRC meeting agenda. TRC shall review and prepare a written report that will include any outstanding concerns with the application. 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.



# Major 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 the purpose 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.

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

Site Plan Design Standards Checklist	
<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

<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: 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 two-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 – Documents provided on USB flash drive or CD		
1	Complete Major Site Plan application	
2	Site plan	
3	Landscape plan	
4	Exterior Lighting plan	
5	Stormwater Review Fee Deposit (see fee schedule) and Major Stormwater Management plan and Form SW-002	
6	Architectural elevations, if applicable	
7	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.	
8	NCDEQ stormwater permit application (if 10,000 sf or more of built upon area).	
9	NCDEQ Erosion and Sedimentation Control permit application (if one acre or more of land disturbance).	
10	NCDOT Street and Driveway Access Permit Application and Encroachment Agreement	
11	Application fee (\$.15 per square foot of gross floor area or \$500 minimum)	

For Staff Only

**Pre-application Conference**

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

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

**Comments**

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