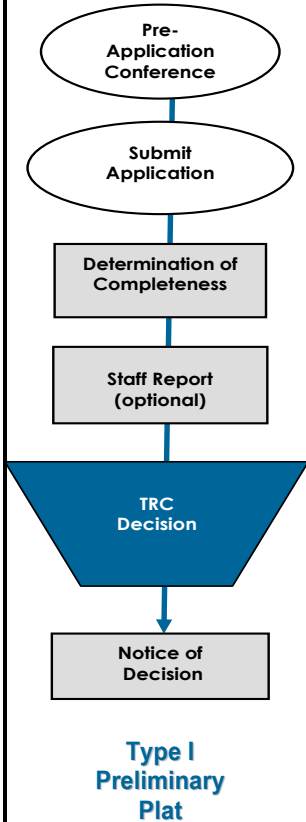


# Major Subdivision Review Process



## 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

Development of a major subdivision requires approval of a Type I (20 or fewer lots) or Type II (21+ lots) preliminary plat with a special use permit, if applicable, construction drawings, and final plat. Preliminary plat and construction drawings may be submitted simultaneously. Also, a conservation and development plan is required for conservation subdivisions (Fee \$50).

## Step 1: Pre-application Conference

*PUD Amended Sketch Plan/Special Use Permit, Type I and Type II Preliminary Plat (Optional for Construction Drawings and Final Plat)*

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 drawings that show the location, layout, and main elements of the development to be proposed as part of the application to the Planning and Community Development Department at least three business days before the pre-application conference.

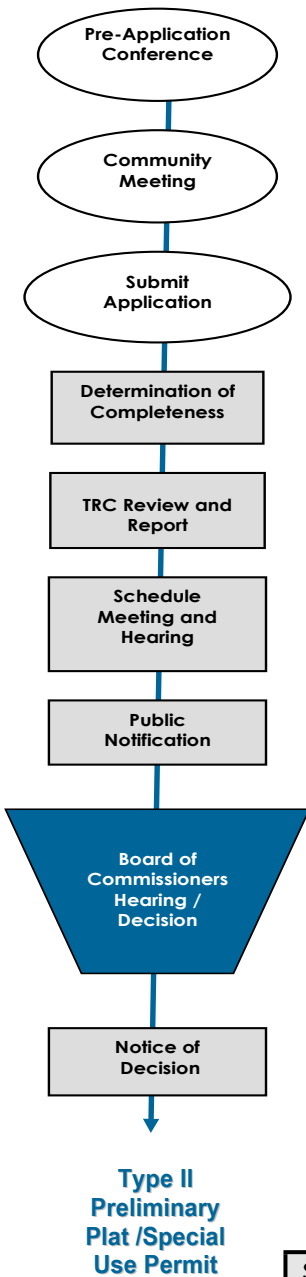
## Step 2: Community Meeting

*Type II Preliminary Plat*

The purpose of the community meeting is to inform owners and occupants of nearby lands about the application for a major subdivision that is going to be reviewed under the UDO, and to provide the applicant an opportunity to hear comments and concerns about the application as a means of resolving conflicts and outstanding issues, where possible.

Community meetings are opportunities for informal communication between applicants and the owners and occupants of nearby lands, and other residents who may be affected by the application.

The community meeting shall comply with the following procedures:



- **Time and Place**  
The meeting shall be held at a place that is convenient and accessible to neighbors residing in close proximity to the land subject to the proposed major subdivision.
- **Notification**  
Mailed Notice
  - The applicant shall mail notice of the meeting a minimum of ten days in advance of the meeting to the Director and to:
    - i. All owners of the land subject to the application;
    - ii. All owners of land within 500 feet of the property lines of land subject to the application (including owners of land located outside the county) whose address is known by reference to the latest ad valorem tax records; and
    - iii. Commanders of military bases located within five miles of the subject application when the development proposal affects the type of uses allowed.
- Posted Notice
  - The applicant shall post notice of the community meeting on the land subject to the application for at least ten days before the date fixed for the meeting, in a form established by the Director. Signs used for posted notice shall have a minimum size of six square feet per side.
- Notice Content
  - The notice shall state the time and place of the meeting and general nature of the major subdivision.
- **Conduct of Meeting**  
At the meeting, the applicant shall explain the development proposal and application, inform attendees about the application review process, respond to question and concerns neighbors raise about the application, and propose ways to resolve conflicts and concerns.
- **Staff Attendance**  
County staff shall attend the meeting for the purpose of advising attendees about the applicable provisions of the UDO and the land use plan but shall not serve as facilitators or become involved in discussions about the proposed major subdivision.
- **Written Summary of Community Meeting**  
The applicant shall prepare a written summary of the meeting that includes a list of meeting attendees, a summary of attendee comments, discuss issues related to the major subdivision application, and any other information the applicants deems appropriate. The meeting summary shall be included with the application materials and be made available to the public for inspection.
- **Response to Summary**  
Any person attending the community meeting may submit a written response to the applicant's meeting summary to the Director within 30 days after the application is determined complete. The response may state their understanding of attendee comments, discuss issues related to the development proposal, and include any other information they deem appropriate. All written responses to the applicant's summary of the community meeting shall be transmitted to the applicant, included with the application materials, and made available to for public inspection.

**Step 3: Application Submittal and Acceptance**

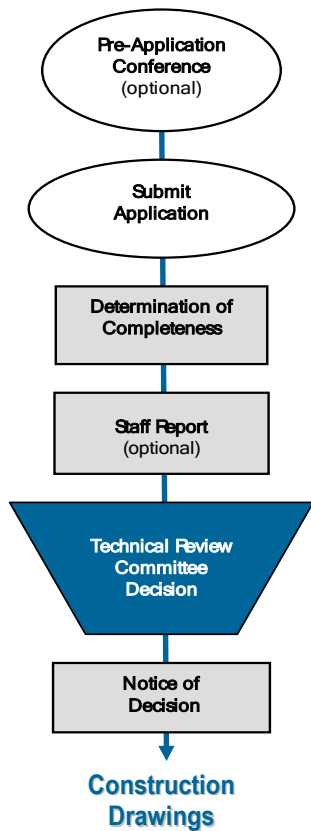
PUD Amended Sketch Plan/Special Use Permit, Type I and Type II Preliminary Plat, Construction Drawings, Final Plat

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 Subdivision Application.
  - Completed Special Use Permit Review Standards, if one or more public facilities are within 85% of the maximum capacity for a Type I subdivision and for all Type II subdivisions.
  - A plat and development plan drawn to scale.

- Applicable Fee:
- Amended plan/plat fee (\$250) or
  - Preliminary Plat application fee (\$100 per lot)

\*For a complete list of submittal requirements, see the design standards checklist.



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.

**Step 4: Staff Review and Action**

*PUD Amended Sketch Plan/Special Use Permit, Type I and Type II Preliminary Plat, Construction Drawings, Final Plat*

Once an application is determined complete, it will be distributed to the Technical Review Committee (TRC). TRC shall review the application, prepare a staff report, and comment on the preliminary plat/special use permit application and a decision for construction drawings and final plats. The staff report may identify and recommend conditions of approval addressing how compliance deficiencies might be corrected and adverse effects of the application might be mitigated.

**Step 5: Public Hearing Scheduling and Public Notification**

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

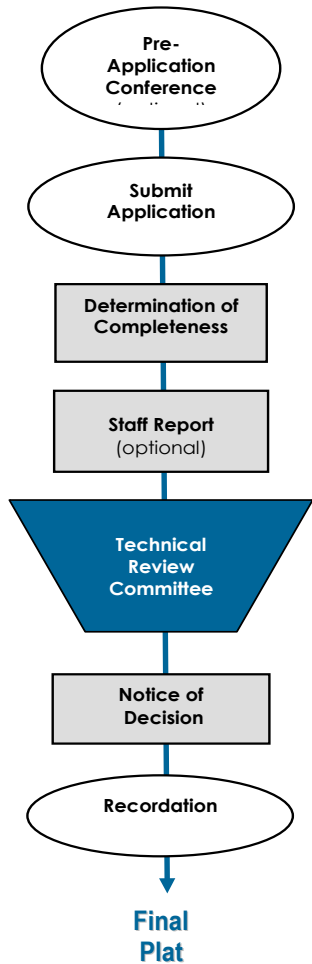
The TRC will provide comments on the application and staff shall ensure that the public hearing is scheduled for a regularly scheduled Board of Commissioners meeting or a meeting specially called for by the Board of Commissioners. The required public hearing with the Board of Commissioners shall be scheduled so there is sufficient time for a staff report to be prepared and for the public notification requirements to be satisfied under state law.

The application shall meet the following public notification requirements:

- **Published Notice**  
Staff shall publish a notice of the hearing once a week for two successive calendar weeks in a newspaper having general circulation in the county. The first-time notice is published, it shall not be less than 10 days nor more than 25 days before the date fixed for the hearing.
- **Mailed Notice**  
Staff shall be responsible for preparing and mailing a written notice between 10 and 25 days before the public hearing. Notice shall be mailed to:
  - All owners of the land subject to the application;
  - The applicant, if different from the land owner;
  - All owners of land within 500 feet of the property lines of land subject to the application (including owners of land located outside the county) whose address is known by reference to the latest ad valorem tax records; and
  - Commanders of military bases located within five miles of the subject application when the development proposal affects the type of uses allowed.
- **Posted Notice**  
At least 10 days before the public hearing, posted notice shall be made by staff. A sign shall be placed in a conspicuous location as to be clearly visible to the traveled portion of the respective street. Where the land subject to the notice does not have frontage on a public street, the sign shall be erected on the nearest street right-of-way with an attached notation generally indicating the direction and distance to the land subject to the application.

**Step 6: Public Hearing Procedures and Decision-Making Body Review and Decision**

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



The applicant must attend the public hearing. During the public hearing, the Director will present the staff report and any review body findings and review comments to the Board. The applicant will then have the opportunity to present any information they deem appropriate. The burden of demonstrating that an application complies with applicable review and approval standards of the UDO is on the applicant. The public may be permitted to speak in accordance with the Board of Commissioners rules of procedure, or at their discretion, as appropriate, in support of or in opposition to the application. The applicant and Director may respond to any comments, documents, or materials presented.

The Board of Commissioners shall make one of the following decisions on the application:

- Adoption of the special use permit;
- Adoption of the special use permit subject to conditions of approval; or
- Denial of the special use permit.

A special use permit shall be approved on a finding the applicant demonstrates the proposed use will:

- Not endanger the public health or safety;
- Not injure the value of adjoining or abutting lands and will be in harmony with the area in which it is located;
- Be in conformity with the Land Use plan or other officially adopted plan;
- Not exceed the county's ability to provide adequate public school facilities.



# Major Subdivision Application

**OFFICIAL USE ONLY:**

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

**Contact Information**

**APPLICANT:**

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

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**PROPERTY OWNER:**

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

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: \_\_\_\_\_

**Request**

Physical Street Address: \_\_\_\_\_

Parcel Identification Number(s): \_\_\_\_\_

Subdivision Name: \_\_\_\_\_

Number of Lots or Units: \_\_\_\_\_

Phase: \_\_\_\_\_

TYPE OF SUBMITTAL

- Conservation and Development Plan
- Amended Sketch Plan/Special 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 the purpose of determining compliance with all applicable standards. 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.**

**Community Meeting, if applicable**

Date Meeting Held: \_\_\_\_\_ Meeting Location: \_\_\_\_\_

**Special Use Permit Review Standards, if applicable**

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

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

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 special use permit.

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

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

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.

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

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

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

D. The use will not exceed the county's ability to provide adequate public school facilities.

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

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 the purpose of determining zoning compliance. All information submitted and required as part of this application 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 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 according to approved plans (streets, water/sewer lines, stormwater management, and lighting)			X
Copy of Engineering certification sent to NCDEQ that central wastewater system passed the required pressure test (temporary power pressure test is acceptable 12/10/2021)			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 (suitable or provisionally suitable) 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 permit to authorize wastewater flows if a dry-line construction permit was previously issued			X



	Preliminary Plat	Construction Drawings	Final Plat
NCDEQ waterline extension permit, if applicable		X	
NCDEQ waterline acceptance certification			X
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 – Documents provided on USB flash drive or CD		
1	Complete Major Subdivision application	
2	Complete Special Use Permit Review Standards, if applicable	
3	Stormwater Review Fee Deposit (see fee schedule)	
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 (suitable or provisionally suitable) 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	Plans	
18	Application fee for Preliminary Plat (\$100 per lot) or \$250 for amended plats	

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 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 – Documents provided on USB flash drive or CD		
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	Stormwater form(s), 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	

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 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 – Documents provided on USB flash drive or CD		
1	Complete Major Subdivision application or fee for amended final plat (\$250)	
2	Stormwater Review Fee Deposit (\$2,300 as-built review)	
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 permit to authorize wastewater flows if a dry-line construction permit was previously approved.	
12	Copy of Engineering certification (including calculations) sent to NCDEQ that central wastewater system passed the required pressure test (temporary power pressure test is acceptable 12/10/2021)	

For Staff Only

**Pre-application Conference (Optional)**

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

\_\_\_\_\_

**Comments**

\_\_\_\_\_

\_\_\_\_\_