



Major Subdivision Application

Contact Information

APPLICANT:

Name: SF Corolla Bay, LLC C/O Prem Gupta
Address: P.O. Box 90
Kill Devil Hills NC 27948
Telephone: 252-441-9003
E-mail Address: pgupta@icrsaga.com

PROPERTY OWNER:

Name: Same Entity
Address: _____
Telephone: _____
E-Mail Address: _____

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: Same Entity

Request

Physical Street Address: Cruz Bay Court, Lots 61 & 62

Parcel Identification Number(s): 115E0000RFD0000

Subdivision Name: Corolla Bay

Number of Lots or Units: 2

Phase: 3

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

6/26/25
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: N/A

Meeting Location: _____

N/A

Special Use Permit Review Standards, if applicable

Amended Sketch Plan/Special Use Permit, Type I Preliminary Plat (when Adequate Public School Facilities are at 85% capacity), and 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.

	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 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
PERMITS AND OTHER DOCUMENTATION			
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
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		

Amended Sketch Plan/Special Use Permit 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 the listed items are included. Staff shall not process an application for further review until it is determined to be complete.

Amended Sketch Plan/Special Use Permit Submittal Checklist

Date Received: _____ TRC Date: _____

Project Name: Corolla Bay, Phase 3, Section 2, Lots 61 & 62

Applicant/Property Owner: SF Corolla Bay, LLC

Amended Sketch Plan/Use Permit Submittal Checklist		
1	Complete Major Subdivision application and Special Use Permit Review Standards	
2	Application fee (\$250)	
3	Community meeting written summary	
4	Amended Sketch Plan	
5	Architectural elevations, if applicable	

For Staff Only

Pre-application Conference

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

Comments

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: Corolla Bay, Phase 3, Section 2, Lots 61 & 62

Applicant/Property Owner: SF Corolla Bay, LLC

Major Subdivision – Preliminary Plat Submittal Checklist		
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 - \$150 per lot or \$250 total for amended plat	

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: Corolla Bay, Phase 3, Section 2, Lots 61 & 62

Applicant/Property Owner: SF Corolla Bay, LLC

Construction Drawings Submittal Checklist		
1	Complete Major Subdivision application (For amended drawings include \$250 fee)	
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: Corolla Bay, Phase 3, Section 2, Lots 61 & 62

Applicant/Property Owner: SF Corolla Bay, LLC

Final Plat Submittal Checklist		
1	Complete Major Subdivision application (For amended final plat, include \$250 fee)	✓
2	Stormwater Review Fee Deposit (\$2,300 as-built review)	
3	Final plat with professional's seal	✓
4	As-built drawings (streets, stormwater management infrastructure, utilities (including hydrant locations), and lighting (if applicable))	✓
5	As-built for landscaping including street trees, heritage trees, and required buffers, fences, and walls	
6	Fire Chief certification for dry hydrant installation, if applicable	
7	Water/sewer district documents and approvals, if applicable	✓
8	Copy of homeowners association by-laws, restrictive covenants to be recorded, and verification of reserve fund account.	✓
9	Street, stormwater infrastructure, and open space performance bonds, if applicable	
10	NCDOT pavement certification (with asphalt test documents)	
11	NCDEQ waterline acceptance certification form	
12	NCDEQ wastewater system permit to authorize wastewater flows if a dry-line construction permit was previously approved.	
13	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)	

N/A
N/A

For Staff Only

Pre-application Conference (Optional)

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

Comments
