



# Major Subdivision Application

**OFFICIAL USE ONLY:**

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

**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: info@homesbysaga.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/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.

[Signature]  
 Property Owner(s)/Applicant\*

8/21/23  
 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: N/A Meeting Location: \_\_\_\_\_

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

See transmittal for summary

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.

Project will not endanger public health or safety. Sanitary sewer is provided,  
roadway has been build to NCDOT standards and lots are already part of  
existing stormwater permit to collect and manage to state and county standards.

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.

Lots 61 and 62 of this development is consistent with the Phase I and II portions  
completed previously in that lot sizes and density is similar and in harmony with  
the adjoining lands.

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

The 2040 land use plan classifies this site as a full service within the Corolla  
Sub-Area. Conforms with policy #HN1 - Density and policy  
#HN3 - mixed use development/openspace

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 two additional households will not exceed public facilities. Utilities were  
master planned and designed to incorporate additional lots.

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.

  
\_\_\_\_\_  
Property Owner(s)/Applicant\*

8/21/23  
\_\_\_\_\_  
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 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 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	N/A
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	N/A
10	Septic evaluations by ARHS for each individual lot or letter of commitment from centralized sewer service provider	✓
11	Letter of commitment from centralized water provider, if applicable	✓
12	Wetland certification letter and map, if applicable	✓
13	Geological analysis for development or use of land containing a significant dune, if applicable	N/A
14	Economic and public facilities impact narrative, if required by administrator	N/A
15	Conservation Subdivision: Approved conservation and development plan	N/A
16	3 copies of plans	✓
17	1- 8.5" x 11" copy of plan	✓
18	2 hard copies of ALL documents	✓
19	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 \_\_\_\_\_ N/A \_\_\_\_\_ 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 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: Corolla Bay, Section 2, Lots 61 & 62

Applicant/Property Owner: SF Corolla Bay, LLC

Construction Drawings Submittal Checklist		
1	Complete Major Subdivision application and \$250 for amended drawings	✓
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	N/A
4	Final stormwater management narrative and grading plan, if changed since preliminary plat	✓
5	Proposed construction drawings (road, stormwater management infrastructure, utilities)	N/A
6	NCDEQ wastewater line extension permit, if applicable	N/A
7	NCDEQ wastewater plant construction permit, if applicable	N/A
8	NCDEQ waterline extension permit, if applicable	N/A
9	NCDEQ stormwater permit including application, plan, and narrative with calculations	✓
10	NCDEQ soil erosion and sedimentation control permit <1ac disturbance	N/A
11	NCDEQ CAMA major permit, if applicable	N/A
12	NCDOT driveway permit and encroachment agreement, if applicable	N/A
13	Wetland fill permit(s), if applicable	N/A
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)	✓

initial submittal (no fee provided)

existing stormwater permit SW7050220 included

**For Staff Only**

**Pre-application Conference (Optional)**

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

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

**Comments**

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

## 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		