

Type I Preliminary Plat

# Major Subdivision Review Process

Contact Information Phone: 252-232-3055 Currituck County Planning and Inspections Department 153 Courthouse Road, Suite 110 Currituck, NC 27929 http://www.currituckcountync.gov/planning-zoning/ Website: Email: 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

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

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

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Time and Place

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0

0

**Pre-Application** 

Conference

Community Meeting

Submit

Application

Determination of

Completeness

**TRC Review and** 

Report

Schedule

Meeting and

Hearing

Public Notification

**Board** of

Commissioners

Hearing /

Decision

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;
  - 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 date, time and place of the meeting, applicant contact information, a general nature of the major subdivision, and contain a reference to UDO Section 2.3.8.C. Evidentiary Hearing Procedures.

## 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

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.

A complete application packet consists of the following:

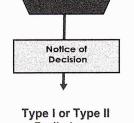
- Completed Currituck County Major Subdivision Application.
- Completed Special Use Permit Review Standards, if one or more public facilities are within 85% of the maximum capacity for a Type I subdivision and for all Type II subdivisions.
- A plat and development plan drawn to scale.

### Applicable Fee:

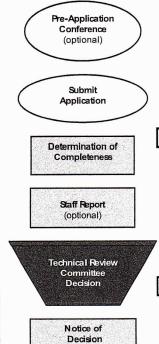
- Amended plan/plat fee (\$250) or
- Preliminary Plat application fee (\$150 per lot)
- o For Commercial Major Subdivision fees, see the Currituck County Master Fee Schedule.

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

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Preliminary Plat /Special Use Permit



▼ Construction Drawings 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

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: Evidentiary Hearing Scheduling and Public Notification Amended Sketch Plan/Special Use Permit, Type I Preliminary Plat (when Adequate Public School Facilities are

at 85% capacity), and Type II Preliminary Plat

The TRC will provide comments on the application and staff shall ensure that the evidentiary hearing is scheduled for a regularly scheduled Board of Commissioners meeting or a meeting specially called for by the Board of Commissioners. The required evidentiary 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.

## o Mailed Notice

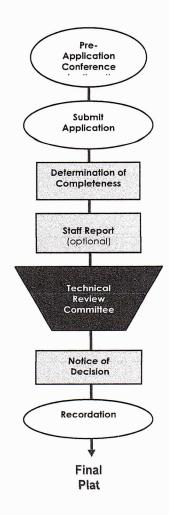
Staff shall be responsible for preparing and mailing a written notice between 10 and 25 days before the evidentiary hearing. Notice shall be mailed to:

- 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 evidentiary 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.

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Step 6: Evidentiary Hearing Procedures and Decision-Making Body Review and Decision Amended Sketch Plan/Special Use Permit, Type I Preliminary Plat (when Adequate Public School Facilities are at 85% capacity), and Type II Preliminary Plat

The applicant must attend the evidentiary hearing. During the evidentiary 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 is in compliance with the provisions of the UDO and 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.

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# Major Subdivision Application

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	tof this process shall become public 3 - 26 - 25 Date 3 - 26 - 25
	Date
r other perso	on(s) having a recognized property interest. If

	led Sketch Plan/Special Use Permit, Type I Preliminary Plat (when Adequate Public School Facilities are at 85% capacity), and I Preliminary Plat			
urpo	ose of Special Use Permit and Project Narrative (please provide on additional paper if needed):			
See	e attached			
nust	applicant shall provide a response to the each one of the following issues. The Board of Commissioners provide specific findings of fact based on the evidence submitted. All findings shall be made in the native for the Board of Commissioners to issue the special use permit.			
۹.	The use will not endanger the public health or safety.			
٦.	See attached			
в.	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.			
	See attached			
C.	The use will be in conformity with the Land Use Plan or other officially adopted plan.			
	See attached			
D.	The use will not exceed the county's ability to provide adequate public school facilities.			
	See attached			
	undersigned, do certify that all of the information presented in this application is accurate to the best			
	y knowledge, information, and belief. Further, I hereby authorize county officials to enter my property ne purpose of determining zoning compliance. All information submitted and required as part of this			
	ication process shall become public record.			
	JAC 3-26-25			
Appl				
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	3-26-25			

Major Subdivision Application Page 6 of 13 February 2025 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	e e e		
Name of Subdivision, Township, County, State	Х	Х	X
Name, signature, license number, seal, and address of	Х	Х	Х
engineer, land surveyor, architect, planner, and/or			
landscape architect involved in preparation of the plat			
Property owner(s) name and address	Х	Х	X
Site address and parcel identification number	Х	Х	X
North arrow and scale (1" = 100' or larger)	Х	Х	Х
Vicinity map showing property's general location in	X	Х	X
relation to streets, railroads, and waterways			
Zoning classification of the property and surrounding	Х		
properties			
All applicable certificates and statements as listed in		**************************************	X
Section 3.1.1 of the Administrative Manual			
A scaled drawing showing the following existing	X	Х	Х
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		N.	
Lot layout including lot line locations and dimension,	X	Х	Х
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	×	X	^
multi-family purposes, if applicable Location of recreation and park area dedication (or	X	X	X
	^	^	^
payment in-lieu) Proposed landscape plan including common areas,	x	Х	
open space set-aside configuration and schedule,	^	~	
required buffers, fences and walls, and tree protection			
plan. Open space calculations must be shown on plat			
As-built for landscaping including street trees, heritage			Х
trees, and required buffers, fences, and walls. Open			
space calculations must be shown on plat			
Water access and recreational equipment storage	X	Х	X
locations, if applicable			
Cultural resources protection plan, if applicable	X	Х	X
Zoning conditions and/or overlay standards listed on	X	X	X
plat		~	
Contour intervals of two feet, if required by the	X	X	
administrator			
Phasing schedule, if applicable	X	Х	

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	Preliminary Plat	Construction Drawings	Final Pla
ENVIRONMENTAL PROTECTION			
Location of all designated Areas of Environmental	X	Х	X
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			
Flood Zone line and Base Flood Elevation as delineated	Х	Х	X
on the "Flood Insurance Rate Maps/Study Currituck			
County"	1		
Delineate all soil series based on Currituck County Soils	X		
Map or NC Licensed Soil Scientist.			
STREETS, STORMWATER, AND INFRASTRUCTURE			
Approximate location of streets, sidewalks, pedestrian	Х		
circulation paths, and utilities			
Street name(s) as approved by GIS	X	Χ	X
Sight triangles	X	Х	Х
Street connectivity index	X		
Location and type of site identification signs, traffic		Х	
control signs, street name signs, and directional signs.			
Proposed street, stormwater management infrastructure,		Х	
and utility construction drawings including water, sanitary			
sewer, telephone, electric, fire hydrant, lighting, and	1		ĺ
cable TV. Drawings must include design data, details,			
and profiles.			
Proposed lighting plan, if street lights are proposed	X	Х	
Stormwater management narrative, approximate BMP	X		
locations, and preliminary grading plan			
Final stormwater management narrative, BMP locations,		Х	
and grading plan			
Building pad and first floor elevation, including datum		Х	X
Engineering certificate of all required improvements			X
installed according to approved plans (streets,			
water/sewer lines, stormwater management, and lighting)			
Copy of Engineering certification sent to NCDEQ that			X
central wastewater system passed the required pressure			
test (temporary power pressure test is acceptable			
12/10/2021)			
As-builts for streets, stormwater management			X
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	X		1
suitable) for each individual lot or letter of commitment			
from centralized sewer service provider		<u> </u>	
NCDEQ wastewater line extension permit, if applicable		<u>X</u>	
NCDEQ wastewater plant construction permit, if		Х	
applicable			
NCDEQ wastewater system permit to authorize			X
wastewater flows if a dry-line construction permit was			
previously issued			

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	Preliminary Plat	Construction Drawings	Final Pla
NCDEQ waterline extension permit, if applicable		Х	
NCDEQ waterline acceptance certification			X
Water/sewer district documents and approvals, if applicable			X
NCDEQ approved stormwater permit (including application, plan, narrative, and calculations)		Х	
NCDEQ approved Soil Erosion and Sedimentation Control plan and permit		Х	
NCDEQ Coastal Area Management Act permits for improvements, if applicable		Х	
NCDOT driveway permit		Х	
NCDOT right-of-way encroachment agreement		Х	
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	Х		
Economic and public facilities impact narrative, if required by administrator	Х		
Copy of Homeowner's Association documents, restrictive covenants which are to be recorded, and establishment of reserve fund account.			X
ADDITIONAL INFORMATION FOR CONSERVATION SUB	DIVISION		
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	Х	Х
Screening from major arterials	Х		

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 TRC Date: \_\_\_\_ Date Received: Project Name: \_\_\_\_Grandy Manor Applicant/Property Owner: Howard Land Development, Inc. Amended Sketch Plan/Use Permit Submittal Checklist Complete Major Subdivision application and Special Use Permit Review Standards 1 2 Application fee (\$250) 3 Community meeting written summary Amended Sketch Plan 4 5 Architectural elevations, if applicable For Staff Only **Pre-application Conference** Pre-application Conference was held on \_\_\_\_\_ and the following people were present: Comments

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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: Grandy Manor

Applicant/Property Owner: Howard Land Development, Inc.

1	or Subdivision – Preliminary Plat Submittal Checklist
1 <u>(</u>	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 <u>10/15/2024</u> and the following people were present:

## Comments

Major Subdivision Application Page 11 of 13 February 2025 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: \_\_\_\_\_ Manor

Applicant/Property Owner: Howard Land Development, Inc.

Con	struction 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 Application Page 12 of 13 February 2025 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: Grandy Manor

Applicant/Property Owner: <u>Howard Land Development</u>, Inc.

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)

For Staff Only

# Pre-application Conference (Optional)

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

## Comments

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# Use Permit – Findings of Fact

## Purpose of Use Permit and Project Narrative

Grandy Manor is a proposed Conservation Subdivision of 23.04 acres off Poplar Branch Road, in Grandy. The project will consist of 20 single-family lots with lot sizes of 25,000 square feet. The project does not contain any wetlands or other areas that would constitute Primary Conservation. 23.04 acres of Secondary Conservation area are being dedicated to achieve the required 40% open space for a SFM Conservation Subdivision. The Secondary Conservation area where not utilized for stormwater requirements or USPS mail kiosk, shall remain in wooded or as green space. The new street will be built in accordance with NCDOT construction standards, and all other improvements shall be built in accordance with the requirements of Currituck County and NC DEQ.

## Specific Findings of Fact

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

The use shall follow all County State and Federal health and safety standards including but not limited to: Albemarle Regional Health Services, NC Department of Environmental Quality, NC Department of Transportation and US Army Corp of Engineers. The project should not adversely affect the public health and safety.

B. The use will not injure the value of adjoining lands and will be in harmony with the area in which it is located.

There are single-family developments to the south and east. The main conservation area will provide an adequate buffer to Caratoke Highway to the west. The use will not injure the value of the adjoining lands and will be in harmony with the surrounding area.

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

Although the SFM zoning under Full Service allows for 1.0 units per acre, the dimensional restraints when factoring in open space requirements and infrastructure/right of ways yields less. The 2040 Land Use Plan designates these parcels as G-2, which states 2 dwelling units per acre. The proposed development is half that allowance and in keeping with surrounding developments.

The following Land Use Policies are referenced in support of the proposed use:

LAND USE GOAL 1: Encourage development to occur at densities appropriate for their location and consider factors, including but not limited to: environmentally suitable areas; suitable soils; adequate infrastructure; the type and capacity of sewage treatment available to the site; the adequacy of transportation facilities providing access to the site; and compatibility and proximity of the site to existing and planned County services.

LAND USE POLICY 1.3: Consider community character and established visions for the community.

GRANDY SUB-AREA POLICY 4.2: Encourage clustered housing developments, plan for buffering to transition from service areas to more rural and agricultural surrounding areas.

- 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 project has adequate water supply available via the County's water infrastructure for both domestic and fire protection.
  - The project is located within the Lower Currituck service area and adjacent to the Grandy Volunteer Fire Department (Fire Station No. 5).
  - The project is located within the following School attendance zones: Griggs Elementary School, Currituck County Middle School and Currituck County High School.