



Currituck County Planning and Inspections Department Major Subdivision - Staff Review Checklist

General Information

Subdivision Name: _____

PIN: _____

Type of Subdivision: Type I/Type II

Type of Plat: Cons Dev/Preliminary/Construction Drawing/Final Amended Plat? Yes/No

Type of Development: Traditional/Conservation/PD Delinquent Taxes? Yes/No

LUP Designation: _____

SAP Designation: _____

DATE: _____

All Plats	
Duplicate Subdivision Name?	
Township, County, State	
Design Professional (engineer, land surveyor, architect, planner, and/or landscape architect) firm and license information	
Vicinity map	
North arrow	
Max scale 1"=100'	
Property boundaries	
Ownership of adjacent properties	
Total site acreage	
Total number of lots	
Total lot area	
Flood map panel, zone, and Base Flood Elevation (FIS) verified	
Actual location of AEC (Maritime Forest, CAMA, wetlands) delineated	
Existing streets and ROWs shown including Route # and names	
Existing features shown, including wells, culverts, utility lines, fire hydrants, ditches (name, if applicable), showing actual locations	
Proposed street names shown as approved by GIS	
Lot depth shall not exceed four times the lot width (Chap 3 Zoning Districts) (Consv Sub Exempt)	
Community Form Standards (RC/SFR/Minor Subdivisions Exempt)	
Internal street connectivity index score detail (5.6.4) (Consv Sub Exempt)	
External street connectivity (stub) identified (5.6.5)	
Street stubs longer than 150' require a turnaround (5.6.5)	
Development entry points (5.6.6) (Conservation Subdivisions Exempt)	
Driveway and Access Standards (5.6.7)	
Ingress/egress from major arterial, asphalt or concrete 15' from edge of pavement	
Corner lots shall provide access from street w/ less traffic [through 5' non access easement (10.3.3)]	
Restricted access street standards	
Sidewalks (5') and/or pedestrian circulation paths (8') (5.6.10) (SFR/SFI/Minors Exempt)	
Avg lot area greater than 1 acre OR less than 20 lots – pedestrian circulation paths allowed	
Cul-de-sac less than 500' on one side only	
Match width when connecting to existing (unless less than minimum)	
Crosswalk stripping/raised area, etc.	
Call out easement for future connection if ending at swale/ditch	
Alternative – hard-surface pedestrian pathway that provides = level of circulation to ALL lots	

Pedestrian easement for sidewalks (not in ROW) shown on plat or typical lot detail	
Sustainable development incentive detail, if applicable (5.13)	
20+ lots, abuts public trust water, provides water access (20,000 sf/100' wide) see option for reduction (6.1.3)	
20+ lots, average lot size less than 20,000 sf, must provide recreational equipment storage @ two 20' x 40' spaces for every 20 lots or dwelling units (6.1.3)	
No restriction of public access areas historically enjoyed by the people of Currituck County (6.1.3)	
Provide direct access to improved street that meets NCDOT standards OR one that has been accepted by NCDOT (6.2.1)	
Developer to verify roads meet NCDOT design and construction standards. Including pavement cross-section on plan (6.2.1)	
Street Intersections (6.2.1)	
Intersect as nearly as possible at right angles and not intersect another street at less than 70 degrees	
No more than two streets shall intersection at any one point unless NCDOT certifies	
See Chart 6.2.1.C for intersection separation requirements	
Deceleration lane for non-residential or 40+ residential lots on major arterial street OR left turn lane on Tulls Creek Road or Poplar Branch Road OR deceleration lane per street front for >60 trips per peak hour (6.2.1)	
Cul-de-sac not less than 150' in length AND must terminate in 'hammer-head' 120' wide; 'Y' turnaround 60' wide; OR cul-de-sac 96' wide; If longer than 2000', intersection most likely required – see exceptions (6.2.1)	
Alleys (6.2.1)	
Shall not be dead-end streets	
Shall only intersection with streets (NOT OTHER ALLEYS)	
Pavement widths shall be 14'-16'	
Pavement width exceeding 14' shall include a curb cut, driveway apron, and sidewalk crossing at the intersection with a street and be configured to appear as a driveway OR be screened by primary or accessory structures or trees located to minimize views down the alley corridor from adjacent streets.	
All utilities shall be underground (6.2.3)	
Utility easements depicted or noted (10' side and rear; 15' front) (6.2.3)	
Connect to county water or AG use formula (outside formula, use min lot size in Chap 3) (Fruitville/Gibbs Woods Exempt) (6.2.3)	
Fire Protection (6.2.4)	
Hydrants max 1000' apart	
Every portion of lot frontage is within 500' of hydrant	
Water main serving fire hydrant must be at least 8"	
2 x 2.5" hose connections at least 21.5" above ground + 4.5" connection + reflective markers	
Recreation and Park Area Dedication (6.5) (single parcel – even if phases; ½ can be water; 0 wetlands; reasonable location; access to all lots via street)	
Upland = .0255 acres per dwelling	
Water feature = .0275 acres per dwelling unit (max 50%)	
OR Payment-in-lieu (6.5.4)	
Adequate public facilities (6.6)	
Summary of open space including open space required, open space provided (Minimum: Residential districts = 30%; Mixed Use 20%; MXR = table 3.4.6.D) (7.1.3.A) - SEE CONSERVATION SECTION OF CHECKLIST IF CONSERVATION SUBDIVISION	
Confirm appropriate site features included (7.1.3.B)	
Reforestation necessary because of insufficient natural resources? (7.1.3.B)	
35% of multi-family and mixed-use open space must be active recreation (7.1.3.B)	
No more than 24" of fill for septic system (7.3.3)	
SFR – FLNSV or dune line shown (7.4.6)	
30' Riparian Buffers (cannot be part of lots) (7.6)	
Wetlands or land regularly underwater shall not be included in determining minimum lot area (10.3.3)	
Sight triangles (70' x 10') (10.3.4)	
Drainage (7.3.4.A.10)	
25' drainage easement from top of bank for waterway conveyance systems that drain more than 5 acres	

(a.k.a. blue line ditches) <i>provided not part of state permitted/functional stormwater management system.</i>	
25' drainage easement from top of bank for Hog Bridge Ditch, Guinea Mill; Upper Guinea Mill, Lateral A, Lateral B, Lateral C, Haywood Ditch, Rowland Creek Canal, Eagle Creek Canal (a.k.a. Western Canal), and Shingle Landing Creek.	
Drainage easement must be dedicated to Currituck County.	
Provide detail for cluster mailbox units, including access (cannot back into street), if required by Post Office	
If conditionally zoned, list conditions of approval on the plat	

Preliminary Plat	
Compatible with Land Use Plan/SAPs	
Use Permit Review Standards met, if applicable (2.4.7)	
Contour intervals of 1', if required by Soil and Stormwater/Engineering (7.3.4)	
Soils map with type	
Proposed utilities shown (wells, culverts, utility lines, fire hydrants, etc.)	
Building setback lines shown	
Zoning of subject property and adjacent properties	
Proposed location of areas to be dedicated for public/private use	
Proposed location of areas to be used for non-residential and multi-family purposes	
Proposed street grade, design data and profile for streets, water/sewer lines (6.2.1)	
Proposed water/sewer line design data and profile (6.2.1)	
Landscape plan, including street trees (easement if not in ROW) (6.2.1), perimeter screening (5.2.6), major arterial screening (5.2.8), 50' farmland buffer (between lots and property line) (5.11.5), reforestation of open space (7.1.3.B.3) and heritage tree inventory and protection plan (7.2.3) {up to 19 trees = 2 spcs; 20-39 trees = 3 spcs; Over 40 trees = 4 spcs – Admin Manual}	
Multi-Family, PUD, and PD must connect to centralized wastewater (6.2.3)	
If constructing new centralized sewer system: (6.2.3)	
State approval of proposed centralized system	
Not allowed in AEC	
Operations and maintenance plan sealed by PE	
Life expectancy of system and reserve fund established for operation and maintenance.	
SUITABLE ARHS site evaluations for each lot OR sewer commitment to serve letter from OWNER of centralized sewer service provider (6.2.3.E)	
Letter from DWQ indicating intent to approve connection to an existing centralized wastewater system.	
If connecting to existing central wastewater system not subject to jurisdiction of ARHS, letter from appropriate agency (DWQ, etc.) indicating the system has sufficient capacity to serve this development. (6.2.3.E)	
Proposed grading and drainage plan, including property line swales, ditch grades and slopes, driveway culvert elevations, and run-off calculations (7.3.4)	
US Army Corp of Engineers verification letter/map (7.6)	
Construction Drawings	
NCDENR approved Soil Erosion and Sedimentation Control plan and permit	
NCDENR approved Stormwater permit, including application, plan, narrative, and calculations	
NCDENR Waterline extension permit	
NCDENR wastewater plant construction permit	
NCDENR wastewater line extension permit	
NCDOT Driveway permit and encroachment agreement issued for new roads	
CAMA major permit	
US Army Corps of Engineers permit for 404 fill	
Detail of property line swales, ditch grades, and slopes, sufficient to determine driveway culvert (2.4.8)	
Proposed stormwater infrastructure, and utility construction drawings (2.4.8)	
Street light plan and detail, if proposed. Full cut-off (5.4.5)	

Proposed street detail/profile with grade and design data for street corners and curves (6.2.1)	
Proposed water/sewer line details (6.2.1)	
Location and type of signs – site identification, street name, directional (6.2.1) and Future road connection (5.6.5)	
Landscape plan, including street trees (6.2.1), major arterial screening (5.2.8), farmland compatibility (5.11.5), and heritage tree inventory and protection plan (7.2.3)	
Proposed fire hydrant construction details (6.2.4) 2 x 2.5" hose connections at least 21.5" above ground + 4.5" connection + reflective markers	
Minimum building pad and finished floor elevations, datum shown (FFE 18" above 10 yr storm or BFE) (7.3.4)	
Actual location and area of land to be dedicated for public/private use	
Actual location of areas to be used for non-residential and multi-family purposes	

Final Plat	
NCDENR Waterline acceptance certification	
NCDENR Wastewater system completion certification/permit to authorize wastewater flows if dry-line construction permit was previously issued	
NCDOT pavement certification with asphalt test data	
Fire chief/fire marshal certification for dry hydrant installation	
Conservation easement documents submitted and recorded, if applicable	
Conservation theme, if applicable	
Riparian Buffer	
Location and area of land to be dedicated for public/private use and provisions concerning their future ownership and maintenance	
Location of areas to be used for non-residential and multi-family purposes	
Street address for each lot as approved by GIS	
USPS Mail Kiosk as-built, if required	
As-builts for road, stormwater infrastructure, and utilities (water, sewer, stormwater, telephone, electric, fire hydrant, fire protection ponds, cable TV, etc.) (2.4.8)	
Landscape as-built, including street trees (6.2.1), major arterial screening (5.2.8), farmland compatibility (5.11.5), and heritage tree inventory and protection plan (7.2.3)	
Lighting as built, if installed (5.4.5)	
External street connectivity signage (SITE INSPECTION), final plat note, easement, turn-arounds (5.6.5)	
Phasing plan (6.1.3)	
Homeowners' Association Restrictive Covenants and by-laws (6.1.4) (Make sure they address requirements of NCDWQ stormwater permit and all requirements of this section)	
HOA Reserve Fund established (6.1.4) and affidavit received (Admin Manual)	
Water/sewer district established, if applicable (6.2.3)	
Payment-in-lieu of construction for utilities/transportation that do not extend to property line because of swale/ditch/etc. – 115% (6.3.1/6.2.5)	
Engineer's certification for sewer lift station, if applicable (William Nash)	
Receipt for sewer tap fees paid, if applicable	
Performance guarantee for incomplete infrastructure improvements @115% (6.3.1)	
Conservation subdivision: lot area, lot width, setbacks, and lot coverage (6.4.4)	
Minimum building pad and finished floor elevations (FFE 18" above 10 yr storm or BFE) (7.3.4)	
Approval Certificate (Administrative Manual)	
Environmental Concern Certificate (Administrative Manual)	
Improvements Certificate, including list of incomplete items (Administrative Manual)	
Ownership and Dedication Certificate (Administrative Manual)	
Private Streets Owner Certificate (Administrative Manual)	
Public Dedication of Recreation and Park Area (Administrative Manual)	
Public Streets Division of Highway District Engineer Certificate (Administrative Manual)	
Review Officer Certificate (Administrative Manual)	
Survey and Accuracy Certificate (Administrative Manual)	

Adjacent Active Farmland Statement (Administrative Manual)	
Airport Overlay District Statement (Administrative Manual)	
Easement Establishment Statement (Administrative Manual)	
Fee-In-Lieu of Recreation and park Area Statement (Administrative Manual)	
Floodway/Floodplain Statement (Administrative Manual)	
Interconnectivity Statement (Administrative Manual)	
Public Dedication of Recreation and Park Area (Administrative Manual)	
SFR Zoning District and Road Statement (Administrative Manual)	
Stormwater Statement (Administrative Manual)	
Wetlands Statement (Administrative Manual)	

Conservation Subdivision [AG (mandatory) and SFM (optional)] (Additional requirements prior to submittal of preliminary plat)	
Site analysis map (6.4.3)	
Site inspection (6.4.3)	
Conservation and development areas map AND theme (6.4.3, 6.4.5)	
Conservation and development plan (6.4.3)	
Screening from Major Arterials and Collector Streets (25' opaque vegetative buffer 10' tall w/i 1000')	
Minimum project size, 10 ac min (6.4.4)	
Required conservation area (AG 50%; SFM 40%) (6.4.4)	
Maximum density (AG: 50% o/s = .33 du/a; 60% o/s = .4 du/a) (SFM: Full Service = 1 du/a; Limited Service = .75 du/a; Rural/Conservation .33 du/a) (6.4.4)	
Lots must access internal streets – max extent practicable (6.4.4)	
Lot (6.4.4)	
Area (See zoning district table)	
Coverage (30% max)	
Setbacks (they choose)	
Width (they choose)	
Call out Conservation Theme on plat (6.4.5)	
Call out areas of: clearing/grading, ingress/egress, wells/septic, streets, utilities, allowable uses, existing easements, farmland buffer	