



**Currituck County Planning and Inspections Department
Minor Subdivision - Staff Review Checklist**

General Information

Subdivision Name: _____
 PIN: _____ Delinquent Taxes? Yes/No _____
 Type of Subdivision: Conventional/Private Accessway/Family Comments Received from Soil & Water? Yes/No
 Total number of splits since April 2, 1989: _____ Splits Past 10 Years (Family) _____
 Tap Fee/Waterline Extension Fee Paid? (Family Exempt) Yes/No Dated Added to Application Index _____
 Reviewed by: _____ Date: _____

Plat	
Owner's name shown properly in Title Block	
Township, County, State	
Surveyor's/Engineer's firm and license information	
Vicinity map	
North arrow	
Max scale 1"=100'	
Property Boundaries	
Ownership of adjacent properties	
Zoning of subject property and adjacent properties	
Total site acreage	
Total number of lots	
Total lot area	
Flood map panel, zone, and Base Flood Elevation (FIS) verified and delineated	
Actual location of AEC (Maritime Forest, CAMA, wetlands) shown	
Existing streets and ROWs shown including Route # and names	
Existing features shown, including structures and utilities (wells, water lines, culverts, septic lines, power lines, fire hydrants, etc.)	
Street name and address for each lot as approved by GIS (for lots less than one acre)	
SUITABLE ARHS site evaluations for each lot OR sewer availability letter for existing central wastewater (if no septic statement)	
Control corner and monument (G.S.) (if creating new right-of-way)	
No more than five lots since April 2, 1989 OR No more than five lots in past 10 years for Family Sub (2.4.8)	
Lots front on an existing NCDOT maintained street or a private access street (2.4.8.C.2)	
No public ROW dedication (2.4.8.C.2)	
No private street or private access serving more than two lots, except family subdivision (2.4.8.C.2)	
Family Subdivision (2.4.8.D.2)	
Lot conveyed to family member within two degrees of kinship	
No more than one lot per family member (regardless of number of parent tracts) indefinitely	
No more than one lot per year (except Family)	
Ingress and egress to a lot shall not be from a major arterial	
Private accessway created shall not serve more than five lots	
Minimum lot size 40,000 sf unless SRF (120,000) (Chapter 3)	
Minimum lot width 125' OR 135' for corner lot (Chapter 3)	
Lot Width/Depth Ratio 4:1 all zoning districts; 7:1 beach front lots in SFR (Chapter 3)	

Driveways (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	
Restricted access street standards	
No restriction of public access areas historically enjoyed by the people of Currituck County (6.1.3)	
Streets (6.2.1)	
20' ROW	
16' wide street with 3" of compacted gravel	
2' wide shoulders with 1" of compacted gravel	
Show private access street cross-section on plat	
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	
On major arterial, intersections at least 1000' apart	
Not major arterial, intersections at least 400' apart	
Street jogs at least 400' apart	
Cul-de-sac not less than 150' in length AND must terminate in 'hammer-head' with 120' width; 'Y' turnaround with 60' width; OR cul-de-sac with 96' width (6.2.1)	
Location of street and stop signs (6.2.1)	
All utilities shall be underground (6.2.3)	
No more than 24" of fill for septic system (7.3.3)	
SFR – FLNSV or dune line shown (7.4.6)	
Wetlands or land regularly underwater shall not be included in determining minimum lot area (10.3.3)	
404 Wetlands maximum 50% of minimum lot area (10.3.3)	
5' non-access easement on most travelled street for double frontage lots (10.3.3)	
Sight triangles (70' x 10') (10.3.4)	
Approval Certificate (Conventional, Private Access, or Family)	
Attestation for Family Subdivision Certificate	
Ownership, Dedication, and Drainage Certificate	
Review Officer Certificate	
Survey and Accuracy Certificate	
Airport Overlay Statement	
Easement Establishment Statement	
Floodway/Floodplain Statement	
Private Access Disclosure Statement	
Property Adjacent to Active Farmland Statement	
Septic Statement	
Wetland Statement	

After Approval	DATE
Street Name form completed and forwarded to Harry	
PAW installed and approved by County Engineer	
PAW street sign/stop sign ordered/installed	
Full size plat to Harry/Lucy	
Reduced plat to School/Water Department	
Added to Minor Approved Subdivision Log	