



Currituck County Planning and Inspections Department  
 Site Plan - Staff Review Checklist

General Information	
Address: _____	PIN: _____
Proposed Use: _____	Review Process/Required Permit: _____ Section: _____
Real Estate Taxes: _____ Flood Zone: _____	Case #: _____ Lot of Record: _____
Comments: _____	

Zoning Districts – Chapter 3																																																	
Zoning District (3.3): _____	Zero Lot Line Development (3.2.2): _____																																																
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Check notes underneath Dimensional Standards Table: _____																																																	
Overlay Zoning District: _____																																																	
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Use Standards – Chapter 4		
Use Specific Standards Section: _____	Accessory Use Standards Section: _____	Temp Use Standards Section: _____
Comments: _____		

Development Standards – Chapter 5 - Parking																								
Section 5.1.3	1 space per: _____	Stacked Spaces (5.1.3.C): _____	Min Number: _____																					
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Development Standards – Chapter 5 - Landscaping																																				
<b>Site Landscaping (5.2.4)</b> Canopy - _____ per acre Street façade – 1 shrub per 5'	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:30%;"></th> <th style="width:15%;">Required</th> <th style="width:15%;">Proposed</th> </tr> </thead> <tbody> <tr><td>Canopy</td><td></td><td></td></tr> <tr><td>Street façade</td><td></td><td></td></tr> <tr><td>Shrubs or grasses spacing – 5'</td><td></td><td></td></tr> <tr><td>- Vacant Land 8'</td><td></td><td></td></tr> <tr><td>- Shading (5.2.5.D) Canopy tree within 60' of all parking: _____</td><td></td><td></td></tr> </tbody> </table>		Required	Proposed	Canopy			Street façade			Shrubs or grasses spacing – 5'			- Vacant Land 8'			- Shading (5.2.5.D) Canopy tree within 60' of all parking: _____			<b>Landscape Buffer (5.2.6) Type:</b> _____ <b>Option:</b> _____ <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:30%;"></th> <th style="width:15%;">Required</th> <th style="width:15%;">Proposed</th> </tr> </thead> <tbody> <tr><td>___ ACI of Canopy per 100'</td><td></td><td></td></tr> <tr><td>___ ACI of Understory per 100'</td><td></td><td></td></tr> <tr><td>___ Shrubs per 100'</td><td></td><td></td></tr> <tr><td>Fence/Berm</td><td></td><td></td></tr> </tbody> </table>		Required	Proposed	___ ACI of Canopy per 100'			___ ACI of Understory per 100'			___ Shrubs per 100'			Fence/Berm			<b>Streetscape (5.2.8) Fronts or within 1,000' of major arterial</b> ___ ACI of Canopy per 100' ___ ACI of Understory per 100' ___ Shrubs per 100'
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<b>Screening (5.2.7):</b> _____ Method: _____ <sup>1</sup> Min Width 5'; Not required between parking lots *Alternative Landscape Plan? (5.2.9) _____		Comments: _____																																		

Notes



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Development Standards – Chapter 5 – Fences, Lighting, and Refuse Collection						
<b>Fences and Walls (5.3)</b> _____ Height Standards (4) _____ Exemption for Security Plan (5) _____	<b>Lighting (5.4)</b> _____ Full Cut-Off (6.B) _____ Max Height 25' (6.C) _____					
Abutting Major Arterial (6) _____ Offsets every 100' _____ Materials _____ Good side _____ Uniformed Style _____	Max Footcandles (6.D) _____	<table border="1"> <thead> <tr> <th>Required</th> <th>Proposed</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>	Required	Proposed		
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<b>Refuse Collection (5.5)</b> _____ 20' from SFD lot (3.A) _____ Not between principle structure and street (3.A) _____ 6" concrete pad (3.B) _____	Property line _____ On site _____	<table border="1"> <tbody> <tr> <td>30</td> <td></td> </tr> </tbody> </table>	30			
30						
Comments: _____	Specific Uses and Features (7) Awnings _____ Beachfront Lots _____ Canopies _____ Sports & Performance Venues _____ Wall Pack _____ Exemption for Security Plan (5.4.9) _____					

Development Standards – Chapter 5 – Community Form Standards						
External/Internal Street Connectivity (5.6.4&5) _____ <b>(5.6.6 – 5.6.7)</b>	<table border="1"> <thead> <tr> <th>Required</th> <th>Proposed</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>	Required	Proposed			15' Driveway Apron –asphalt or 6" concrete (7.A) _____ Driveway 20' into lot before parking spaces/drives (7.B) _____ Driveway Spacing 100' _____ Alignment – opposing lot _____
Required	Proposed					
Min Development Entry Points _____ Driveway width Min - Max _____ Driveways on Restricted Access Street (7.E) Frontage _____		Primary Drive Aisle (200+ parking) (5.6.8) _____ - Max 38' _____ No Parallel parking w/1 60' primary entrance _____ - With sidewalks and street trees _____				
Max Driveways _____ Min Separation – MPH _____		Pedestrian Pathways (200+ parking) (5.6.9) _____ Sidewalks (5.6.10) _____ Configuration (10.B) _____				
Comments: _____						

Development Standards – Chapter 5 – Design Standards		*See Design Standards Checklist
<b>Nonresidential Standards (5.8.3)</b> – Industrial and Shopping Centers Exempt _____	*Metal siding prohibited major arterial _____	
<b>Large Retail Standards (5.8.4)</b> – Single tenant 30,000 sf w/ 60% retail _____		
<b>Shopping Center Design Standards (5.9.3)</b> – Commercial in one or more buildings 5,000+ sf with four or more units. _____		

Development Standards – Chapter 5 – Community (5.10) and Farmland (5.11) Compatibility Standards	
(5.10.2) – For Commercial, Industrial, Mixed-use and Multi-family located adjacent or across local street from SFD _____ <b>(5.10.3) – Design Standards</b>	
Parking not exceeded min required (A.1.A) _____ Location of parking in preferred location (A.1.B) _____ Parking structure facades by SFD = solid building wall (A.1.C) _____ Parking adjacent SFD screened w/ TypeD buffer (A.1.D) _____	Multi-building w/ low intensity use adjacent SFD (B) _____ Similar roof type (slope, arrangement) to SFDs (C.1.A) _____ Facades 80'+ designed as storefronts < 50% width (C.1.B) _____ Compatible exterior colors (C.1.C) _____
Loading and refuse areas screened from SFD (D.1) _____ Lighting max height 15' and screened from SFD (D.2) _____ Signage reduced within 50' and 20' of SFD lot line (D.3) _____ Required open space between development & SFD (D.4) _____	Similar architectural features (C.1.D) _____ Exterior site features away from SFD (C.1.E) _____ Max height 35' within 100' of SFD lot line (C.2.A) _____ 3+ storied building broken up into modules (C.2.B) _____
<b>Farmland (5.11)</b> – 10+ acres _____ 50' vegetated buffer (5.A) _____ 25' undisturbed (1) _____ 15 caliper canopy per 100' (2) _____ Staggered two rows (3) _____ Fence, berm, ditch (4) _____ OpenSpace (5.B) _____	
Comments: _____	

Development Standards – Chapter 5 – Sustainability Development Practices Incentives – (5.13)	
(5.13.3) New development in MXR, planned developments, business, and mixed-use districts – residential density or height only MXR, CC, and VC _____ Type of Incentive _____ Required: Schedule A _____ Schedule B _____	
Comments: _____	

Chapter 7 Environmental Protection & Chapter 8 Nonconformities	
<b>(7.1) Open Space</b> – MXR and mixed use developments _____	<b>(7.6) Riparian Buffers</b> (10+ acres) _____ <b>(7.7) Dune Protection</b> _____
<b>(7.2) Tree Protection</b> _____ - Heritage trees on site (3.A) _____ Tree inventory _____ Removal & Replacement _____ 5% parking reduction to preserve trees (7.2.6.B) _____	
<b>(7.4) Flood Damage Prevention</b> _____ Flood Zone _____ DFE _____ Flood Certificates (5) _____	
<b>(8) Nonconformities</b> – Use (2) _____ Structures (3) _____ Lots of Record (4) _____ Sites (6) _____ Structure value _____ Cost of improvement _____ Percentage _____	
Comments: _____	