



Major Site Plan Review Process

Contact Information

Currituck County
Planning and Inspections Department
153 Courthouse Road, Suite 110
Currituck, NC 27929

Phone: 252-232-3055

Website: <http://www.currituckcountync.gov/planning-zoning/>

Email: ccpz@currituckcountync.gov

General

Major site plan approval is required for any non-residential, multi-family, or mixed-use development that:

- Is 5,000 square feet or greater of building gross floor area, impervious surface, disturbed land area, and other use area.

Step 1: Pre-application Conference

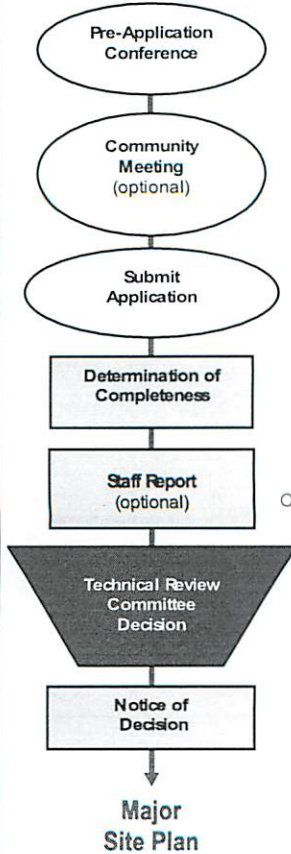
The purpose of a pre-application conference is to provide an opportunity for the applicant to determine the submittal requirements and the procedures and standards applicable to an anticipated development application. A pre-application conference is also intended to provide an opportunity for county 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 conceptual drawings that show the location, general layout, and main elements of the proposed development as part of the application to the Development Services Department at least three business days before the pre-application conference.

Step 2: Application Submittal and Acceptance

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 Site Plan Application.
- Site plan drawn to scale. The plan shall include the items listed in the major site plan design standards checklist.
- Landscape plan drawn to scale. The plan shall include the items listed in the major site plan design standards checklist.
- Exterior lighting plan drawn to scale. The plan shall include the items listed in the major site plan design standards checklist.
- Stormwater Review Fee (see fee schedule) and Major Stormwater Plan and Form SW-002.
- Architectural elevations illustrating the design and character of the proposed structures, if applicable.



- ARHS site evaluation(s) OR if connecting to existing wastewater system, a letter of commitment from centralized sewer provider and letter from DWQ indicating the existing plant has sufficient capacity to serve the development at the time of site plan approval.
- NCDEQ, DWQ stormwater permit application (if 10,000sf or more of built upon area).
- NCDEQ, Land Quality, Erosion and Sedimentation Control permit application (if one acre or more of land disturbance).
- NCDOT Street and Driveway Access Permit Application and Encroachment Agreement.

Applicable Fee:

\$.15 per square foot of gross floor area or \$500 minimum

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. Applicants may submit applications for a site plan and building permit concurrently.

Step 3: Staff Review and Action

Once an application is determined complete, it will be distributed to the *Technical Review Committee (TRC)* and placed on the TRC meeting agenda. TRC shall review and prepare a written report that will include any outstanding concerns with the application. TRC shall approve, approve subject to conditions or disapprove the application. Conditions of approval shall be limited to those deemed necessary to ensure compliance with the standards of the UDO.

An application for a site plan shall be approved on a finding the applicant has demonstrated the proposed development:

- Is consistent with the Land Use Plan or other officially adopted plan;
- Complies with the applicable district, use-specific, development, environmental, and infrastructure design standards of the UDO;
- Complies with the Currituck County Stormwater Manual and all other applicable standards of the UDO and the County Code of Ordinances; and
- Complies with all standards or conditions of any prior applicable development permits or approvals.



Major Site Plan Application

Contact Information

APPLICANT:

Name: Currituck County

Address: 153 Courthouse Road, Suite 204

Currituck, NC 27929

Telephone: 252-232-2075

E-Mail Address: Rebecca.Gay@currituckcountync.gov

PROPERTY OWNER:

Name: Currituck County

Address: 153 Courthouse Road, Suite 204

Currituck, NC 27929

Telephone: 252-232-2075

E-Mail Address: _____

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: same

Property Information

Physical Street Address: 468 Ocean Trail, Corolla, NC 27927

Location: at existing water plant site

Parcel Identification Number(s): 012700000060000

Total Parcel(s) Acreage: 2.16

Existing Land Use of Property: Utility - Major - water system site

Request

Project Name: Southern Outer Banks Water System at Pine Island

Proposed Use of the Property: Utility - Major (storage and offices for water department)

Deed Book/Page Number and/or Plat Cabinet/Slide Number: D.B. 1169, PG 668

Total square footage of land disturbance activity: 40,769 SF

Total lot coverage: 25,433 SF Total vehicular use area: 20,160 SF

Existing gross floor area: 7,334 SF Proposed gross floor area: 4,000 SF

I hereby authorize county officials to enter my property for the purpose of determining zoning compliance. All information submitted and required as part of this process shall become public record.

Applicant _____

Property Owner(s) _____

Rebecca L. Gay

_____ Date

5/20/2026
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 Site Plan Design Standards Checklist

The table below depicts the design standards of the major site plan application. Please make sure to include all applicable listed items to ensure all appropriate standards are reviewed.

Major Site Plan

Design Standards Checklist

Date Received: _____ TRC Date: _____

Project Name: Southern Outer Banks Water System at Pine Island

Applicant/Property Owner: Currituck County

| Site Plan Design Standards Checklist | | |
|---|--|-----|
| General | | |
| 1 | Property owner name, address, phone number, and e-mail address. | ✓ |
| 2 | Site address and parcel identification number. | ✓ |
| 3 | North arrow and scale to be 1" = 100' or larger. | ✓ |
| 4 | Vicinity map showing property's general location in relation to streets, railroads, and waterways. | ✓ |
| 5 | Existing zoning classification and zoning setback lines of the property. | ✓ |
| 6 | Scaled drawing showing existing and proposed site features : Property lines, acreage, adjacent use types, streets (right-of-ways), easements, buildings and accessory structures (including square feet and use), parking layout, vehicular use areas, driveways (including opposing driveways), loading spaces, refuse collection facilities (dumpsters), outdoor storage areas, ground based utility equipment, fences and walls, and sidewalks and pedestrian circulation. And location and size of existing and proposed infrastructure : Water mains (including and water taps), water meter details, backflow prevention details, wells, sewer mains or on-site septic systems (including repair area), electrical service, fire hydrants, detail of fire apparatus access to buildings, and any other public utility within all adjacent public right-of-ways and easements. | ✓ |
| 7 | Approximate 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. | N/A |
| 8 | Sight distance triangles. | ✓ |
| 9 | Proposed common areas, open space set-asides, and required buffers. | ✓ |
| Landscape Plan | | |
| 10 | All existing and proposed planting areas and vegetation that will be used to comply with the landscaping requirements, including the species, caliper, and spacing of all vegetation. | ✓ |
| 11 | Existing and proposed physical barriers to be used to comply with the bufferyard and screening requirements. | ✓ |
| 12 | Heritage tree inventory and proposed tree protection zones. | ✓ |
| 13 | Adjoining property lines, zoning, and names and address of adjoining property owners. | ✓ |
| Exterior Lighting Plan | | |
| 14 | Location, height, and type of all proposed exterior lighting including but not limited to site, street, building, and security lighting. | ✓ |
| 15 | Footcandle measurements of the entire site including lot lines, or light fixture documentation when minimal lighting is proposed. | ✓ |
| Major Stormwater Management Plan | | |
| 16 | Major Stormwater Plan and Form SW-002 | ✓ |

| Architectural Elevations | | |
|---|---|-----|
| 17 | Architectural drawings and/or sketches illustrating the design, character, height, and materials of the proposed buildings. | ✓ |
| Flood Damage Prevention, if Applicable | | |
| 18 | Proposed elevation of all structures and utilities. | ✓ |
| 19 | Location, dimensions, and use of: Development and disturbance, existing and proposed structures and utility systems grading and pavement areas, fill materials, storage areas, drainage facilities, and other development. | ✓ |
| 20 | Boundary of Special Flood Hazard Area (SFHA), floodway, Coastal Barrier Resource System (CBRS) Area, water course relocation, or a statement that the entire lot is within a specific SFHA. | N/A |
| 21 | Flood zone designation as determined on the County's Flood Insurance Rate Maps (FIRM). | ✓ |
| 22 | Design Flood Elevation (Base Flood Elevation plus two-foot freeboard). | N/A |
| 23 | Plans and/or details for the protection of public facilities and utilities (sewer, gas, electrical, and water systems) from inundation of flood waters up to Design Flood Elevation. | N/A |
| 24 | Water course alteration or relocation: Description of alteration or relocation, report on effects of proposed project on the flood carrying capacity of the water course, and effects to properties located up and downstream. | N/A |
| 25 | Fill – plans for non-structural fill (if being utilized in VE zone). | N/A |

Major Site Plan 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 of the listed items are included. Staff shall not process an application for further review until it is determined to be complete.

Major Site Plan Submittal Checklist

Date Received: _____ TRC Date: _____

Project Name: Southern Outer Banks Water System at Pine Island

Applicant/Property Owner: Currituck County

| Major Site Plan Submittal Checklist | | |
|-------------------------------------|---|-----|
| 1 | Complete Major Site Plan application | ✓ |
| 2 | Site plan | ✓ |
| 3 | Landscape plan | ✓ |
| 4 | Exterior Lighting plan | ✓ |
| 5 | Stormwater Review Fee Deposit (see fee schedule) and Major Stormwater Management plan and Form SW-002 | N/A |
| 6 | Architectural elevations, if applicable | ✓ |
| 7 | ARHS site evaluation(s) OR if connecting to existing wastewater system, a letter of commitment from owner of centralized sewer provider and letter from DWQ indicating the existing plant has sufficient capacity to serve the development at the time of site plan approval. | N/A |
| 8 | NCDEQ stormwater permit application (if 10,000 sf or more of built upon area). | N/A |
| 9 | NCDEQ Erosion and Sedimentation Control permit application (if one acre or more of land disturbance). | N/A |
| 10 | NCDOT Street and Driveway Access Permit Application and Encroachment Agreement | N/A |
| 11 | Application fee (\$.15 per square foot of gross floor area or \$500 minimum) | N/A |

For Staff Only

Pre-application Conference

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

Comments



Major Stormwater Plan Form SW-002

Review Process

Contact Information

Currituck County
Planning and Inspections Department
153 Courthouse Road, Suite 110
Currituck, NC 27929

Phone: 252-232-3055

Website: <http://www.currituckcountync.gov/planning-zoning/>

Email: ccpz@currituckcountync.gov

General

Major stormwater plan approval is required for:

- Major subdivisions.
- Major site plans - development or expansion on a nonresidential, multi-family, or mixed use lot by 5,000 square feet or more of impervious coverage or resulting in 10% or more total impervious coverage.

Step 1: Application Submittal

The applicant must submit a complete application packet consisting of the following:

Submitted on a USB flash drive or a compact disc (CD):

- Completed Currituck County Major Stormwater Plan Form SW-002.
- Completed Rational Method Form SW-003 or NRCS Method Form SW-004.
- Stormwater management plan drawn to scale. The plan shall include the items listed in the major stormwater plan design standards checklist.
- Alternative stormwater runoff storage analysis and/or downstream drainage capacity analysis, if applicable.
- NCDENR permit applications, if applicable.
- Stormwater Review Fee (see fee schedule)

On receiving an application, staff shall 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. An application for major stormwater plan must be submitted and approved prior altering an existing drainage system, performing any land disturbing activity or, before construction documents are approved.

Step 2: Staff Review and Action

Once an application is determined complete staff shall approve, approve subject to conditions or disapprove the application.



Major Stormwater Plan Form SW-002

OFFICIAL USE ONLY:
 Permit Number: _____
 Date Filed: _____
 Date Approved: _____

Contact Information

APPLICANT:

Name: Currituck County
 Address: 153 Courthouse Road, Suite 204
Currituck, NC 27929
 Telephone: 252-232-2075
 E-Mail Address: Rebecca.Gay@currituckcountync.gov

PROPERTY OWNER:

Name: Currituck County
 Address: 153 Courthouse Road, Suite 302
Currituck, NC 27929
 Telephone: 252-232-2075
 E-Mail Address: Rebecca.Gay@currituckcountync.gov

Property Information

Physical Street Address: 468 Ocean Trail, Corolla, NC 27927
 Parcel Identification Number(s): 012700000060000
 FEMA Flood Zone Designation: X

Request

Project Description: Construction of a new warehouse and widening of the existing driveway.
 Total land disturbance activity: 40,769 sf Calculated volume of BMPs: 0 sf
 Maximum lot coverage: 25,433 sf Proposed lot coverage: 25,433 sf

TYPE OF REQUEST

- Major subdivision (10-year, 24-hour rate)
- Major site plan (5-year, 24-hour rate)

This site is exempt from pre/post control due to an increase in impervious area that is less than 5,000 sf.

METHOD USED TO CALCULATE PEAK DISCHARGE

- Rational Method
- NRCS Method (TR-55 and TR-20)
- Simple volume calculation for small sites (less than 10 acres)
- Alternative stormwater runoff storage analysis
- Downstream drainage capacity analysis

I hereby authorize county officials to enter my property for the purpose of determining compliance. All information submitted and required as part of this process shall become public record.

 Applicant
Rebecca Gay
 Property Owner(s)

 Date
5/20/2026
 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 Stormwater Plan Design Standards Checklist

The table below depicts the design standards of the major stormwater plan application. Please make sure to include all applicable listed items to ensure all appropriate standards are reviewed.

Major Stormwater Plan Design Standards Checklist

Date Received: _____

Project Name: Southern Outer Banks Water System at Pine Island

Applicant/Property Owner: Rebecca Gay / Currituck County

| Minor Stormwater Plan Design Standards Checklist | | |
|--|--|-------------------------------------|
| General | | |
| 1 | Property owner name and address. | <input checked="" type="checkbox"/> |
| 2 | Site address and parcel identification number. | <input checked="" type="checkbox"/> |
| 3 | North arrow and scale to be 1" = 100' or larger. | <input checked="" type="checkbox"/> |
| Site Features | | |
| 4 | Scaled drawing showing existing and proposed site features: Property lines with dimensions, acreage, streets, easements, structures (dimensions and square footage), fences, bulkheads, septic area (active and repair), utilities, vehicular use areas, driveways, and sidewalks. | <input checked="" type="checkbox"/> |
| 5 | Approximate location of all designated Areas of Environmental Concern (AEC) 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. | N/A |
| 6 | Existing and proposed ground elevations shown in one foot intervals. All elevation changes within the past six months shall be shown on the plan. | <input checked="" type="checkbox"/> |
| 8 | Limits of all proposed fill, including the toe of fill slope and purpose of fill. | <input checked="" type="checkbox"/> |
| 9 | Square footage of all existing and proposed impervious areas (structures, sidewalks, walkways, vehicular use areas regardless of surface material), including a description of surface materials. | <input checked="" type="checkbox"/> |
| 10 | Existing and proposed drainage patterns, including direction of flow. | <input checked="" type="checkbox"/> |
| 11 | Location, capacity, design plans (detention, retention, infiltration), and design discharge of existing and proposed stormwater management features. | N/A |
| 12 | Elevation of the seasonal high water level as determined by a licensed soil scientist. | N/A |
| 13 | Plant selection. | <input checked="" type="checkbox"/> |
| Permits and Other Documentation | | |
| 14 | NCDENR stormwater permit application (if 10,000sf or more of built upon area). | N/A |
| 15 | NCDENR erosion and sedimentation control permit application (if one acre or more of land disturbance). | N/A |
| 16 | NCDENR coastal area management act permit application, if applicable. | N/A |
| 17 | Stormwater management narrative with supporting calculations. | N/A |
| 18 | Rational Method Form SW-003 or NRCS Method Form SW-004 | N/A |
| 19 | Alternative stormwater runoff storage analysis and/or downstream drainage capacity analysis, if applicable | N/A |
| 20 | Design spreadsheets for all BMPs (<i>Appendix F – Currituck County Stormwater Manual</i>). | N/A |
| 21 | Detailed maintenance plan for all proposed BMPs. | N/A |

Certificate

22 The major stormwater plan shall contain the following certificate:

I, Rebecca Gay, owner/agent hereby certify the information included on this and attached pages is true and correct to the best of my knowledge.

On the plan entitled Southern Outer Banks Water System at Pine Island Gradin, stormwater drainage improvements shall be installed according to these plans and specifications and approved by Currituck County. Yearly inspections are required as part of the stormwater plan. The owner is responsible for all maintenance required. Currituck County assumes no responsibility for the design, maintenance, or performance of the stormwater improvements.

Date: _____ Owner/Agent: _____

Major Stormwater Plan Submittal Checklist

Staff will use the following checklist to determine the completeness of your application. 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.

Major Stormwater Plan Form SW-002 Submittal Checklist

Date Received: _____

Project Name: Southern Outer Banks Water System at Pine Island

Applicant/Property Owner: Rebecca Gay / Currituck County

Major Stormwater Plan Form SW-002 Submittal Checklist – Documents provided on USB flash drive or CD

| | | | |
|---|--|--------------------------|--------------------------|
| 1 | Completed Major Stormwater Plan Form SW-002 | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | Completed Rational Method Form SW-003 or NRCS Method Form SW-004 | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 | Stormwater plan | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 | NCDENR permit applications, if applicable | <input type="checkbox"/> | <input type="checkbox"/> |

Comments
