



Major Site Plan Application

Contact Information

APPLICANT:		PROPERTY OWNER:	
Name:	<u>University Park, LLC</u>	Name:	<u>University Park, LLC</u>
Address:	<u>108 Amherst Drive</u>	Address:	<u>108 Amherst Drive</u>
	<u>Powells Point, NC 27966</u>		<u>Powells Point, NC 27966</u>
Telephone:	<u>252-562-2485</u>	Telephone:	<u>252-562-2485</u>
E-Mail Address:	<u>nbibeau@aol.com</u>	E-Mail Address:	<u>nbibeau@aol.com</u>

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: Applicant is the owner

Property Information

Physical Street Address: 138 W. Mobile Road, Harbinger, NC 27941

Location: North west corner of the lot

Parcel Identification Number(s): 01310000097A0000

Total Parcel(s) Acreage: 15.92

Existing Land Use of Property: Undeveloped

Request

Project Name: University Park PH. III Shell Building

Proposed Use of the Property: Storage

Deed Book/Page Number and/or Plat Cabinet/Slide Number: DB 1296, PG. 98

Total square footage of land disturbance activity: 17,421 SF

Total lot coverage: 7,146 Total vehicular use area: 4,746

Existing gross floor area: 0 Proposed gross floor area: 2,400

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.

[Signature]
 Applicant
Norman Bibeau
 Property Owner(s)

11/6/24
 Date

 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: University Park PH. III Shell Building

Applicant/Property Owner: University Park, LLC

Site Plan Design Standards Checklist		
General		
1	Property owner name, address, phone number, and e-mail 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"/>
4	Vicinity map showing property's general location in relation to streets, railroads, and waterways.	<input checked="" type="checkbox"/>
5	Existing zoning classification and zoning setback lines of the property.	<input checked="" type="checkbox"/>
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.	<input checked="" type="checkbox"/>
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.	N/A
9	Proposed common areas, open space set-asides, and required buffers.	<input checked="" type="checkbox"/>
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.	<input checked="" type="checkbox"/>
11	Existing and proposed physical barriers to be used to comply with the bufferyard and screening requirements.	<input checked="" type="checkbox"/>
12	Heritage tree inventory and proposed tree protection zones.	<input checked="" type="checkbox"/>
13	Adjoining property lines, zoning, and names and address of adjoining property owners.	<input checked="" type="checkbox"/>
Exterior Lighting Plan		
14	Location, height, and type of all proposed exterior lighting including but not limited to site, street, building, and security lighting.	N/A
15	Footcandle measurements of the entire site including lot lines, or light fixture documentation when minimal lighting is proposed.	N/A
Major Stormwater Management Plan		
16	Major Stormwater Plan and Form SW-002	<input checked="" type="checkbox"/>

ALL SHEETS
ALL SHEETS
ALL SHEETS
ALL SHEETS
ALL SHEETS

ALL SHEETS

LANDSCAPE
BUFFERS
SHOWN ON
SHEETS 2&3

SHEET 1

LIGHTING
SPECIFICATIONS
INCLUDING IN
APPLICATION
PACKAGE

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).	✓
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.	✓
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

SHEET 3

SHEET 3

ALL SHEETS

ZONE X

SHEETS 3 & 4

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: University Park PH. III Shell Building

Applicant/Property Owner: University Park, LLC

Major Site Plan Submittal Checklist – Documents provided on USB flash drive or CD		
1	Complete Major Site Plan application	<input checked="" type="checkbox"/>
2	Site plan	<input checked="" type="checkbox"/>
3	Landscape plan	<input checked="" type="checkbox"/>
4	Exterior Lighting plan	<input checked="" type="checkbox"/>
5	Stormwater Review Fee Deposit (see fee schedule) and Major Stormwater Management plan and Form SW-002	<input checked="" type="checkbox"/>
6	Architectural elevations, if applicable	<input checked="" type="checkbox"/>
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 (\$.10 per square foot of gross floor area or \$400 minimum)	<input checked="" type="checkbox"/>

For Staff Only

Pre-application Conference

Pre-application Conference was held on 10/22/2024 and the following people were present:

See attached Pre-Application Notes

Comments

From: [Jennie Turner](#)
To: [Corcella, John](#); [Bill Newns](#)
Cc: [Strader, Mike](#); [Michael Strader](#); [Corcella, John](#)
Subject: RE: [EXTERNAL] Request for pre-application conference for University Park PH. III Shell Building
Date: Thursday, October 31, 2024 12:44:00 PM

Hi John,

Here are notes from our pre-application conference for University Park

Pre app notes

10.22.2024

Attendees: John Corcella, Michael Strader, Bill Newns, Jennie Turner, Jason Litteral, Millicent Ott, Jovita Hood, Patrick Leary, Rick Godsey

Will be a major site plan if more than 5,000 sf of disturbance

Stormwater requirements will be based on percentage of lot coverage (less than 10% does not require detention)

Building size may be increased slightly as a minor modification permitted by the UDO.

Parking required is less than shown on plan

Provide buffer along western property line

Architectural elevations should match submitted elevations for zoning approval.

Sidewalk will be required along mobile road

Let me know if you have additional questions.

Thanks,

Jennie Turner
Assistant Planning Director
Currituck County
Phone: 252-232-6031
Email: jennie.turner@currituckcountync.gov
Website: www.currituckgovernment.com

From: Corcella, John <jcorcella@withersravenel.com>

Sent: Tuesday, October 15, 2024 10:33 AM

To: Jennie Turner <jennie.turner@currituckcountync.gov>; Bill Newns <bill.newns@currituckcountync.gov>

Cc: Strader, Mike <mstrader@withersravenel.com>; Michael Strader <MStrader@quible.com>

Subject: [EXTERNAL] Request for pre-application conference for University Park PH. III Shell Building

[CAUTION]: This email originated from outside of Currituck County's system. Do not click links or open attachments unless you verify that the attachment and contents are safe. Please report any suspicious emails or attachments to [support](#).

Jennie & Bill,

Good Morning, I hope all is well. On behalf of University Park, LLC, WithersRavenel has been working on a shell building project located at 108 Amherst Drive, Powells Point. We have come to a point where we respectfully request a pre-application conference with appropriate County Staff to review the proposed scope and confirm the application process.

We have attached a copy of the draft minor site plan application, the draft minor stormwater plan form SW-001, draft site plan, preliminary building elevations and lighting specifications . As you are aware, this is a part of a recently approved planned development. This plan proposes the construction of a shell building and associated improvements including a gravel road and infiltration basin.

We are aware that a pre-application conference is optional but would like to confirm we are all on the same page so the client may proceed with clearing as soon as possible.

Please confirm receipt and advise of a convenient date/time we can participate in a virtual pre-application conference to further discuss the project.

Respectfully,

John J. Corcella, E.I.
Staff Professional II
WithersRavenel
252-455-6941