



# Currituck County

## Topographic Plan Submittal Information

### Applicant Information:

Owner(s): \_\_\_\_\_

Owner Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### Project Information:

Project Name: \_\_\_\_\_

Street Address: \_\_\_\_\_  
(Obtain from GIS at 252-232-2034)

Parcel ID Number: \_\_\_\_\_

I, \_\_\_\_\_ (owner/applicant) do hereby certify that I:

#### 1. Topographic Plan Certification:

- will be changing the natural contour of the property where soil has either been relocated on the property or hauled to the site. The change(s) in natural grade should be indicated in one-foot contour lines. **Topographic plan submittal is required.**  
**LOCATION OF FILL(Indicate on Site Plan) \_\_\_\_\_ AMOUNT OF FILL \_\_\_\_\_**
- will not be changing the natural contour of the property where soil has either been relocated on the property or hauled to the site. **No topographic plan submittal is required. Please sign the statement below.**

#### 2. Adjacent Grade Statement:

- will be grading and/or filling the described lot above the highest adjacent grades of adjoining lots when measured within thirty feet from the subject property lines into the adjoining lots. **Land Disturbance Permit is required. Applicant must complete Land Disturbance Permit Application with Mike Doxey of the Soil and Water Conservation Office (252-232-3360)**
- will not be grading and/or filling the described lot above the highest adjacent grades of the adjoining lots when measured within thirty feet from the subject property lines into the adjoining lots.

3. I will develop the property in accordance with the approved plans which will be constructed or maintained so that surface waters from such development are not unreasonably collected and channeled onto lower adjacent properties at such locations or at such volumes as to cause substantial damage to such lower adjacent properties. In addition, the development will be constructed or maintained so that it will not unreasonably impede the natural flow of water from higher adjacent properties across such development, thereby unreasonably causing substantial damage to such higher adjacent properties.

Date: \_\_\_\_\_

Owner/Agent: \_\_\_\_\_

## Topographical Plan Submittal Information Frequently Asked Questions

**Q. What is Land Disturbance?**

A. *Land Disturbance is the manipulation of any earthen material that is a part of the lot. This includes but is not limited to filling and grading the lot.*

**Q. What is fill?**

A. *Fill is any material placed or graded on a lot where the material has the effect of increasing the elevation of any portion of the lot.*

**Q. What is adjacent grade?**

A. *Adjacent grade is the highest grade measured within thirty feet from the subject property lines into the adjoining lots.*

**Q. When is a Land Disturbance Permit (LDP) necessary?**

A. *A Land Disturbance Permit is necessary when filling any portion of your lot above adjacent grade as defined above.*

**Q. Under what circumstance may I fill above my adjacent grade?**

A. *A lot shall not be filled or graded higher than the adjacent grades except for the following:*

- *When ARHS determines fill is necessary for a septic system to function properly, the fill area shall be limited to the septic system and drainfield areas and the maximum fill shall not exceed 24 inches.*
- *An additional 12 inches of fill (above the septic system and drainfield fill) may be allowed for the house pad to ensure adequate flow from the building to the septic system.*
- *When fill is required to raise the lot elevation to the base flood elevation.*
- *When fill is essential to meet the required pad elevation as shown on an approved preliminary plat/grading plan.*

**Q. Is fill required by the Environmental Health Department for my septic permit considered land disturbance and is it a factor in determining the need for a Land Disturbance Permit.**

A. *Yes. Even fill required by the Health Department must remain at or lower than adjacent grade or a Land Disturbance Permit is required.*

**Q. Who do I contact to apply for a Land Disturbance Permit?**

A. *Contact Mike Doxey, Soil and Water, at 252-232-3360.*

**Q. Is fill allowed to be placed up to the property line?**

A. *No. Fill must maintain a 10' setback from all property lines.*

