



Minor Subdivision Review Process

Contact Information

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

Phone: 252.232.3055
Fax: 252.232.3026
Website: <http://www.co.currituck.nc.us/Planning.cfm>

Step 1 Pre-application Meeting

The applicant must schedule a pre-submittal meeting with county staff to discuss the proposed plan, and process.

Step 2 Application Submittal

The applicant must submit a complete application packet. A complete application packet consists of the following:

- Completed Currituck County Minor Subdivision Application.
- Application Fee (\$25/minor lot; \$50/PAS lot or family subdivision).
- One paper copy of the proposed subdivision for the initial review. *Please review the Unified Development Ordinance and the Development Review Manual for the requirements of minor and family subdivisions.*
- NCDENR, LQD erosion and sedimentation control application for proposed subdivisions with one acre or more of land disturbance.
- Completed Proposed Street Name form for private access and family subdivisions.
- Completed Water System Requirements form signed by the Public Utilities Director (excluding Fruitville Township, Gibbs Woods, and family subdivisions).

Step 3 Administrative Technical Review Committee Review

The subdivision administrator shall review the plat to determine compliance with the ordinance. The planning staff will submit private access subdivisions to the technical review committee for review. At the discretion of the administrator, minor and family subdivisions may be reviewed by the technical review committee.

Step 4 Final Plat Submittal

Following a successful review of the subdivision plat by the administrator and technical review committee, the applicant must submit the following prior to land disturbing activities and approval of the plat:

- NCDENR, DLQ, erosion and sedimentation control permit, if one acre or more of total land disturbance.
- NCDENR, PWS, wastewater and waterline extension certification, if connecting to existing central water or sewer systems.
- NCDENR, DWQ, stormwater permit for developments with 10,000 square feet or more of built upon area.
- NCDENR, DCM CAMA permit, if development is proposed within the coastal management's area of environmental concern.
- NCDOT, encroachment agreement, if required.

Step 5 Final Approval and Recordation

The applicant shall complete all infrastructure improvements required for the proposed development. Upon completion, the following documents shall be submitted:

- Pavement test results and NCDOT acceptance certification that the private street was constructed to NCDOT construction standards.
- Payment of water tap fees receipt (excluding Fruitville Township, Gibbs Woods, and family subdivisions)
- Number of copies:
 - 1 fully executed mylar
 - 2 blue line copies
 - 1- 8.5" x 11" reduced copy of the plat. The planning staff shall approve the final plat

The county staff will inspect the street, drainage, and signage prior to approving the final plat and recordation in the Currituck County Registry.



Minor Subdivision Application

OFFICIAL USE ONLY:

Case Number: _____
Date Filed: _____
Gate Keeper: _____
Amount Paid: _____

Contact Information

APPLICANT:

Name: _____

Address: _____

Telephone: _____

Fax Number: _____

E-Mail Address: _____

PROPERTY OWNER:

Name: _____

Address: _____

Telephone: _____

Fax Number: _____

E-Mail Address: _____

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: _____

Property Information

Physical Street Address: _____

Parcel Identification Number(s): _____

Request

TYPE OF SUBDIVISION

- Conventional Minor (no infrastructure improvements)
- Private Access Subdivision
- Family

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

Applicant

Date

Owner

Date

Minor Subdivision Street Name Request

Request

This section to be completed by the applicant.

Subdivision Name: _____

Subdivision Type: _____

Proposed Street Name(s)	Office Use Only

Alternate Street Name(s): Please provide at least one alternate street name

Proposed Alternate Street Name(s)	Office Use Only

Street Name Review

This section to be completed by GIS Coordinator.

Proposed street name(s) with a check mark are approved. Proposed street names with an X mark are denied.

Reviewed By: _____ Date: _____

Please return copy to lead Planner: _____

Minor Subdivision Water System Requirements

Contact Information

Currituck County
Public Utilities
444 Maple Road
Maple, NC 27956

Phone: 252.232.2769
Fax: 252.453-3721

Pat Irwin, Director of Public Utilities

Request

This section to be completed by the director of public utilities and attached to the minor subdivision application at the time of application submittal.

All lots within a subdivision, excluding a family subdivision, must connect to a centralized water system. In cases where there is no centralized water system within the area, or the distance from a proposed subdivision to an existing watermain exceeds the required distance for connection, the owner must bond for the water improvements. Connection to a centralized water system is not required in the areas of Fruitville Township and Gibbs Woods.

Currituck County Public Works department will facilitate the water system connection and bonding requirements. Please contact Pat Irwin, Director of Public Utilities at 252-232-6061 or Pat.Irwin@CurrituckCountyNC.gov.

Public Water Determination

This section to be completed by the Director of Public Utilities.

_____ Water tap fees paid.

OR

_____ Fee required for future connection to centralized water system is \$ _____
This fee must be paid prior to final plat approval.

Director of Public Utilities

Date

Staff will use the following checklist to determine the completeness of your application. Only complete applications will be accepted.

Minor Subdivision Submittal Checklist

Date Received: _____

TRC Date: _____

Project Name: _____

Applicant/Property Owner: _____

Applications

- ___ Complete Minor Subdivision application
- ___ NCDENR, DWQ stormwater permit application (if 10,000sf or more of built upon area)
- ___ NCDENR, Land Quality, Erosion and Sedimentation Control permit application (if one acre or more of land disturbance)

Fee

- ___ Application Fee (\$25/minor lot; \$50/PAS lot or family subdivision)

Forms

- ___ Proposed Street Name form
- ___ Water System Requirements form

Plans

- ___ One paper copy of the proposed subdivision

Pre-application Meeting

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

Comments
