



Non-Residential (Commercial) Application 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, preliminary assessments regarding the proposed use and the adopted ordinance and plans, and process.

Step 2 Application Submittal

The applicant must submit a complete application packet on or before the application submittal date. A complete application packet consists of the following:

- Completed Currituck County Non-Residential Application.
- Application Fee (\$.02 per square foot of gross floor area or \$50 minimum).
- An accurate site plan of the property drawn to scale (1"=50') in a professional like manner, unless waived by the administrator. The site plan shall include the following:
 - General information including, but not limited to: vicinity sketch; north arrow; engineering scale ratio; acreage; title of the development; date of the plan; gross floor area of all buildings; name and address of owner/developer and person or firm preparing the plan; and zoning setback lines.
 - Location(s), dimension(s), and arrangement of all: vehicular entrances, exits, drives and fire lanes; automobile parking spaces, width of aisles and bays, angle of parking and number of spaces; truck unloading docks, ramps and spaces; refuse collection (dumpster) container space(s); building(s) with exterior dimensions; fences, walls, docks, ramps, pools, patios, and surface areas; water tap(s) denoting size(s) of line(s) or well area; sewer tap(s) denoting size(s) of lines or septic system location, including repair area; electrical service connection(s); existing and proposed fire hydrant; easements and rights-of-way; size(s) of all public utility lines (water, sewer and storm sewer) within all adjacent public rights-of-way and easements.
 - Drainage plan, including a drainage narrative with calculations, site surface drainage, pipe size, yard drains, catch basins, curb inlets, and topographic plan that indicates location and elevation changes above or below natural grade (shown in one foot intervals) within the past six months and contains the following certificate:

I, _____, owner/agent do hereby certify that 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 or adjacent properties across such development, thereby unreasonably causing substantial damage to such higher adjacent properties.

Date: _____ Owner/Agent: _____

- Curb and gutter alignment, including street widening and storm drainage, if necessary.
- Bufferyard/Landscape plan, including the following information:
 - Existing and proposed buildings, drives, parking areas, exterior storage areas, dumpsters, stormwater detention areas (if applicable) and accessory structures;
 - All existing and proposed planting areas and vegetation that will be used to comply with the bufferyard requirements, including the species, height, caliper (for single stem trees only) and spacing of all vegetation;
 - Existing and proposed physical barriers to be used to comply with the bufferyard requirements;
 - All surrounding existing land uses; and,
 - Adjoining property lines and names and address of adjoining property owners.
- Site distance triangles of 10' x 70' shall be indicated at the intersection of all public right-of-way lines, and site distance triangles of 10' x 35' shall be indicated at the intersection of a right-of-way and driveway.
- Comparison of how the proposed development relates to the maritime forest guide, if applicable.
- The flood zone(s), including boundary lines and finished floor elevations, if applicable.
- A lighting plan compliant with the Currituck County Unified Development Ordinance.
- A copy of an executed NCDOT Street and Driveway Access Permit Application and Encroachment Agreement, if necessary.
- Any additional information as may be required by the reviewing agents.
- NCDENR, DWQ, stormwater permit application for projects with 10,000 square feet or more of built upon area proposed.
- NCDENR, Land Quality, Erosion and Sedimentation Control permit application for projects with one acre or more of land disturbance proposed.
- Number of Copies Submitted
 - 5 Copies of conceptual site plans
 - 5 Hard copies of ALL documents
 - 1 PDF digital copy (ex. Compact Disk – e-mail not acceptable) of all plans AND documents

NOTE: NCDENR PERMITS AND APPROVED PLANS ARE REQUIRED PRIOR TO BUILDING PERMIT APPLICATION OR COMMENCEMENT OF THE USE IF A BUILDING PERMIT IS NOT REQUIRED.

Step 3 Technical Review Committee Review

The Technical Review Committee process is required for projects with a net increase of built upon area that exceeds 1% of the total lot or 400 square feet, whichever is less, or for projects with a change in use from residential to business or increase in business classification (i.e. LUC I, II, III, IV). Submittals to the TRC will follow the application submittal schedule. The planning staff will submit the site plan to the TRC and prepare a written report that will include any outstanding concerns with the proposed request or layout of the plan.

Step 3 Core Review Team

The Core Review Team reviews projects that have a net increase of built upon area that does not exceed 1% of the total lot or 400 square feet whichever is less, or projects with a change in use from business to business with no net change in lot coverage or business classification (i.e. LUC I, II, III, IV). The applicant may submit the application to the Planning Department at anytime, and the project will be reviewed by the CRT within 10 days of submittal. The Core Review Team consists of the following departments:

- Building Inspections Department
- Planning Department
- Fire Marshal
- Albemarle Regional Health Services

Step 4 Zoning Permit and Building Permit

For projects that require a building permit and TRC review, a non-residential site plan must be reviewed by the TRC prior to submitting a building permit application to the county inspection department. Once TRC provides a favorable recommendation on the site plan, the non-residential site plan and building plans will be reviewed and approved collectively by the planning staff prior to the issuance of the zoning and building permit. For projects that require a zoning permit only, the TRC or CRT must approve the site plan prior to issuance of the zoning permit.

Step 5 Site Plan Compliance

Upon completion of the project contact the Planning Department to schedule a final zoning inspection. The final fire inspection must be scheduled with the fire marshal. You may contact the fire marshal's office at 252-232-6641 or building inspections at 252-232-3378. The final zoning and fire inspection must occur prior to scheduling the final building inspection. The code enforcement officer will inspect the site to determine compliance with the approved permit and plan.



Non-Residential Site Plan 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: _____

Location: _____

Parcel Identification Number(s): _____

Total Parcel(s) Acreage: _____

Existing Land Use of Property: _____

Request

Project Name: _____

Proposed Use of the Property: _____

Deed Book/Page Number and/or Plat Cabinet/Slide Number: _____

Total square footage of land disturbance activity: _____

Total lot coverage: _____

Total vehicular area: _____

Existing gross floor area: _____

Proposed gross floor area: _____

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

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

Non-Residential Site Plan Submittal Checklist

Date Received: _____ TRC Date: _____

Project Name: _____

Applicant/Property Owner: _____

Applications

- ___ Complete Non-Residential Site Plan 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)
- ___ NCDOT Street and Driveway Access Permit Application and Encroachment Agreement
- ___ ARHS Construction Improvements Permit

Fee

- ___ Application Fee (\$.02/sf of gross floor area or \$50 minimum)

Plans

- ___ Accurate site plan drawn to scale (1" = 50')
- ___ Drainage Plan
- ___ Bufferyard/Landscape Plan
- ___ Lighting Plan, if applicable
- ___ NCDENR, Land Quality, Erosion and Sedimentation Control Plan, if one acre or more of land disturbance.
- ___ Number of Copies Submitted
 - 5 Copies of plans
 - 5 Hard copies of ALL documents
 - 1 PDF digital copy (ex. Compact Disk – e-mail not acceptable) of all plans AND documents

Pre-application Meeting

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

Comments
