

ARTICLE III

PROCEDURE FOR REVIEW AND APPROVAL OF SUBDIVISION PLATS

Section 301. Plat Shall Be Required on Any Subdivision of Land

Pursuant to G.S. 160A-372, a final plat shall be prepared, approved, and recorded pursuant to the provisions of this ordinance whenever any subdivision of land takes place.

Section 302. Approval Prerequisite to Plat Recordation

Pursuant to G.S. 160A-373, no final plat of a subdivision within the jurisdiction established in Section 104 of this ordinance shall be recorded by the appropriate Register of Deeds until it has been approved by the Town Board of Commissioners as provided herein. To secure such approval of a final plat, the subdivider shall follow the procedures established in this article.

Section 303. Procedures for Review of Major and Minor Subdivisions

All subdivisions shall be considered major subdivisions except those defined as minor subdivisions in this Section. Major subdivisions shall be reviewed in accordance with the procedures in Sections 305 through 307. Minor subdivisions shall be reviewed in accordance with the provisions in Section 304. However, if the subdivider owns, leases, holds an option on, or holds any legal or equitable interest in any property adjacent to or located directly across a street, easement, road or right-of-way from the property to be subdivided, the subdivision shall not qualify under the abbreviated procedure. Furthermore, the abbreviated procedure may not be used a second time within three (3) years on any property less than fifteen hundred (1500) feet from the original property boundary by anyone who owned, had an option on, or any legal interest in the original subdivision at the time the subdivision received preliminary or final plat approval.

A minor subdivision is defined as one involving no new public or private streets or roads, or right-of-way dedication, no easements, no utility extension, where the entire tract to be subdivided is five (5) acres or less in size, and where four (4) or fewer lots result after the subdivision is completed.

Section 304. Procedure for Review of Minor Subdivisions

304.1 Sketch Plan for Minor Subdivisions

Prior to submission of a final plat, the subdivider shall submit to the subdivision administrator three (3)

copies of a sketch plan of the proposed subdivision containing the following information:

- a) A sketch vicinity map showing the location of the subdivision in relation to neighboring tracts, subdivisions, roads, and waterways;
- b) The boundaries of the tract and the portion of the tract to be subdivided;
- c) The total acreage to be subdivided;
- d) The existing and proposed uses of the land within the subdivision and the existing uses of land adjoining it;
- e) The existing street layout and right-of-way width, lot layout and size of lots;
- f) The name, address and telephone number of the owner;
- g) The name, if any, of the proposed subdivision;
- h) Streets and lots of adjacent developed or platted properties;
- i) The zoning classification of the tract and of adjacent properties;
- j) A statement from the appropriate County Health Department that a copy of the sketch plan has been submitted to them, if septic tanks or other onsite water or wastewater systems are to be used in the subdivision.

The sketch plan shall be submitted at least seven (7) days prior to the Planning Board meeting at which it will be reviewed. The Planning Board shall review the sketch plan for general compliance with the requirements of this ordinance and the zoning ordinance; the Planning Board shall advise the subdivider or his authorized agent of the regulations pertaining to the proposed subdivision and the procedures to be followed in the preparation and submission of the final plat.

One (1) copy of the sketch plan shall be retained as a part of the minutes of the Planning Board, and one (1) copy shall be returned to the subdivider or his authorized agent. The Planning Board shall transmit the third copy

of the sketch plan to the Town Board of Commissioners through the administrator of this ordinance. The Town Board of Commissioners shall review the sketch plan at its next regular meeting that follows at least seven (7) days after the subdivision administrator's receipt of the sketch plan from the Planning Board. The Planning Board and/or Town Board may waive the sketch plan requirement.

304.2 Final Plat for Minor Subdivisions. Upon approval of the sketch plan by the Town Board of Commissioners the subdivider may proceed with the preparation of the final plat in accordance with the requirements of this ordinance.

The subdivider shall submit the final plat so marked, to the subdivision administrator not less than seven (7) days prior to the Planning Board meeting at which it will be reviewed.

The final plat shall be prepared by a Registered Land Surveyor currently licensed and registered in the State of North Carolina by the North Carolina State Board of Registration for Professional Engineers and Land Surveyors. The final plat shall conform to the provisions for plats, subdivisions, and mapping requirements set forth in G.S. 47-30 and the Standards of Practice for Land Surveying in North Carolina.

Five copies of the final plat shall be submitted, two (2) of these shall be on reproducible material, three (3) shall be black or blue line paper prints. Material and drawing medium for the original shall be in accordance with the Standards of Practice for Land Surveying in North Carolina, where applicable, and the requirements of the Register of Deeds of the appropriate county.

The final plat shall be of a size suitable for recording with the appropriate County Register of Deeds and shall be at a scale of not less than one (1) inch equals two hundred (200) feet. Maps may be placed on more than one sheet with appropriate match lines.

Submission of the final plat shall be accompanied by a filing fee in accordance with the Town's fee schedule.

The final plat shall meet the specifications in Section 308.

The following signed certificate shall appear on all five (5) copies of the final plat.

a) Certificate of Ownership and Dedication

I hereby certify that I am the owner of the property shown and described hereon, which is located in the subdivision jurisdiction of the Town of Littleton and that I hereby adopt this plan of subdivision with my free consent and establish minimum building setback lines as noted.

Owner

Date

b) Certificate of Survey and Accuracy

In accordance with G.S. 47-30:

There shall appear on each plat a certificate by the person under whose supervision such survey or such plat was made, stating the origin of the information shown on the plat, including recorded deed and plat references shown thereon. The ratio of precision as calculated by latitudes and departures before any adjustments must be shown. Any lines on the plat that were not actually surveyed must be clearly indicated and a statement included revealing the source of information. The execution of such certificate shall be acknowledged before any officer authorized to take acknowledgements by the registered land surveyor preparing the plat. All plats to be recorded shall be probated as required by law for the registration of deeds. Where a plat consists of more than one sheet, only the first sheet must contain the certification and all subsequent sheets must be signed and sealed.

The certificate required above shall include the source of information for the survey and data indicating the accuracy of closure of the plat before adjustments and shall be in substantially the following form:

"I _____, certify that this plat was drawn under my supervision from (an actual survey made under my supervision) (deed description recorded in Book _____, Page _____, etc.) (other); that the boundaries not surveyed are shown as broken lines plotted from

information found in Book _____, Page _____; that this plat was prepared in accordance with G.S. 47-30 as amended. Witness my original signature, registration number and seal this _____ day of _____, A.D. 19 _____.

Seal or Stamp

Surveyor

Registration Number

The certificate of the Notary shall read as follows:

"North Carolina, _____ County.

I, a Notary Public of the County and State aforesaid, certify that _____, a registered land surveyor, personally appeared before me this day and acknowledged the execution of the foregoing instrument. Witness my hand and official stamp or seal, this _____ day of _____, 19 _____.

Notary Public

Seal-Stamp

My commission expires _____"

The Planning Board shall review the final plat at or before its next regularly scheduled meeting which follows at least seven (7) days after the subdivision administrator receives the final plat and shall recommend approval, conditional approval with modifications to bring the plat into compliance, or disapproval of the final plat with reasons within forty (40) days of its first consideration of the plat.

During its review of the final plat the Planning Board may appoint an engineer or surveyor to confirm the accuracy of the final plat if agreed to by the Town Board of Commissioners. If substantial errors are found, the costs shall be charged to the subdivider and the plat shall not be recommended for approval until such errors have been corrected.

If the Planning Board recommends approval of the final plat it shall transmit all copies of the plat and its written recommendations to the Town Board of Commissioners through the subdivision administrator.

If the Planning Board recommends conditional approval of the final plat with modifications to bring the plat

into compliance, it shall retain one (1) print of the plat for its minutes, return its written recommendation and two (2) reproducible copies of the plat to the subdivider, and transmit one (1) print of the plat and its written recommendations to the Town Board of Commissioners through the subdivision administrator.

If the Planning Board recommends disapproval of the final plat, it shall instruct the subdivider concerning resubmission of a revised plat and the subdivider may make such changes as will bring the plat into compliance with the provisions of this ordinance and resubmit same for reconsideration by the Planning Board, or appeal the decision to the Town Board of Commissioners.

Failure of the Planning Board to make a written recommendation within forty (40) days after its first review shall constitute grounds for the subdivider to apply to the Town Board of Commissioners for approval.

If the Planning Board recommends approval or conditional approval with modifications to bring the plat into compliance, or the subdivider appeals to the Town Board of Commissioners, the Board of Commissioners shall review and approve or disapprove the final plat within sixty-five (65) days after the plat and recommendations of the Planning Board have been received by the subdivision administrator.

If the Town Board of Commissioners approves the final plat, such approval shall be shown on each copy of the plat by the following signed certificate:

Certificate of Approval for Recording

I hereby certify that the subdivision plat shown hereon has been found to comply with the Subdivision Regulations of the Town of Littleton, North Carolina and that this plat has been approved by the Board of Commissioners of the Town of Littleton for recording in the Office of the Register of Deeds of _____ County.

Mayor, Town of Littleton
Littleton, North Carolina

Date

If the final plat is disapproved by the Town Board of Commissioners the reasons for such disapproval shall be stated in writing, specifying the provisions of this ordinance with which the final plat does not comply. One (1) copy of such reasons and one (1) print of the plat shall be retained by the Town Board of Commissioners as part of its proceedings; one (1) copy of the reasons and three (3) copies of the plat shall be transmitted to the subdivider. If the final plat is disapproved, the subdivider may make such changes as will bring the final plat into compliance and resubmit same for reconsideration by the Planning Board and the Town Board of Commissioners or by the Board of Commissioners as determined by the Board of Commissioners.

If the final plat is approved by the Town Board of Commissioners, the original tracing and one (1) print of the plat shall be retained by the subdivider. One (1) reproducible tracing and one (1) print shall be filed with the Town Clerk, and one (1) print shall be returned to the Planning Board for its records.

The subdivider shall file the approved final plat with the Register of Deeds of the appropriate county within sixty (60) days of the Town Board of Commissioners approval; otherwise such approval shall be null and void.

Section 305. Sketch Plan for Major Subdivisions

305.1 Number of Copies and Contents

Prior to the preliminary plat submission, the subdivider shall submit to the Planning Board two (2) copies of a sketch plan of the proposed subdivision containing the following information:

- a) A sketch vicinity map showing the location of the subdivision in relation to neighboring tracts, subdivisions, roads, and waterways;
- b) The boundaries of the tract and the portion of the tract to be subdivided;
- c) The total acreage to be subdivided;

- d) The existing and proposed uses of the land within the subdivision and the existing uses of land adjoining it;
- e) The proposed street layout with approximate pavement and right-of-way width, lot layout and size of lots;
- f) The name, address, and telephone number of the owner;
- g) The name, if any, of the proposed subdivision;
- h) Streets and lots of adjacent developed or platted properties.
- i) The zoning classification of the tract and of adjacent properties;
- j) A statement from the appropriate County Health Department that a copy of the sketch plan has been submitted to them, if septic tanks or other onsite water or wastewater systems are to be used in the subdivision.

305.2 Submission and Review Procedure

The sketch plan shall be submitted at least seven (7) days prior to the Planning Board meeting at which it will be reviewed. The Planning Board shall review the sketch plan for general compliance with the requirements of this ordinance and the zoning ordinance; the Planning Board shall advise the subdivider or his authorized agent of the regulations pertaining to the proposed subdivision and the procedures to be followed in the preparation and submission of the preliminary and final plats. The Planning Board may waive the sketch plan requirement. One copy of the sketch plan shall be retained as a part of the minutes of the Planning Board with the other copy being returned to the subdivider or his authorized agent.

Section 306. Preliminary Plat Submission and Review

306.1 Submission Procedure

For every subdivision within the territorial jurisdiction established by Section 104 of this ordinance, which does not qualify for the abbreviated procedure, the subdivider shall submit a preliminary plat which shall be reviewed by the Planning Board and approved by the Town Board of Commissioners before any construction or installation of improvements may begin.

Four (4) copies of the preliminary plat (as well as any additional copies which the subdivision administrator determines are needed to be sent to other agencies) shall be submitted to the administrator of this ordinance at least seven (7) days prior to the Planning Board meeting at which the subdivider desires the Planning Board to review the preliminary plat.

Preliminary plats shall meet the specifications in Section 308.

306.2 Review by Other Agencies

After having received the preliminary plat from the subdivider, the subdivision administrator shall submit copies of the preliminary plat and any accompanying material to other officials and agencies concerned with new development including, as applicable, but not limited to: the appropriate County Health Department, the North Carolina Department of Transportation, the Public Works Director, and the town's Consulting Engineer.

306.3 Review Procedure

The Planning Board shall review the preliminary plat on or before its next regularly scheduled meeting which follows at least seven (7) days after the subdivision administrator receives the preliminary plat and the comments from the appropriate agencies.

The Planning Board shall, in writing, recommend approval, conditional approval with recommended changes to bring the plat into compliance, or disapproval with reasons within forty (40) days of its first consideration of the plat.

If the Planning Board recommends approval of the preliminary plat, it shall retain one (1) copy of the plat for its minutes and transmit two (2) copies of the plat to the Town Board of Commissioners with its recommendation.

If the Planning Board recommends conditional approval of the preliminary plat, it shall keep one (1) copy of the plat for its minutes, transmit two (2) copies of the plat and its recommendation to the Town Board of Commissioners, and return the remaining copy of the plat and its recommendation to the subdivider.

If the preliminary plat is disapproved, the subdivider may make the recommended changes and submit a revised preliminary plat, or appeal the decision to the Town Board of Commissioners.

If the Planning Board does not make a written recommendation within forty (40) days after its first consideration of the plat, the subdivider may apply to the Town Board of Commissioners for approval or disapproval.

If the Town Board of Commissioners approves the preliminary plat, such approval shall be noted on two (2) copies of the plat. One (1) copy of the plat shall be retained by the Town Board of Commissioners and one (1) copy of the preliminary plat along with the conditions shall be returned to the subdivider. If the Town Board of Commissioners disapproves the preliminary plat, the reasons for such disapproval shall be specified in writing. One (1) copy of the plat and the reasons shall be retained by the Town Board of Commissioners and one (1) copy shall be returned to the subdivider.

Section 307. Final Plat Submission and Review

307.1 Preparation of Final Plat and Installation of Improvements

Upon approval of the preliminary plat by the Town Board of Commissioners, the subdivider may proceed with the preparation of the final plat, and the installation of or arrangement for required improvements in accordance with the approved preliminary plat and the requirements of this ordinance. Prior to approval of a final plat, the subdivider shall have installed the improvements specified in this ordinance or guaranteed their installation as provided herein. No final plat will be accepted for review by the Planning Board or the Town Board of Commissioners unless accompanied by written notice by the town clerk acknowledging compliance with the improvement and guarantee standards of this ordinance. The final plat shall constitute only that portion of the preliminary plat which the subdivider proposes to record and develop at that time; such portion shall conform to all requirements of this ordinance.

307.2 Improvements Guarantees

a) Agreement and Security Required

In lieu of requiring the completion, installation and dedication of all improvements prior to final plat approval the Town may enter into an agreement with the subdivider whereby the subdivider shall agree to complete all required improvements. Once said agreement is signed by both parties and the security required herein is provided, the final plat may be approved by the Town Board if all other requirements of this ordinance are met. To secure this agreement, the subdivider shall provide, subject to the approval of the Town Board of Commissioners, either one, or a combination of the following guarantees not exceeding 1.25 times the entire cost as provided herein:

1. Surety Performance Bond(s)

The subdivider shall obtain a performance bond(s) from a surety bonding company authorized to do business in North Carolina. The bonds shall be payable to the Town of Littleton and shall be in an amount equal to 1.25 times the entire cost, as estimated by the subdivider and approved by the Board of Commissioners of the Town of Littleton, of installing all required improvements. The duration of the bond(s) shall be until such time as the improvements are accepted by the Board of Commissioners of the Town of Littleton.

2. Cash or Equivalent Security

The subdivider shall deposit cash, an irrevocable letter of credit or other instrument readily convertible into cash at face value, either with the Town or in escrow with a financial institution designated as an official depository of the Town. The use of any instrument other than cash shall be subject to the approval of the Board of Commissioners of the Town of Littleton. The amount of deposit shall be equal to 1.25 times the cost, as estimated by the subdivider and approved by the Board of Commissioners of the Town of Littleton, of installing all required improvements.

If cash or other instrument is deposited in escrow with a financial institution as provided above, then the subdivider shall file with the

Board of Commissioners of the Town of Littleton an agreement between the financial institution and himself guaranteeing the following:

- (i) That said escrow account shall be held in trust until released by the Board of Commissioners of the Town of Littleton and may not be used or pledged by the subdivider in any other matter during the term of the escrow; and
- (ii) That in the case of a failure on the part of the subdivider to complete said improvements, the financial institution shall, upon notification by the Board of Commissioners of the Town of Littleton, and submission by the Board of Commissioners to the financial institution of an engineer's estimate of the amount needed to complete the improvements, immediately either pay to the Town the funds estimated to complete the improvement, up to the full balance of the escrow account, or deliver to the Town any other instruments fully endorsed or otherwise made payable in full to the Town.

b) Default

Upon default, meaning failure on the part of the subdivider to complete the required improvements in a timely manner as spelled out in the performance bond or escrow agreement, then the surety, or the financial institution holding the escrow account shall, if requested by the Board of Commissioners of the Town of Littleton pay all or any portion of the bond or escrow fund to the Town of Littleton up to the amount needed to complete the improvements based on an engineering estimate. Upon payment, the Board of Commissioners of the Town of Littleton, in its discretion, may expend such portion of said funds as it deems necessary to complete all or any portion of the required improvements. The Town shall return to the subdivider any funds not spent in completing the improvements.

c) Release of Guarantee Security

The Board of Commissioners of the Town of Littleton may release a portion of any security posted as the improvements are completed and recommended for approval by the Subdivision Administrator. Within forty (40) days after receiving the Subdivision Administrator's recommendation, the Board of Commissioners of the Town of Littleton shall approve or disapprove said improvements. If the Board of Commissioners of the Town of Littleton approves said improvements, then it shall immediately release any security posted.

307.3 Submission Procedure

The subdivider shall submit the final plat, so marked, to the subdivision administrator not less than seven (7) days prior to the Planning Board meeting at which it will be reviewed; further, the final plat for the first stage of the subdivision shall be submitted not more than eighteen (18) months after the date on which the preliminary plat was approved; otherwise such approval shall be null and void, unless a written extension of this limit is granted by the Town Board of Commissioners on or before the eighteen (18) month anniversary of the approval.

The final plat shall be prepared by a Registered Land Surveyor currently licensed and registered in the State of North Carolina by the North Carolina State Board of Registration for Professional Engineers and Land Surveyors. The final plat shall conform to the provisions for plats, subdivisions, and mapping requirements set forth in G.S. 47-30 and the Standards of Practice for Land Surveying in North Carolina.

Five (5) copies of the final plat shall be submitted; two (2) of these shall be on reproducible material; three (3) shall be black or blue line paper prints. Material and drawing medium for the original shall be in accordance with the Standards of Practice for Land Surveying in North Carolina, where applicable, and the requirements of the appropriate County Register of Deeds.

The final plat shall be of a size suitable for recording with the appropriate County Register of Deeds and shall be at a scale of not less than one (1) inch equals two hundred (200) feet. Maps may be placed on more than one (1) sheet with appropriate match lines.

Submission of the final plat shall be accompanied by a filing fee in accordance with the town's fee schedule.

The final plat shall meet the specifications in Section 308 of this ordinance.

The following signed certificates shall appear on all five (5) copies of the final plat:

a) Certificate of Ownership and Dedication

I hereby certify that I am the owner of the property shown and described hereon, which is located in the subdivision jurisdiction of the Town of Littleton and that I hereby adopt this plan of subdivision with my free consent, establish minimum building setback lines, and dedicate all streets, alleys, walks, parks, and other sites and easements to public or private use as noted. Furthermore, I hereby dedicate all sanitary sewer, storm sewer and water lines to the Town of Littleton.

Owners

Date

b) Certificate of Survey and Accuracy

In accordance with G.S. 47-30:

There shall appear on each plat a certificate by the person under whose supervision such survey or such plat was made, stating the origin of the information shown on the plat, including a recorded deed and plat references shown thereon. The ratio of precision as calculated by latitudes and departures before any adjustments must be shown. Any lines on the Plat that were not actually surveyed must be clearly indicated and a statement included revealing the source of information. The execution of such certificate shall be acknowledged before any officer authorized to take acknowledgements by the registered land surveyor preparing the plat. All plats to be recorded shall be probated as required by law for the registration of deeds. Where a plat

consists of more than one sheet, only the first sheet must contain the certification and all subsequent sheets must be signed and sealed.

The certificate required above shall include the source of information for the survey and data indicating the accuracy of closure of the plat before adjustments and shall be in substantially the following form:

"I _____, certify that this plat was drawn under my supervision from (an actual survey made under my supervision) (deed description recorded in Book _____, Page _____, etc.) (other); that the boundaries not surveyed are shown as broken lines plotted from information found in Book _____, Page _____; that this plat was prepared in accordance with G.S. 47-30 as amended. Witness my original signature, registration number and seal this _____ day of _____, A.D. 19____.

Surveyor

Seal or Stamp

Registration Number"

The certificate of the Notary shall read as follows:

"North Carolina, _____ County.

I, a Notary Public of the County and State aforesaid, certify that _____, a registered land surveyor, personally appeared before me this day and acknowledged the execution of the foregoing instrument. Witness my hand and official stamp or seal, this _____ day of _____, 19____.

Notary Public

Seal-Stamp

My commission expires _____"

The Planning Board shall review the final plat at or before its next regularly scheduled meeting which follows at least seven (7) days after the subdivision administrator receives the final plat and shall recommend approval, conditional approval with modifications to bring the plat into compliance or disapproval of the final plat with reasons within forty (40) days of its first consideration of the plat.

During its review of the final plat the Planning Board may appoint a Registered Land Surveyor to confirm the accuracy of the final plat (if agreed to by the Town Board of Commissioners). If substantial errors are found, the costs shall be charged to the subdivider and the plat shall not be recommended for approval until such errors have been corrected.

If the Planning Board recommends approval of the final plat it shall transmit all copies of the plat and its written recommendations to the Town Board of Commissioners through the subdivision administrator.

If the Planning Board recommends conditional approval of the final plat with modifications to bring the plat into compliance, it shall retain one (1) print of the plat for its minutes, return its written recommendations and two (2) reproducible copies of the plat to the subdivider, and transmit one (1) print of the plat and its written recommendation to the Town Board of Commissioners through the subdivision administrator.

If the Planning Board recommends disapproval of the final plat, it shall instruct the subdivider concerning resubmission of a revised plat and the subdivider may make such changes as will bring the plat into compliance with the provisions of this ordinance, and resubmit same for reconsideration by the Planning Board, or appeal the decision to the Town Board of Commissioners.

Failure of the Planning Board to make a written recommendation within forty (40) days shall constitute grounds for the subdivider to apply to the Town Board of Commissioners.

If the Planning Board recommends approval or conditional approval with modifications to bring the plat into compliance, or the subdivider appeals to the Town Board of Commissioners, the Board of Commissioners shall review and approve or disapprove the final plat within sixty-five (65) days after the plat and recommendations of the Planning Board have been received by the subdivision administrator.

If the Town Board of Commissioners approves the final plat, such approval shall be shown on each copy of the plat by the following signed certificate:

Certificate of Approval for Recording

I hereby certify that the subdivision plat shown hereon has been found to comply with the Subdivision Regulations of the Town of Littleton, North Carolina and that this plat has been approved by the Board of Commissioners of the Town of Littleton for recording in the Office of the Register of Deeds of _____ County.

Mayor

Town of Littleton, North Carolina

Date

If the final plat is disapproved by the Town Board of Commissioners, the reasons for such disapproval shall be stated in writing, specifying the provisions of this ordinance with which the final plat does not comply. One (1) copy of such reasons and one (1) print of the plat shall be retained by the Town Board of Commissioners as part of its proceedings; one (1) copy of the reasons and three (3) copies of the plat shall be transmitted to the subdivider. If the final plat is disapproved, the subdivider may make such changes as will bring the final plat into compliance and resubmit same for reconsideration by the Planning Board and the Town Board of Commissioners or by the Town Board of Commissioners as determined by the Board of Commissioners.

If the final plat is approved by the Town Board of Commissioners, the original tracing and one (1) print of the plat shall be retained by the subdivider. One (1) reproducible tracing and one (1) print shall be filed with the Town Clerk, and one (1) print shall be returned to the Planning Board for its records.

The subdivider shall file the approved final plat with the Register of Deeds of the appropriate County within sixty (60) days of the Town Board of Commissioners approval; otherwise such approval shall be null and void.

Section 308. Information to be Contained in or Depicted on
Preliminary and Final Plats

The preliminary and final plats shall depict or contain the information indicated in the following table. An x indicates that the information is required.

<u>Information</u>	<u>Preliminary Plat</u>	<u>Final Plat</u>
-Title Block Containing		
•Property designation	x	x
•Name of owner	x	x
•Location (including township, county and state)	x	x
•Date or dates survey was conducted and plat prepared	x	x
•A scale of drawing in feet per inch listed in words or figures	x	x
•A bar graph	x	x
•Name, address, registration number and seal of the Registered Land Surveyor	x	x
-The name of the subdivider	x	x
-A sketch vicinity map showing the relationship between the proposed subdivision and surrounding area	x	x
-Corporate limits, township boundaries, county lines if on the subdivision tract	x	x
-The names, addresses and telephone numbers of all owners, mortgagees, registered land surveyors, land planners, architects, landscape architects, and professional engineers responsible for the subdivision	x	x
-The registration numbers and seals of the professional engineers	x	x
-Date of plat preparation	x	x
-North arrow and orientation	x	x
-The boundaries of the tract or portion thereof to be subdivided, distinctly and accurately represented with all bearings and distances shown	x	x

<u>Information</u>	<u>Preliminary Plat</u>	<u>Final Plat</u>
-The exact boundary lines of the tract to be subdivided, fully dimensioned by lengths and bearings, and the location of existing boundary lines of adjoining lands		x
-The names of owners of adjoining properties	x	x
-The names of any adjoining subdivisions of record or proposed and under review	x	x
-Minimum building setback lines	x	x
-The zoning classifications of the tract to be subdivided and adjoining properties	x	x
-Existing property lines on the tract to be subdivided and on adjoining properties	x	x
-Existing buildings or other structures, water courses, railroads, bridges, culverts, storm drains, both on the land to be subdivided and land immediately adjoining	x	x
-Proposed lot lines, lot and block numbers, and approximate dimensions	x	
-The lots numbered consecutively throughout the subdivision		x
-Wooded areas, marshes, swamps, rock outcrops, ponds or lakes, streams or streambeds and any other natural features affecting the site	x	
-The exact location of the flood hazard, floodway and floodway fringe areas from the community's FHBM or other FEMA maps	x	x
The following data concerning streets:		
-Proposed streets	x	x
-Existing and platted streets on adjoining properties and in the proposed subdivision	x	x

<u>Information</u>	<u>Preliminary Plat</u>	<u>Final Plat</u>
-Rights-of-way, location and dimensions	x	x
-Pavement widths	x	
-Approximate grades	x	
-Design engineering data for all corners and curves	x	x
-Typical street cross sections	x	
-Street names	x	x
-Street maintenance agreement in accordance with Section 405.1 of this ordinance		x

Information

Preliminary Plat

Final Plat

-Type of street dedication; all streets must be designated either "public" or "private". Where public streets are involved which will be dedicated to the Town the subdivider must submit all street plans to the subdivision administrator for approval prior to preliminary plat approval. Where public streets are involved which will not be dedicated to a municipality, the subdivider must submit the following documents to the N.C. Department of Transportation District Highway Office for review: a complete site layout, including any future expansion anticipated; horizontal alignment indicating general curve data on site layout plan; vertical alignment indicated by percent grade, PI station and vertical curve length on site plan layout; (the District Engineer may require the plotting of the ground profile and grade line for roads where special conditions or problems exist); typical section indicating the pavement design and width and the slopes, widths and details for either the curb and gutter or the shoulder and ditch proposed; drainage facilities and drainage areas.

x

x

-Where streets are dedicated to the public, but not accepted into a municipal or the State system before lots are sold, a statement explaining the status of the street in accordance with Section 405.2 of this ordinance.

x

-If any street is proposed to intersect with a state maintained road, the subdivider shall apply for driveway approval as required by the North Carolina Department of Transportation, Division of Highways' Manual on Driveway Regulations.

Evidence that the subdivider has obtained such approval.

x

<u>Information</u>	<u>Preliminary Plat</u>	<u>Final Plat</u>
The location and dimensions of all:		
-Utility and other easements	x	x
-Riding trails	x	x
-Natural buffers	x	x
-Pedestrian or bicycle paths	x	x
-Parks and recreation areas with specific type indicated	x	x
-Schools sites	x	x
-Areas to be dedicated to or reserved for public use	x	x
-Areas to be used for purposes other than residential with the purpose of each stated	x	x
-The future ownership (dedication or reservation for public use to governmental body, for owners to duly constituted homeowners' association, or for tenants remaining in subdivider's ownership) of recreation and open space lands	x	
The plans for utility layouts including:		
-Sanitary sewers	x	
-Storm sewers	x	
-Other drainage facilities, if any	x	x ¹
-Water distribution lines	x	
-Natural gas lines	x	
-Telephone lines	x	
-Electric lines	x	
illustrating connections to existing systems, showing line sizes, the location of fire hydrants, blowoffs, manholes, force mains and gate valves		

¹Required on final plat only for minor subdivisions.

<u>Information</u>	<u>Preliminary Plat</u>	<u>Final Plat</u>
Plans for individual water supply and sewage disposal systems, if any	x	x
-Profiles based upon Mean Sea Level datum for sanitary sewers and storm sewers	x	
Site calculations including:		
-Acreage in total tract to be subdivided	x	
-Acreage in parks and recreation areas and other nonresidential uses	x	
-Total number of parcels created	x	
-Acreage in the smallest lot in the subdivision	x	
-Linear feet in streets	x	
-The name and location of any property or buildings within the proposed subdivision or within any contiguous property that is located on the U.S. Department of Interior's National Register of Historic Places	x	x
-Sufficient engineering data to determine readily and reproduce on the ground every straight or curved line, street line, lot line, right-of-way line, easement line, and setback line, including dimensions, bearings, or deflection angles, radii, central angles, and tangent distance for the center line of curved property lines that are not the boundary line of curved streets. All dimensions shall be measured to the nearest one-tenth of a foot and all angles to the nearest minutes.		x
-The accurate locations and descriptions of all monuments, markers and control points.		x

<u>Information</u>	<u>Preliminary Plat</u>	<u>Final Plat</u>
-A copy of any proposed deed restrictions or similar covenants. Such restrictions are mandatory when private recreation areas are established.	x	x
-A copy of the erosion control plan submitted to the appropriate authority, if such a plan is required.	x	
-Topographic map with contour intervals of no greater than two (2) feet at a scale of no less than 1" = 200'.	x	
-All certifications required in Section 307.		x
-Any other information considered by either the subdivider, Planning Board or the Town Board of Commissioners to be pertinent to the review of the plat.	x	x
-Streets, water, sanitary sewer, storm sewer and other drainage facility plans shall be prepared by a registered professional engineer	x	

Section 309. Recombination of Land

- 309.1 Any plat or any part of any plat may be vacated by the owner at any time before the sale of any lot in the subdivision by a written instrument to which a copy of such plat shall be attached, declaring the same to be vacated.
- 309.2 Such an instrument shall be approved by the same agencies as approved the final plat. The governing body may reject any such instrument which abridges or destroys any public rights in any of its public uses, improvements, streets or alleys.
- 309.3 Such an instrument shall be executed, acknowledged or approved and recorded and filed in the same manner as a final plat; and being duly recorded or filed shall operate to destroy the force and effect of the recording of the plat so vacated, and to divest all public rights in the streets, alleys, and public grounds, and all dedications laid out or described in such plat.
- 309.4 When lots have been sold, the plat may be vacated in the manner provided in Sections 309.1 through 309.3 by all owners of the lots in such plat joining in the execution of such writing.

Section 310. Resubdivision Procedures

For any replatting or resubdivision of land, the same procedures, rules and regulations shall apply as prescribed herein for an original subdivision.