

SUBDIVISIONS REGULATIONS

of the

Town of Littleton, North Carolina

# TABLE OF CONTENTS

	<u>Page</u>
ARTICLE I. INTRODUCTORY PROVISIONS .....	1
Section 101. Title .....	1
Section 102. Purpose .....	1
Section 103. Authority .....	1
Section 104. Jurisdiction .....	1
Section 105. Prerequisite to Plat Recordation .....	1
Section 106. Acceptance of Streets .....	2
Section 107. Thoroughfare Plans.....	2
Section 108. School Sites on Land Use Plan .....	2
Section 109. Zoning and Other Plans .....	2
ARTICLE II. LEGAL PROVISIONS .....	3
Section 201. General Procedure for Plat Approval .....	3
Section 202. Statement by Owner .....	3
Section 203. Effect of Plat Approval on Dedication .....	3
Section 204. Penalties for Violation .....	3
Section 205. Separability .....	4
Section 206. Variances .....	4
Section 207. Amendments .....	4
Section 208. Abrogation .....	5
Section 209. Repeal of Conflicting Ordinances .....	5
Section 210. Effective Date .....	6
Section 211. Adoption .....	6
Section 212. Administrator .....	6
ARTICLE III. PROCEDURE FOR REVIEW AND APPROVAL OF SUBDIVISION PLATS...	7
Section 301. Plat Shall Be Required on Any Subdivision of Land .....	7
Section 302. Approval Prerequisite to Plat Recordation .....	7
Section 303. Procedures for Review of Major and Minor Subdivisions..	7
Section 304. Procedure for Review of Minor Subdivisions .....	7
Section 305. Sketch Plan for Major Subdivisions .....	13
Section 306. Preliminary Plat Submission and Review .....	14
Section 307. Final Plat Submission and Review .....	16
Section 308. Information to be Contained in or Depicted on Preliminary and Final Plats .....	24
Section 309. Recombination of Land .....	31
Section 310. Resubdivision Procedures .....	31
ARTICLE IV. REQUIRED IMPROVEMENTS, DEDICATION, RESERVATION, MINIMUM STANDARDS OF DESIGN .....	32
Section 401. General .....	32
Section 402. Suitability of Land .....	32
Section 403. Name Duplication .....	32
Section 404. Subdivision Design .....	32
Section 405. Streets .....	34
Section 406. Utilities .....	44
Section 407. Buffering, Recreation and Open Space Requirements .....	46
Section 408. Other Requirements .....	48

	<u>Page</u>
ARTICLE V. DEFINITIONS .....	50
Section 501. Subdivision Defined .....	50
Section 502. Other Definitions .....	50
Section 503. Word Interpretation .....	55

## ARTICLE I

### INTRODUCTORY PROVISIONS

#### Section 101. Title

This ordinance shall be known and may be cited as the Subdivision Regulations of the Town of Littleton, North Carolina, and may be referred to as the Subdivision Regulations.

#### Section 102. Purpose

The purpose of this ordinance is to establish procedures and standards for the development and subdivision of land within the territorial jurisdiction of the Town of Littleton. It is further designed to provide for the orderly growth and development of the Town of Littleton; for the coordination of streets and highways within proposed subdivisions with existing or planned streets and highways and with other public facilities; for the dedication or reservation of recreation areas serving residents of the immediate neighborhood within the subdivision and of rights-of-way or easements for street and utility purposes; and for the distribution of population and traffic in a manner that will avoid congestion and overcrowding and will create conditions essential to public health, safety, and the general welfare. This ordinance is designed to further facilitate adequate provision of water, sewerage, parks, schools, and playgrounds, and also to facilitate the further resubdivision of larger tracts into smaller parcels of land.

#### Section 103. Authority

This ordinance is hereby adopted under the authority and provisions of the General Statutes of North Carolina, Chapter 160A, Article 19, Part 2.

#### Section 104. Jurisdiction

The regulations contained herein, as provided in G.S. 160A, Article 19, shall govern each and every subdivision within the Town of Littleton and the Halifax County portion of its extraterritorial jurisdiction as shown on the official extraterritorial boundary map.

#### Section 105. Prerequisite to Plat Recordation

After the effective date of this ordinance, each individual subdivision plat of land within the jurisdiction of this ordinance shall be approved by the Board of Commissioners of the Town of Littleton.

#### Section 106. Acceptance of Streets

No street shall be maintained by the Town nor street dedication accepted for ownership and maintenance in any subdivision for which a plat is required to be approved unless and until such final plat has been approved by the Town of Littleton.

#### Section 107. Thoroughfare Plans

Where a proposed subdivision includes any part of a thoroughfare which has been designated as such upon the officially adopted thoroughfare plan of the Town, such part of such thoroughfare shall be platted by the subdivider in the location shown on the plan and at the width specified in this ordinance.

#### Section 108. School Sites on Land Use Plan

If the Board of Commissioners of the Town and the County Board of Education have jointly determined the specific location and size of any school sites to be reserved and this information appears in the comprehensive land use plan, the Town Board of Commissioners shall immediately notify the Board of Education whenever a sketch plan for a subdivision is submitted which includes all or part of a school site to be reserved. The Board of Education shall promptly decide whether it still wishes the site to be reserved. If the Board of Education does not wish to reserve the site, it shall so notify the Town Board of Commissioners. If the Board does wish to reserve the site, the subdivision shall not be approved without such reservation. The Board of Education shall then have eighteen (18) months beginning on the date of final approval of the subdivision within which to acquire the site by purchase or by initiating condemnation proceedings. If the Board of Education has not purchased or begun proceedings to condemn the site within eighteen (18) months, the subdivider may treat the land as freed of the reservation.

#### Section 109. Zoning and Other Plans

Similarly, proposed subdivisions must comply in all respects with the requirements of the zoning ordinance in effect in the area to be subdivided, and any other officially adopted plans.

## ARTICLE II

### LEGAL PROVISIONS

#### Section 201. General Procedure for Plat Approval

After the effective date of this ordinance, no subdivision plat of land within the jurisdiction of this ordinance shall be filed or recorded until it has been submitted to and approved by the Town Board of Commissioners as set forth in Section 105 of this ordinance, and until this approval is entered in writing on the face of the plat by the Mayor and attested by the town clerk.

The Register of Deeds shall not file or record a plat of a subdivision of land located within the territorial jurisdiction of this ordinance that has not been approved in accordance with these provisions, nor shall the Clerk of Superior Court order or direct the recording of a plat if the recording would be in conflict with this section.

#### Section 202. Statement by Owner

The owner of land shown on a subdivision plat submitted for recording, or his authorized agent, shall sign a statement on the plat stating whether or not any land shown thereon is within the subdivision-regulation jurisdiction of any city.

#### Section 203. Effect of Plat Approval on Dedications

Pursuant to G.S. 160A-374, the approval of a plat shall not be deemed to constitute or effect the acceptance by the municipality or public of the dedication of any street or other ground, public utility line, or other public facility shown on the plat. However, the Town Board of Commissioners may by resolution accept any dedication made to the public of lands or facilities for streets, parks, public utility lines, or other public purposes, when the lands or facilities are located within its subdivision regulation jurisdiction. Acceptance of dedication of lands or facilities located within the subdivision regulation jurisdiction but outside the corporate limits of the municipality shall not place on the town any duty to open, operate, repair, or maintain any street, utility line, or other land or facility, and the municipality shall in no event be held to answer in any civil action or proceeding for failure to open, repair or maintain any street located outside its corporate limits.

#### Section 204. Penalties for Violation

204.1 After the effective date of this ordinance, any person who, being the owner or agent of the owner of any land located within the territorial jurisdiction of this

ordinance, thereafter subdivides his land in violation of this ordinance or transfers or sells land by reference to , exhibition of, or any other use of a plat showing a subdivision of the land before the plat has been properly approved under the terms of this ordinance and recorded in the Office of the appropriate County Register of Deeds, shall be guilty of a misdemeanor. The description by metes and bounds in the instrument of transfer or other document used in the process of selling or transferring land shall not exempt the transaction from this penalty. The Town through its attorney or other official designated by the Town Board of Commissioners may enjoin illegal subdivision, transfer or sale of land by action for injunction. Further, violators of this ordinance shall be subject, upon conviction, to fine and/or imprisonment as provided by G.S. 14-4.

- 204.2 Each day's continuing violation of this ordinance shall be a separate and distinct offense.
- 204.3 Notwithstanding Subsection 204.1 above, this ordinance may be enforced by appropriate equitable remedies issuing from a court of competent jurisdiction.
- 204.4 Nothing in this section shall be construed to limit the use of remedies available to the Town. The Town may seek to enforce this ordinance by using any one, all, or a combination of remedies.

#### Section 205. Separability

Should any section or provision of this ordinance be decided by a court of competent jurisdiction to be unconstitutional or invalid, such decision shall not affect the validity of the ordinance as a whole or any part thereof other than the part so declared to be unconstitutional or invalid.

#### Section 206. Variances

Where, because of severe topographical or other conditions peculiar to the site, strict adherence to the provisions of this ordinance would cause an unnecessary hardship, the Town Board of Commissioners may authorize a variance to the terms of this ordinance only to the extent that is absolutely necessary and not to an extent which would violate the intent of this ordinance.

#### Section 207. Amendments

The Town Board of Commissioners may from time-to-time amend the terms of this ordinance but no amendment shall become effective unless



it shall have been proposed by or shall have been submitted to the Planning Board for review and recommendation. The Planning Board shall have thirty (30) days from the time the proposed amendment is submitted to it within which to submit its report. If the Planning Board fails to submit a report within the specified time, it shall be deemed to have recommended approval of the amendment.

No amendment shall be adopted by the governing body until they have held a public hearing on the amendment. Notice of the hearing shall be published in a newspaper of general circulation in the Littleton area at least once a week for two (2) successive calendar weeks prior to the hearing. The initial notice shall appear not more than twenty-five (25) nor less than ten (10) days prior to the hearing date. In computing the ten (10) day period, the date of publication is not to be counted, but the date of the hearing is.

#### Section 208. Abrogation

It is not intended that this ordinance repeal, abrogate, annul, impair, or interfere with any existing easements, covenants, deed restrictions, agreements, rules, regulations, or permits previously adopted or issued pursuant to law. However, where this ordinance imposes greater restrictions, the provisions of this ordinance shall govern.

Wherever the requirements of this ordinance are at variance with other requirements of lawfully adopted rules, regulations, ordinances, deed restrictions, or covenants, the most restrictive, or that imposing the highest standards, shall govern.

#### Section 209. Repeal of Conflicting Ordinances

All existing ordinances in conflict with this ordinance are hereby repealed to the extent necessary to give this ordinance full force and effect.



Section 210. Effective Date

This ordinance shall take effect and be in force from and after April 1st, 1985.

Section 211. Adoption

Duly adopted by the Board of Commissioners of the Town of Littleton, North Carolina, this the 1st day of April, 1985.

*Nancy P. Myrick*  
Clerk

*B. Mason Hawfield*  
Mayor

Section 212. Administrator

The Board of Commissioners of the Town of Littleton shall appoint the subdivision administrator or administrators.

## 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 <sup>1</sup>
-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		

<sup>1</sup>Required 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.

## ARTICLE IV

### REQUIRED IMPROVEMENTS, DEDICATION, RESERVATION, MINIMUM STANDARDS OF DESIGN

#### Section 401. General

Each subdivision shall contain the improvements specified in this article, which shall be installed in accordance with the requirements of this ordinance and paid for by the subdivider, unless other means of financing is specifically stated in this ordinance. Land shall be dedicated and reserved in each subdivision as specified in this article. Each subdivision shall adhere to the minimum standards of design established by this article.

#### Section 402. Suitability of Land

- 402.1 Land which has been determined by the Town Board of Commissioners on the basis of engineering or other expert surveys to pose an ascertainable danger to life or property by reason of its unsuitability for the use proposed shall not be platted for that purpose, unless and until the subdivider has taken the necessary measures to correct said conditions and to eliminate said dangers.
- 402.2 Areas that have been used for disposal of solid waste shall not be subdivided unless tests by the appropriate County Health Department, a structural engineer and a soils expert determine that the land is suitable for the purpose proposed.

#### Section 403. Name Duplication

The name of the subdivision shall not duplicate nor closely approximate the name of an existing subdivision within the County in which the subdivision is located, nor within the Town.

#### Section 404. Subdivision Design

##### 404.1 Blocks

- a) The lengths, widths, and shapes of blocks shall be determined with due regard to: provision of adequate building sites suitable to the special needs of the type of use contemplated; zoning requirements; needs for vehicular and pedestrian circulation; control and safety of street traffic; limitations and opportunities of topography; and convenient access to water areas.

- b) Blocks shall not be less than four hundred (400) feet or more than eighteen hundred (1800) feet.
- c) Blocks shall have sufficient width to allow two (2) tiers of lots of minimum depth except where single tier lots are required to separate residential development from through vehicular traffic or another type of use, in nonresidential subdivisions, or where abutting a water area.
- d) Where deemed necessary by the Town Board of Commissioners, a pedestrian crosswalk at least fifteen (15) feet in width may be required to provide convenient public access to a public area such as a park or school, to a water area, or to areas such as shopping centers, religious or transportation facilities.
- e) Block numbers shall conform to the Town street numbering system, if applicable.

#### 404.2 Lots

- a) All lots in new subdivisions shall conform to the zoning requirements of the district in which the subdivision is located. Conformance to zoning requirements means, among other things, that the smallest lot in the subdivision must meet all dimensional requirements of the zoning ordinance. It is not sufficient merely for the average lot to meet zoning requirements.
- b) Lots shall meet any applicable County Health Department Requirements.
- c) Double frontage lots shall be avoided wherever possible.
- d) Side lot lines shall be substantially at right angles to or radial to street lines.

#### 404.3 Easements

Easements shall be provided as follows:

- a) Utility Easements

Easements for underground or above ground utilities shall be provided, where necessary, across lots or centered on rear or side lot lines and shall be at least twenty (20) feet wide for water and sanitary



sewer lines and as required by the companies involved, for telephone, gas and power lines. The Town Board of Commissioners will determine whether one (1) easement is sufficient or whether several easements are necessary to accommodate the various facilities and the subdivider shall provide the required easements.

b) Drainage Easements

Where a subdivision is traversed by a stream or drainage way, an easement shall be provided conforming with the lines of such stream and of sufficient width as will be adequate for the purpose.

Section 405. Streets

405.1 Type of Street Required

All subdivision lots shall abut at least twenty (20) feet on a public street. All public streets shall be dedicated to the Town of Littleton, the State of North Carolina or the public as determined appropriate by the Board of Commissioners of the Town of Littleton. All public streets shall be built to the standards of this ordinance and all other applicable standards of the Town of Littleton and the North Carolina Department of Transportation. Public streets not dedicated to the Town which are eligible for acceptance into the State Highway System shall be constructed to the standards necessary to be put on the State Highway System or the standards in this ordinance, whichever is stricter, in regard to each particular item and shall be put on such system. Streets not dedicated to the Town which are not eligible to be put on the State Highway System because there are too few lots or residences shall, nevertheless, be dedicated to the public and shall be in accordance with the standards in this ordinance or the standards necessary to be put on the State Highway System, whichever is stricter in regard to each particular item, so as to be eligible to be put on the system at a later date. A written maintenance agreement with provisions for maintenance of the street until it is put on the State System shall be included with the final plat.

405.2 Subdivision Street Disclosure Statement

All streets shown on the final plat shall be designated in accordance with G.S. 136-102.6 and designation as public shall be conclusively presumed an offer of dedication to the public. 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 shall be included with the final plat.

#### 405.3 Half-Streets

The dedication of half streets of less than sixty (60) feet at the perimeter of a new subdivision shall be prohibited. If circumstances render this impracticable, adequate provision for the concurrent dedication of the remaining half of the street shall be furnished by the subdivider. Where there exists a half-street in an adjoining subdivision, the remaining half shall be provided by the proposed subdivision. However, in circumstances where more than sixty (60) feet of right-of-way is required, a partial width right-of-way, not less than sixty (60) feet in width, may be dedicated when adjoining undeveloped property is owned or controlled by the subdivider; provided that the width of the partial dedication is such as to permit the installation of such facilities as may be necessary to serve abutting lots. When the adjoining property is subdivided, the remainder of the full required right-of-way shall be dedicated.

#### 405.4 Marginal Access Streets

Where a tract of land to be subdivided adjoins a principal arterial street, the subdivider may be required to provide a marginal access street parallel to the arterial street or reverse frontage on a minor street for the lots to be developed adjacent to the arterial. Where reverse frontage is established, private driveways shall be prevented from having direct access to the principal arterial.

#### 405.5 Access to Adjacent Properties

Where, in the opinion of the Town Board of Commissioners, it is necessary to provide for street access to an adjoining property, proposed streets shall be extended by dedication to the boundary of such property and a temporary turnaround provided.

#### 405.6 Nonresidential Streets

The subdivider of a nonresidential subdivision shall provide streets in accordance with F-4 of the North Carolina Subdivision Roads Minimum Construction Standards, May 1, 1983; and the standards in this ordinance, whichever are stricter in regard to each particular item.

#### 405.7 Design Standards

The design of all streets and roads within the jurisdiction of this ordinance shall be in accordance with the accepted policies of the North Carolina Department of Transportation, Division of Highways, as taken or modified from the American Association of State Highway Officials (AASHO) manuals. The N.C. Department of Transportation, Division of Highways' Subdivision Roads Minimum Construction Standards, May 1, 1983 shall apply for any items not included in this ordinance, or where stricter than this ordinance.

The provision of street rights-of-way shall conform to and meet the requirements of the thoroughfare plan of the Town of Littleton as approved by the planning board and adopted by the Board of Commissioners of the Town of Littleton and the North Carolina Board of Transportation.

The urban planning area shall consist of that area within the urban planning boundary as depicted on the mutually adopted Littleton thoroughfare plan.

The rural planning area shall be that area outside the urban planning boundary.

- a) Right-of-Way Widths: Right-of-Way widths shall not be less than the following and shall apply except in those cases where right-of-way requirements have been specifically set out in the thoroughfare plan.

<u>Rural</u>	<u>Minimum Right-of-Way, Feet</u>
1.Principal Arterial	
Freeways	350
Other	200
2.Minor Arterial	100
3.Major Collector	100
4.Minor Collector	100
5.Local Road	60*

\*The desirable minimum right-of-way is established as 60 feet. If curb and gutter is provided, 50 feet of right-of-way is adequate on local residential streets.

<u>Urban</u>	<u>Minimum Right-of-Way, Feet</u>
1. Major Thoroughfare other than Freeway and Expressway	90
2. Minor Thoroughfare	70
3. Local Street	60*
4. Cul-de-sac	Variable**

The subdivider will only be required to dedicate a maximum of 100 feet of right-of-way. In cases where over 100 feet of right-of-way is desired, the subdivider will be required only to reserve the amount in excess of 100 feet. In all cases in which right-of-way is sought for an access controlled facility, the subdivider will only be required to make a reservation.

- b) Street Widths: Widths for street and road classifications other than local shall be as required by the thoroughfare plan. Width of local roads and streets shall be as follows:

1. Local Residential

Curb and gutter section - 26 feet, to face of curb

Shoulder section - 20 feet to edge of pavement,  
4 foot shoulders

2. Residential Collector

Curb and gutter section - 34 feet, face to face of curb

Shoulder section - 20 feet to edge of pavement,  
6 foot shoulders

- c) Geometric Characteristics: The standards outlined below shall apply to all subdivision streets proposed for addition to the State Highway System (or Municipal Street System). In cases where a subdivision is sought adjacent to a proposed thoroughfare corridor, the requirements of dedication and reservation discussed under Right-of-Way shall apply.

\*The desirable minimum right-of-way is established as 60 feet. If curb and gutter is provided, 50 feet of right-of-way is adequate on local residential streets.

\*\*The right-of-way dimension will depend on radius for vehicular turnaround. Distance from edge of pavement of turnaround to right-of-way should not be less than distance from edge of pavement to right-of-way on street approaching turnaround.

# 1. Design Speed

The design speeds for subdivision-type streets shall be:

	<u>Desirable</u>	<u>Minimum</u>	
		<u>Level</u>	<u>Rolling</u>
Rural			
Minor Collector Roads	60	50	40
Local Roads including Residential Collectors and Local Residential	50	50*	40*
Urban			
Major Thoroughfares other than Freeway or Expressway	60	50	50
Minor Thoroughfares	60	50	40
Local Streets	40	40**	30**

## 2. Maximum and Minimum Grades

a. The maximum grades in percent shall be:

<u>Design Speed</u>	<u>Level</u>	<u>Rolling</u>
60	3	4
50	4	5
40	5	6
30		9

b. A minimum grade for curbed streets normally should not be less than 0.5%, a grade of 0.35% may be allowed where there is a high type pavement accurately crowned and in areas where special drainage conditions may control.

c. Grades for 100 feet each way from intersections should not exceed 5%.

d. For streets and roads with projected annual average daily traffic less than 250, short grades less than 500 feet long, may be 150% greater.

\*Based on projected annual average daily traffic of 400-750. In cases where road will serve a very limited area and small number of dwelling units, minimum design speeds can be reduced further, but in no case, below 25.

\*\*Based on projected annual average daily traffic of 50-250.

### 3. Minimum Sight Distances

In the interest of public safety, no less than the minimum sight distance applicable shall be provided in every instance. Vertical curves that connect each change in grade shall be provided and calculated using the following parameters. (General practice calls for vertical curves to be multiples of 50 feet. Calculated lengths shall be rounded up in each case):

<u>Design Speed, MPH</u>	<u>20</u>	<u>30</u>	<u>40</u>	<u>50</u>	<u>60</u>
Stopping Sight Distance					
Min. Stopping Distance, Ft.	150	200	275	350	475
Des. Stopping Distance, Ft.	150	200	300	450	650
Minimum K* Value For:					
a. Min. Crest Vert. Curve	16	28	55	85	160
Des. Crest Vert. Curve	16	28	65	145	300
b. Min. SAG Vert. Curve	24	35	55	75	105
Des. SAG Vert. Curve	24	35	60	100	155
			<u>30</u>	<u>40</u>	<u>50</u> <u>60</u>
Passing Sight Distance					
Min. Passing Distance, Ft.(2 lane)			1100	1500	1800 21
Min. K* Value for Crest Vertical Curve			365	686	985 13

K\* is a coefficient by which the algebraic difference in grade may be multiplied to determine the length in feet of the vertical curve which will provide minimum sight distance.

Sight distance provided for stopped vehicles at intersections should be in accordance with, "A Policy on Geometric Design of Rural Highways", and the Zoning Ordinance for the Town of Littleton.

- The following table shows the maximum degree of curve and related maximum superelevation for design speeds. The maximum rate of roadway superelevation (e) for rural roads with no curb and gutter is .08. The maximum rate of superelevation for urban streets with curb and gutter is .06 with .04 being desirable.

Design Speed MPH	Maximum e*	Minimum Radius (Rounded) Feet	Maximum Degree of Curve (Rounded) Degrees
20	.04	125	45.0
30	.04	300	19.0
40	.04	560	10.0
50	.04	925	6.0
60	.04	1410	4.0
20	.06	115	50.0
30	.06	275	21.0
40	.06	510	11.5
50	.06	830	7.0
60	.06	1260	4.5
20	.08	110	53.5
30	.08	250	23.0
40	.08	460	12.5
50	.08	760	7.5
60	.08	1140	5.0

\* = rate of roadway superelevation, foot per foot.

c. Intersections:

1. Streets shall be laid out so as to intersect as nearly as possible at right angles, and no street shall intersect any other street at an angle less than sixty (60) degrees.
2. Property lines at intersections should be set so that the distance from the edge of pavement, of the street turnout, to the property line will be at least as great as the distance from the edge of pavement to the property line along the intersecting streets. This property line can be established as a radius or as a sight triangle. Greater offsets from the edge of pavement to the property lines will be required, if necessary, to provide sight distance for the vehicle on the side street.
3. Offset intersections are to be avoided unless exception is granted by the Division of Highways. Intersections which cannot be aligned should be separated by a minimum length of 200 feet between survey center lines.



4. Intersections with arterials, collectors and thoroughfares shall be at least one thousand (1000) feet from center line to center line, or more if required by the North Carolina Department of Transportation.

d. Cul-de-sacs

Permanent deadend streets should not exceed five hundred (500) feet in length unless necessitated by topography or property accessibility and in no case shall be permitted to be over nine hundred (900) feet. Measurement shall be from the point where the center line of the deadend street intersects with the center of a through street to the center of the turnaround of the cul-de-sac. Where one cul-de-sac intersects with another cul-de-sac, the end of each cul-de-sac shall be no more than 500 to 900 feet from a through street, measured as stated above. The distance from the edge of pavement on the vehicular turnaround to the right-of-way line shall not be less than the distance from the edge of pavement to right-of-way line on the street approaching the turnaround. Cul-de-sacs should not be used to avoid connection with an existing street or to avoid the extension of an important street, unless exception is granted by the Town Board of Commissioners.

e. Alleys

1. Alleys shall be required to serve lots used for commercial and industrial purposes except that this requirement may be waived where other definite and assured provision is made for service access.

Alleys shall not be provided in residential subdivisions unless necessitated by unusual circumstances.

2. The width of an alley shall be at least twenty (20) feet.
3. Deadend alleys shall be avoided where possible, but if unavoidable, shall be provided with adequate turnaround facilities at the deadend as may be approved by the Town Board of Commissioners.

4. Sharp changes in alignment and grade shall be avoided.

5. All alleys shall be designed in accordance with N.C. Department of Transportation Standards.

#### 405.8 Other Requirements

a. Through Traffic Discouraged on Residential Collector and Local Streets

Residential collector and local streets shall be laid out in such a way that their use by through traffic will be discouraged. Streets shall be designed or walkways dedicated to assure convenient access to parks, playgrounds, schools, or other places of public assembly.

b. Sidewalks

Sidewalks may be required by the Town Board of Commissioners on one or both sides of the street in areas likely to be subject to heavy pedestrian traffic such as near schools and shopping areas. Such sidewalks shall be constructed to a minimum width of four (4) feet, and shall consist of a minimum thickness of four (4) inches of concrete. All sidewalks shall be placed in the right-of-way, unless the development is platted as a planned unit or group development. Sidewalks shall consist of a minimum of six (6) inches of concrete at driveway crossings.

c. Street Names

Proposed streets which are obviously in alignment with existing streets shall be given the same name. In assigning new names, duplication of existing names shall be avoided and in no case shall the proposed name be phonetically similar to existing names in the county irrespective of the use of a suffix such as street, road, drive, place, court, etc. Street names shall be subject to the approval of the Town Board of Commissioners.

d. Street Name Signs

The subdivider shall be required to provide and erect street name signs to Town standards at all intersections within the subdivision.

e. Permits for Connection to State Roads

An approved permit is required for connection to any existing state system road. This permit is required prior to any construction on the street or road. The application is available at the office of the nearest district engineer of the Division of Highways.

f. Offsets to Utility Poles

Poles for overhead utilities should be located clear of roadway shoulders, preferably a minimum of at least thirty (30) feet from the edge of pavement on major thoroughfares. On streets with curb and gutter, utility poles should be set back a minimum distance of six (6) feet from the face of curb.

g. Wheelchair Ramps

In accordance with Chapter 136, Article 2A, Section 136-44.14, all street curbs in North Carolina being constructed or reconstructed for maintenance procedures, traffic operations, repairs, correction of utilities, or altered for any reason after September 1, 1973, shall provide wheelchair ramps for the physically handicapped at all intersections where both curb and gutter and sidewalks are provided and at other major points of pedestrian flow.

h. Horizontal Width on Bridge Deck

1. The clear roadway widths for new and reconstructed bridges serving two (2) lane, two (2) way traffic shall be as follows:

- a) Shoulder Section Approach

1. Under 800 ADT Design Year  
Minimum 28 feet width face-to-face of parapets or rails or pavement width plus 10 feet, whichever is greater.
2. 800-2000 ADT Design Year  
Minimum 34 feet width face-to-face of parapets or rails or pavement width plus 12 feet, whichever is greater.
3. Over 2000 ADT Design Year  
Minimum 40 feet. Desirable 44 feet width face-to-face of parapets or rails.

b) Curbs and Gutters Approach

1. Under 800 ADT Design Year. Minimum 24 feet face-to-face of curbs.
  2. Over 800 ADT Design Year. Width of approach pavement measured face-to-face of curbs. Where curb and gutter sections are used on roadway approaches, curbs on bridges shall match the curbs on approaches in height, in width of face-to-face of curbs, and in crown drop. The distance from face of curb to face of parapet or rail shall be 1'6" minimum, or greater if sidewalks are required.
2. The clear roadway widths for new and reconstructed bridges having four (4) or more lanes serving undivided two-way traffic shall be as follows:
- a) Shoulder Section Approach  
Width of approach pavement plus width of usable shoulders on the approach left and right.  
Min. 8'; Des. 10'
  - b) Curb and Gutter Approach  
Width of approach pavement measured face-to-face of curbs.

i. Curb and Gutter

Curb and gutter shall be provided in all subdivisions. Curb and gutter shall meet the specifications in Section I.C. of the N.C. Department of Transportation Subdivision Road Minimum Construction Standards, May 1, 1983. Unless otherwise specified by the Town Board of Commissioners, curb and gutter shall be provided along the entire length of each street in the subdivision. The Town Board of Commissioners may make an exception to this policy in areas having very low traffic volume.

Section 406. Utilities

406.1 Water and Sanitary Sewer System

Each lot in all subdivisions within the corporate limits of the Town shall be provided, at the subdivider's expense with an extension of the municipal water system and sanitary sewer system.

Each subdivision in the extraterritorial area of the Town shall be provided with water and sanitary sewer lines and laterals within and along the perimeter of the land being subdivided for each lot, if any of the land being subdivided is within five hundred (500) feet of the municipal system. The subdivider may, at his expense, extend the aforementioned system(s) to the subdivision if approved by the Town Board of Commissioners. Water and sanitary sewer lines, connections and equipment shall be in accordance with town standards.

#### 406.2 Storm Water Drainage System

The subdivider shall provide a surface water drainage system constructed to the standards of the North Carolina Department of Transportation, as reflected in Handbook for the Design of Highway Surface Drainage Structures, 1973, subject to review by the Town Consulting Engineer.

- a. No surface water shall be channeled or directed into a sanitary sewer.
- b. Where feasible, the subdivider shall connect to an existing storm drainage system.
- c. Where an existing storm drainage system cannot feasibly be extended to the subdivision, a surface drainage system shall be designed to protect the proposed development from water damage.
- d. Surface drainage courses shall have side slopes of at least three (3) feet of horizontal distance for each one (1) foot of vertical distance, and courses shall be of sufficient size to accommodate the drainage area without flooding, and designed to comply with the standards and specifications for erosion control of the North Carolina Sedimentation Pollution Control Act, G.S. 143-34.12, Chapter 113A, Article 4 and the N.C. Administrative Code Title 15, Chapter 4, and any locally adopted erosion and sedimentation control ordinances.
- e. The minimum grade along the bottom of a surface drainage course shall be a vertical fall of at least one (1) foot in each two hundred (200) feet of horizontal distance.

- f. Streambanks and channels downstream from any land disturbing activity shall be protected from increased degradation by accelerated erosion caused by increased velocity of runoff from the land disturbing activity in accordance with the North Carolina Sedimentation Pollution Control Act, G.S. 143-34.12, Chapter 113A, Article 4 and the North Carolina Administrative Code Title 15, Chapter 4.
- g. Anyone constructing a dam or impoundment within the subdivision must comply with the North Carolina Dam Safety Law of 1967 and the North Carolina Administrative Code Title 15, Subchapter 2K.
- h. In all areas of special flood hazards, all subdivision proposals shall have adequate drainage provided to reduce exposure to flood damage.

#### 406.3 Street Lights

All subdivisions in which the size of the smallest lot is less than forty thousand (40,000) square feet shall have street lights installed throughout the subdivision in accordance with the standards of Carolina Power and Light Company.

### Section 407. Buffering, Recreation and Open Space Requirements

#### 407.1 Buffering

Whenever a residential subdivision is located adjacent to an office, institutional, commercial or industrial use which does not have a buffer, or property zoned for these uses, and a buffer is not required between these and the subdivision, the subdivider shall provide a buffer as defined in Section 502. The width of the buffer shall be in addition to the lot area required by the zoning ordinance. The buffer shall become part of the lot on which it is located, or in the case of commonly-owned property, shall be deeded to the homeowners' association.

#### 407.2 Recreation and Open Space

- a. Every person or corporation who subdivides land into ten (10) or more lots for residential purposes shall be required to dedicate a portion of such land <sup>to the town</sup> as set forth in this ordinance for the purposes of park, recreation, and open space sites to serve the residents of the neighborhood in which the subdivision is located.

The amount of land required to be dedicated by a subdivider shall be determined as follows:

The minimum amount of land that shall be dedicated for recreation, parks, or open space in all subdivisions shall be one half ( $\frac{1}{2}$ ) acre for each subdivision, or five (5) percent of the gross acreage, whichever is greatest.

b. Suitability of Land

Criteria for evaluating suitability of proposed recreation, parks and open space areas shall include but not be limited to the following as determined by the Town Board of Commissioners in consultation with the Planning Board, and, if needed, the Town Consulting Engineer.

1. Unity. The dedicated land shall be a single parcel except where it is determined that two or more parcels would be in the public interest. The Town Board of Commissioners may require that parcels be connected, and may require the dedication of a connecting path of up to sixty (60) feet, and in no case less than thirty (30) feet in width in addition to the land required in section 407.2(a) of this ordinance.
2. Location. The dedicated land shall be located so as to serve the recreation needs of the immediate neighborhood within the subdivision.
3. Accessibility. Public access to the dedicated land shall be provided either by an abutting street or public easement. Such easement may be required to be up to sixty (60) feet in width and shall in no case be less than thirty (30) feet in width.
4. Usability. The dedicated land shall be usable for active recreation. (Play areas, ballfields, tennis courts, or similar recreation uses). Lakes may not be included in computing amount of land to be dedicated unless acceptable to the Town Board of Commissioners. If the Town Board of Commissioners determines that active recreation needs are being met by other dedicated parcels or existing recreation facilities, then land that is suitable for open space may be dedicated.



- c. The Town Board of Commissioners may, in cases of unusual or exceptional nature allow adjustments in the dedication requirements established in or required by this ordinance. Such adjustments shall be reviewed by the Planning Board and, if needed, the Town Consulting Engineer before action by the Board of Commissioners.

#### Section 408. Other Requirements

##### 408.1 Placement of Monuments

Unless otherwise specified by this ordinance, the Standards of Practice for Land Surveying as adopted by the N.C. State Board of Registration for Professional Engineers and Land Surveyors, under the provisions of Title 21 of the North Carolina Administrative Code, Chapter 56 (21 NCAC 56), and G.S. 47-30 shall apply when conducting surveys for subdivisions; to determine the accuracy for surveys and placement of monuments, control corners, markers, and property corner ties; to determine the location, design, and material of monuments, markers, control corners, and property corner ties; and to determine other standards and procedures governing the practice of land surveying for subdivisions.

##### 408.2 Construction Procedures

No construction or installation of improvements shall commence in a proposed subdivision until the preliminary plat has been approved, and all plans and specifications have been approved by the appropriate authorities.

No building, zoning or other permits shall be issued for erection of a structure on any lot not of record at the time of adoption of this ordinance until all the requirements of this ordinance have been met. The subdivider, prior to commencing any work within the subdivision, shall make arrangements with the administrator of this ordinance to provide for adequate inspection. The approving authorities having jurisdiction or their representatives shall inspect and approve all completed work prior to release of the sureties.

##### 408.3 Oversized Improvements

The Town may require installation of certain oversized utilities or the extension of utilities to adjacent property when it is in the interest of future development. If the Town requires the installation of improvements

in excess of the standards required in this ordinance, including all standards adopted by reference, the Town shall pay the cost differential between the improvement required and the standards in this ordinance. The Town may recoup this cost through fees.

ARTICLE V  
DEFINITIONS

Section 501. "Subdivision Defined"

For the purposes of this ordinance, "subdivision" means all divisions of a tract or parcel of land into two or more lots, building sites, or other divisions for the purpose of sale or building development (whether immediate or future) and shall include all divisions of land involving the dedication of a new street or a change in existing streets; but the following shall not be included within this definition nor be subject to any regulations enacted pursuant to this ordinance.

- a. The combination or recombination of portions of previously subdivided and recorded lots where the total number of lots is not increased and the resultant lots are equal to or exceed the standards of the town as shown in this ordinance;
- b. The division of land into parcels greater than ten (10) acres where no street right-of-way dedication is involved;
- c. The public acquisition by purchase of strips of land for the widening or opening of streets, and
- d. The division of a tract in single ownership whose entire area is no greater than two (2) acres into not more than three (3) lots, where no street right-of-way dedication is involved and where the resultant lots are equal to or exceed the standards of the town as shown in this ordinance.

Section 502. Other Definitions

For the purpose of this ordinance, certain words or terms used herein shall be defined as follows:

Block. A piece of land bounded on one or more sides by streets or roads.

Buffer Strip. A planted strip of land which shall be a minimum of sixteen (16) feet in width, and shall be composed of evergreen bushes, trees, and/or shrubs such that at least two rows are provided from the ground to a height of six (6) feet within six (6) years and foliage overlaps within six (6) years.

Building Setback Line. A line parallel to the front property line in front of which no structure shall be erected. Setbacks shall be figured from the right-of-way line, except that on lots having an access strip extending from the front portion of the lot the setback shall be figured from the front of the main portion of the lot.

Dedication. A gift, by the owner, or a right to use of land for a specified purpose or purposes. Because a transfer of property rights is entailed, dedication must be made by written instrument, and is completed with an acceptance.

Easement. A grant by the property owner of a strip of land for a specified purpose and use by the public, a corporation, or persons.

Half Street. A street whose centerline coincides with a subdivision plat boundary, with one-half ( $\frac{1}{2}$ ) the street right-of-way width being contained within the subdivision plat. Also, any existing street to which the parcel of land to be subdivided abuts on only one side.

Lot. A portion of a subdivision, or any other parcel of land, intended as a unit of transfer of ownership or for development or both.

Lot of Record. A lot which is part of a subdivision, a plat of which has been recorded in the Office of the Register of Deeds of the County in which it is located prior to the adoption of this ordinance, or a lot described by metes and bounds, the description of which has been so recorded prior to the adoption of this ordinance.

**Lot Types:**

Corner Lot. A lot located at the intersection of two or more streets. A lot abutting on a curved street or streets shall be considered a corner lot if straight lines drawn from the foremost points of the side lot lines to the foremost point of the lot meet at an interior angle of less than one hundred thirty-five (135) degrees.

Double Frontage Lot. A continuous (through) lot which is accessible from both streets upon which it fronts.

Interior Lot. A lot other than a corner lot with only one frontage on a street.

Through Lot or a "Double Frontage Lot". A lot other than a corner lot with frontage on more than one street. Through lots abutting two streets may be referred to as double frontage lots.

Reversed Frontage Lot. A lot on which frontage is at right angles or approximately right angles (interior angles less than one hundred thirty-five (135) degrees) to the general pattern in the area. A reversed frontage lot may also be a corner lot, an interior lot or a through lot.

Single-Tier Lot. A lot which backs upon a limited access highway, a railroad, a physical barrier, or another type of land use and to which access from the rear is usually prohibited.

Official Maps or Plans. Any maps or plans officially adopted by the Board of Commissioners of the Town of Littleton.

Open Space. An area (land and/or water) generally lacking in man-made structures and reserved for enjoyment in its unaltered state.

Plat. A map or plan of a parcel of land which is to be, or has been subdivided.

Private Driveway. A roadway serving two (2) or fewer lots, building sites or other division of land and not intended to be public ingress or egress.

Private Street. An undedicated private right-of-way which affords access to abutting properties and requires a subdivision streets disclosure statement in accordance with G.S. 136-102.6.

Public Sewage Disposal System. A system serving two (2) or more dwelling units and approved by the County Health Department of the County in which it is located and/or the North Carolina Department of Natural Resources and Community Development.

Recreation Area or Park. An area of land or combination of land and water resources that is developed for active and/or passive recreation pursuits with various man-made features that accommodate such activities.

Reservation. A reservation of land does not involve any transfer of property rights. It simply constitutes an obligation to keep property free from development for a stated period of time.

Street. A dedicated and accepted public right-of-way for vehicular traffic (or a private road only if permitted by this ordinance). The following classifications shall apply:

#### Rural Roads

Principal Arterial. A rural link in a network of continuous routes serving corridor movements having trip length and travel density characteristics indicative of substantial statewide or interstate travel and existing solely to serve traffic. This network would consist of interstate routes and other routes designed as principal arterials.

Minor Arterial. A rural link in a network joining cities and larger towns and providing intrastate and intercounty service at relatively high overall travel speeds with minimum interference to through movement. This network would primarily serve traffic.

Major Collector. A road which serves major intracounty travel corridors and traffic generators and provides access to the arterial system.

Minor Collector. A road which provides service to small local communities and links locally important traffic generators with their rural hinterland.

Local Road. A local road serves primarily to provide access to adjacent land and for travel over relatively short distances.

#### Urban Streets

Major Thoroughfares. Major thoroughfares consist of interstate, other freeway and expressway links, and major streets that provide for the expeditious movement of volumes of traffic within and through urban areas.

Minor Thoroughfares. Minor thoroughfares are important streets in the urban system and perform the function of collecting traffic from local access streets and carrying it to the Major Thoroughfare system by facilitating a minor through traffic movement and may also serve abutting property.

Local Street. A local street is any link not part of a higher-order urban system which serves primarily to provide direct access to abutting land and access to higher systems.

#### Specific Type Rural or Urban Streets

Freeway, Expressway, or Parkway. Divided multilane roadway designed to carry large volumes of traffic at relatively high speeds. A freeway is a divided highway providing for continuous flow of vehicles with no direct access to abutting property or streets and with access to selected crossroads provided via connecting ramps. An expressway is a divided highway with full or partial control of access and generally with grade separations at major intersections. A parkway is a highway for noncommercial traffic, with full or partial control of access, and usually located within a park or a ribbon of parklike development.

Residential Collector Street. A local access street which serves as a connector street between local residential streets and the thoroughfare system. Residential collector streets typically collect traffic from 100 to 400 dwelling units.

Local Residential Street. Cul-de-sacs, loop streets less than 2,500 feet in length, or streets less than one mile in length that do not connect thoroughfares, or serve major traffic generators, and do not collect traffic from more than 100 dwelling units.

Cul-de-sac. A short street having but one end open to traffic and the other end being permanently terminated and a vehicular turnaround provided.

Frontage Road. A local street or road that is parallel to a full or partial access controlled facility and functions to provide access to adjacent land.

Alley. A strip of land, owned publicly or privately, set aside primarily for vehicular service access to the back or side of properties otherwise abutting on a street.

Subdivider. Any person, firm, or corporation who subdivides or develops any land deemed to be a subdivision as herein defined.

Town. The Town of Littleton.

Town Board of Commissioners or Board of Commissioners, Town Board, or Governing Body. The Board of Commissioners of the Town of Littleton.



### Section 503. Word Interpretation

For the purpose of this ordinance, certain words shall be interpreted as follows:

Words used in the present tense include the future tense.

Words used in the singular number include the plural and words used in the plural number include the singular, unless the natural construction of the wording indicates otherwise.

The word "person" includes a firm, association, corporation, trust, and company as well as an individual.

The word "structure" shall include the word "building".

The word "lot" shall include the words "plot", "parcel", or "tract".

The word "shall" is always mandatory and not merely directory.