



Maior Subdivision- Final Plat Application

OFFICIAL USE ONLY:

Case Number: _____

Date Filled: _____

Amount: \$3000.00 _____

Date Paid: _____

Contact Information**APPLICANT:**

Name: _____

Address: _____

Telephone: _____

Email Address: _____

PROPERTY OWNER:

Name: _____

Address: _____

Telephone: _____

Email Address: _____

LEGAL RELATIONSHIP OF APPLICANT TO PROPERTY OWNER: _____**Request:****Physical Street Address:** _____**Parcel Identification Number(s):** _____**Subdivision Name:** _____**Number of Lots or units:** _____**Phase:** _____**TYPE OF SUBMITTAL**

- ☐ Amended Sketch Plan/Use Permit
- ☐ Preliminary Plat (or amended)
- ☐ Construction Drawings (or amended)
- ☐ Final Plat (or amended)

TYPE OF SUBDIVISION

- ☐ Traditional Development
- ☐ Planned Unit Development

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

Property Owner(s)/ Applicant_____
Date

---"NOTE: Form must be signed by the owner(s) of record, contract purchaser(s), or other person(s) having a recognized property interest. If there are multiple property owneen/applicants a signalvre Is required for each.

Community Meeting, If Applicable**Date Meeting Held:** _____ **Meeting Location:** _____

Major Subdivision Submittal Checklist – Final Plat

Staff will use the following checklist to determine the completeness of your final plat application within ten business days of submittal. Please make sure all of the listed items are included. The Planning Director shall not process an application for further review until it is determined to be complete.

Major Subdivision Submittal Checklist – Final Plat

Date Received: _____

TRC Date: _____

Project Name: _____

Applicant/Property Owner _____

Final Plat Submittal Checklist		
1	Complete Major Subdivision application	
2	Final plat with professional's seal	
3	As-built drawings (streets, stormwater management infrastructure, utilities (including hydrant locations), and lighting (if applicable))	
4	As-built for landscaping including street trees, heritage trees, and required buffers, fences, and walls	
5	Fire Chief certification for dry hydrant installation, if applicable	
6	Water/sewer district documents and approvals, if applicable	
7	Copy of homeowners association by-laws, restrictive covenants to be recorded, and verification of reserve fund account.	
8	Street, stormwater infrastructure, and open space performance bonds, if applicable	✓
9	NCDOT pavement certification (with asphalt test documents)	
10	NCDENR waterline acceptance certification form	
11	NCDENR wastewater system completion/connection certificates for central systems. Permit to authorize wastewater flows if a dry-line construction permit was previously approved.	
12	5 copies of plans	
13	1- 8.5" x 11" copy of plans	
14	5 hard copies of ALL documents	
15	1 PDF digital copy of all plans AND documents (ex. Compact Disk – e-mail not acceptable)	

For Staff Only

Pre-application Conference (Optional)

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

Comments

