



# Major Subdivision- Final Plat Application

<b>OFFICIAL USE ONLY:</b>	
Case Number:	_____
Date Filled:	_____
Amount:	\$250.00
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 standards. 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 owners/applicants a signature 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: \_\_\_\_\_

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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**

\_\_\_\_\_  
\_\_\_\_\_