



NEW HANOVER COUNTY  
PLANNING & LAND USE

230 Government Center Drive  
Suite 110  
Wilmington, NC 28403  
910-798-7165 phone  
910-798-7053 fax  
www.nhcgov.com

***FINAL PLAT APPLICATION***

<b>Name of Owner or Developer Name</b>	<b>Date of Application</b>
<b>Address</b>	<b>City, State, Zip</b>
<b>Email Address</b>	<b>Telephone Number of Owner</b>
<b>Name of Surveyor (if different than Owner)</b>	<b>Telephone Number of Surveyor (if different than Owner)</b>
<b>Address of Surveyor (if different than Owner)</b>	<b>City, State, Zip</b>
<b>Email Address (if different than Owner)</b>	<b>Parcel ID Number</b>
<b>Location of Property</b> <b>Square Feet/Acres on Plat</b>	<b>Land Classification</b>
<b>Subdivision Name</b>	<b>Type of Subdivision</b>

**SUBMISSION REQUIREMENTS**

Your application must include **4 maps that are folded**. The application will be regarded as incomplete until the following items are received by Planning & Zoning.

1. A **\$20.00 fee per lot or unit** will be assessed. This fee should be payable to New Hanover County. If applicable, a **\$95 fee** is required for each **street signs**.
2. **Streets** – A basic letter from the North Carolina Department of Transportation approving the construction of all public roads being platted or a letter from the County Engineer approving the design of all private streets.
3. In lieu of a NCDOT basic letter and or completed infrastructure improvements, a line item cost estimate may be submitted to Engineering staff for approval. Please refer to Section 51 of the Subdivision Ordinance for more information.
4. If applicable, homeowner covenants detailing road maintenance, common area, ownership, recreational areas, and insurance must be submitted to Planning & Zoning for review prior to final plat approval.
5. Applications for Final Plat review are received by Planning & Zoning and distributed to County Fire Services and County Engineering and the Cape Fear Public Utility Authority. Comments from each department will be distributed to the surveyor or developer.
6. **Planning & Zoning cannot release any plat without written confirmation and approval from the reviewing agencies.**

**REQUIRED PLAT CERTIFICATES**

**Final plats shall display the following certificates.**

1. Ownership, dedication and jurisdiction disclosure (dated & signed)
2. Certificate of Accuracy and Mapping (dated & signed)
3. Water/ Sewer Disclaimer statement
4. Sewer Construction Certificate (if applicable)
5. CAMA Disclosure (signed & dated by owner, if applicable)
6. Floodplain Management Disclosure (signed & dated by owner, if applicable)
7. Private Development Disclosure (signed & dated by owner, if applicable)
8. Registration/Disclosure Homeowner's Covenants (if applicable)
9. Thoroughfare Statement (if applicable)
10. 404 Wetland Certificate (signed by Corps)
11. County Engineering Certificate (signed by engineering staff)
12. CFPUA Certificate
13. Private Road Certificate

## FINAL PLAT CHECKLIST

*Check each item to confirm that it is included on the site plan.*

### **GENERAL STATE STATUE REQUIREMENTS:**

- Size of plat must have a minimum border of 1.5" on the left side and minimum ½ border on all other sides
- Plat size **not** more than 18"x 24", 21"x 30", or 24"x 36" and drawn in ink on reproducible Mylar
- Title block to include: Owner(s) name, property designation, township, county, state, dates of actual survey, scale or scale ratio, name & address of surveyor preparing plat (project name bottom of plat)
- Type north point (True, Grid or Magnetic) Deed book & page reference, detailed vicinity map, adjoining landowners and streets
- Surveyor's Certificate NCGS 47-30(D), & (11)
- Surveyor's original signature, seal & registration number (no sticky backs, computer generated OK)
- Control corners in accordance with NCGS 39-32.3
- NCDOT Construction Certificate (if roads are public)
- Roads designated public or private
- USGS Grid Tie (if monument established & within 2000 feet)

### **General Requirements:**

- Final plat submitted within 24 months of preliminary plan.
- Unduplicated subdivision and street names approved by the County**
- Fire Impact Fee required for (Only for Planned Development Projects)
- Type north point (True, Grid or Magnetic) Deed book & page reference, vicinity map, adjoining landowners and streets
- USGS Grid Tie (if monument established & within 2000 feet)
- Owners name and street address on plat
- Names and locations of adjoining subdivisions, streets, adjacent property owners
- Boundaries properly drawn with all bearings & distances, scale not less 1"=100'
- Location, purpose, & dimension areas used for other than residential (if applicable)
- Lots numbered consecutively, lots conform to zoning district
- Water and sewer capacity letter confirmation CFPUA
- NCDOT basic letter (if roads are public)
- Copy of homeowner covenants (drainage areas, private roads, recreation, open space, insurable, taxes)
- Floodplain (100 year) displayed (note if **not** applicable)
- 404 Wetlands Accurately Delineated (if applicable)(note if applicable)
- Construction Plan Approval by County Engineering
- Sidewalks and transportation improvements
- Pedestrian access (if applicable)

### **Design Criteria:**

- Block lengths greater than 400' but less than 1000'
- Blocks to have 2 tiers
- Buffer strips (if applicable)
- Designated conservation resource area with applicable setbacks (if required)
- Cul-de-sacs less than 500', designed minimum NCDOT requirements
- Major Street intersect at least 800' apart and not less than 75 degrees
- Street jogs no less than 200'
- Curve Data
- Stub street improvements, street connectivity as required
- Road improvements/connections to adjacent streets, street lights
- Tree mitigation complete (if applicable)
- Recreation space (land dedication or fee)
- Itemized cost estimate (if improvements not complete)

**I certify that all information presented in this application is accurate to the best of my knowledge.**

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**Signature of Property Owner and/or Developer**

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**Print Name**