FINAL PLAT—MAJOR SUBDIVISION APPLICATION

This application form must be completed as part of a subdivision final plat application submitted through the county’s online COAST portal. The main procedural steps in the submittal and review of applications for applications are outlined in the flowchart below. More specific submittal and review requirements, as well as the standards to be applied in reviewing the application, are set out in Section 10.3.7(D)(3) of the Unified Development Ordinance.

1. Applicant and Property Owner Information

<table>
<thead>
<tr>
<th>Applicant/Agent Name</th>
<th>Owner Name (if different from Applicant/Agent)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company</td>
<td>Company/Owner Name 2</td>
</tr>
<tr>
<td>Address</td>
<td>Address</td>
</tr>
<tr>
<td>City, State, Zip</td>
<td>City, State, Zip</td>
</tr>
<tr>
<td>Phone</td>
<td>Phone</td>
</tr>
<tr>
<td>Email</td>
<td>Email</td>
</tr>
</tbody>
</table>

2. Subject Property Information

<table>
<thead>
<tr>
<th>Address/Location</th>
<th>Parcel Identification Number(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Parcel(s) Acreage</td>
<td>Existing Zoning and Use(s)</td>
</tr>
</tbody>
</table>

Applicant Tracking Information (This section completed by staff)

<table>
<thead>
<tr>
<th>Case Number:</th>
<th>Date/Time received:</th>
<th>Received by:</th>
</tr>
</thead>
</table>
Staff will use the following checklist to determine the completeness of your application. Please verify all of the listed items are included and confirm by initialing under “Applicant Initial”. If an item is not applicable, mark as “N/A”. Applications determined to be incomplete must be corrected in order to be processed for further review.

Applications are reviewed by the County’s Technical Review Committee (TRC), and planning staff will send a copy to each appropriate agency in advance of the TRC meeting. Written agency comments must be received 3 weeks prior to the meeting before being placed on the TRC agenda.

You are encouraged to arrange an informal conference with planning staff at least two weeks prior to submitting an application. By attending this pre-application conference, you will improve your chances of submitting a complete and acceptable application.

### Application Checklist

<table>
<thead>
<tr>
<th>Item</th>
<th>Applicant Initial</th>
<th>Staff Initial</th>
</tr>
</thead>
<tbody>
<tr>
<td>This application form, completed and signed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application fee: $20 per lot or unit; $95 per street sign (if applicable)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Site Plan including the required plat certificates and elements on the applicable attached checklist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A 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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>In lieu of an NCDOT basic letter and/or completed infrastructure improvements, a line item cost estimate may be submitted to the County Engineer for approval. (See Article 6 of the Unified Development Ordinance.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If applicable, property owners association covenants detailing road maintenance, common area, ownership, drainage areas, open space, recreational areas, taxes and insurance must be submitted to Planning &amp; Land Use for review prior to final plat approval.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>One (1) hard copy of ALL documents AND 5 hard copies of the site plan. Additional hard copies may be required by staff depending on the size of the document/site plan.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>One (1) digital PDF copy of ALL documents AND plans</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Planning & Land Use cannot release any plat without written confirmation and approval from the reviewing agencies.
3. Acknowledgement and Signatures

I certify that this application is complete and that all information presented in this application is accurate to the best of my knowledge, information, and belief.

If applicable, I also appoint the applicant/agent as listed on this application to represent me and make decisions on my behalf regarding this application during the review process. The applicant/agent is hereby authorized on my behalf to:

1. Submit an application including all required supplemental information and materials;
2. Appear at public hearings to give representation and comments; and
3. Act on my behalf without limitations with regard to any and all things directly or indirectly connected with or arising out of this application.

______________________________  ______________________________
Signature of Property Owner(s)   Print Name(s)

______________________________  ______________________________
Signature of Applicant/Agent      Print Name

Note: This form must be signed by the owner(s) of record. If there are multiple property owners, a signature is required for each owner of record.
Final Plat Checklist (check each item to confirm it is included on the site plan)

Required Plat Certificates

Ownership, dedication and jurisdiction disclosure (dated and signed)
Certificate of Accuracy and Mapping (dated and signed)
Water/Sewer Disclaimer statement
Sewer Construction Certificate (if applicable)
CAMA Disclosure (dated and signed by owner, if applicable)
Floodplain Management Disclosure (signed and dated by owner, if applicable)
Private Development Disclosure (signed and dated by owner, if applicable)
Registration/Disclosure Property Owners Association Covenants (if applicable)
Thoroughfare Statement (if applicable)
404 Wetland Certificate (signed by Army Corps of Engineers)
County Engineering Certificate (signed by County Engineer)
CFPUA Certificate
Private Road Certificate

General State Statute 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 ration, 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 stick backs, computer generated okay)
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 2,000 ft.)

General Requirements

Final plat submitted within 24 months of preliminary plan

Unduplicated subdivision and street names approved by the County
Owners name and street address on plat
Names and location of adjoining subdivisions
Boundaries properly drawn with all bearings & distances, scale not less than 1” = 100’
Location, purpose, & dimensions of areas used for other than residential (if applicable)
Lots numbered consecutively, lots conform to zoning district
Water & Sewer capacity letter confirmation from CFPUA (or applicable agency)
Floodplain (100-year) displayed (note if not applicable)
404 Wetlands accurately delineated (if applicable, note if applicable)
Construction Plan approval by County Engineering
Sidewalk and transportation improvements
Pedestrian access (if applicable)

Design Criteria

Block lengths greater than 400’ but less than 1,000’
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
Final Plat Checklist, continued

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.

Signature of Property Owner and/or Developer

Print Name