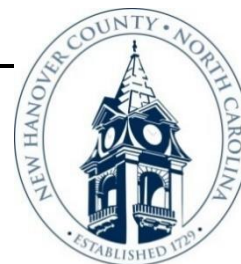


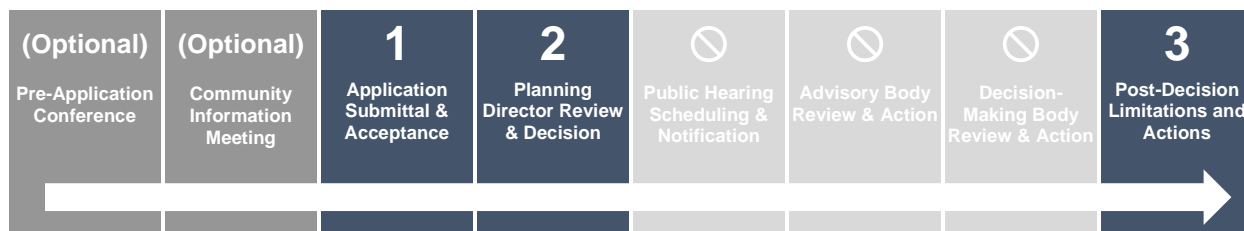
NEW HANOVER COUNTY

DEPARTMENT OF PLANNING & LAND USE
 230 Government Center Drive, Suite 110
 Wilmington, North Carolina 28403
 Telephone (910) 798-7165
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planningdevelopment.nhcgov.com



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

Applicant/Agent Name	Owner Name (if different from Applicant/Agent)
Company	Company/Owner Name 2
Address	Address
City, State, Zip	City, State, Zip
Phone	Phone
Email	Email

2. Subject Property Information

Address/Location	Parcel Identification Number(s)
Total Parcel(s) Acreage	Existing Zoning and Use(s)

Applicant Tracking Information (This section completed by staff)

Case Number:	Date/Time received:	Received by:
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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.

<i>Application Checklist</i>	<i>Applicant Initial</i>	<i>Staff Initial</i>
<input type="checkbox"/> This application form, completed and signed	_____	_____
<input type="checkbox"/> Application fee: \$20 per lot or unit; \$95 per street sign (if applicable)	_____	_____
<input type="checkbox"/> Site Plan including the required plat certificates and elements on the applicable attached checklist	_____	_____
<input type="checkbox"/> 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.	_____	_____
<input type="checkbox"/> 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.)	_____	_____
<input type="checkbox"/> 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 & Land Use for review prior to final plat approval.	_____	_____
<input type="checkbox"/> 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.	_____	_____
<input type="checkbox"/> One (1) digital PDF copy of ALL documents AND plans	_____	_____

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 1/2" 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