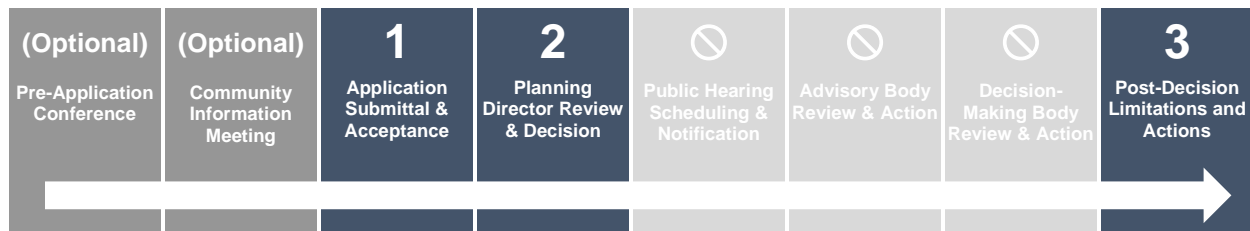


NEW HANOVER COUNTY

DEPARTMENT OF PLANNING & LAND USE
 230 Government Center Drive, Suite 110
 Wilmington, North Carolina 28403
 Telephone (910) 798-7165
 FAX (910) 798-7053
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

Development Name and Phase (if applicable)	
Subdivision Type: <input type="checkbox"/> Performance <input type="checkbox"/> Conventional <input type="checkbox"/> Other	
Address/Location	Parcel Identification Number(s)

3. Final Plat Information

Number of Lots to be Recorded:	Gross Acreage included in Plat:
Acreage of Recreation/Open Space included:	Existing Zoning:

4. Improvements and Bond Information

Have all required transportation improvements been installed in accordance with any applicable NCDOT driveway permit or Traffic Impact Analysis? Yes No

Have all required improvements been installed in accordance with the approved plans for this development?
 Yes No

If no, please list the improvements that have not been installed:

Estimated cost of the improvements which have not been installed:

Type of bond to be provided (Letter of Credit, Surety Bond, or Cash Bond):

5. Application Requirements

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.

Application Checklist	Applicant Initial
<input type="checkbox"/> This application form, completed and signed	_____
<input type="checkbox"/> Application fee: \$20 per lot or unit	_____
<input type="checkbox"/> Copy of homeowners association by-laws and restrictive covenants to be recorded, or incorporation/annexation documents (for phased developments)	_____
<input type="checkbox"/> Line item cost estimate of improvements intended to be bonded, sealed by a professional engineer	_____
<input type="checkbox"/> Built to Standards Letter from NCDOT (for developments dedicating public streets)	_____
<input type="checkbox"/> Misc. Payments, if applicable (Recreation area fee-in-lieu, tree mitigation)	_____
<input type="checkbox"/> Final Plat including elements on the attached checklist	_____
<input type="checkbox"/> One (1) hard copy of ALL documents. 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.

6. Acknowledgement and Signatures

By my signature below, I understand and accept all of the conditions, limitations and obligations of the application for which I am applying. 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.

Signature of Applicant/Developer

Print Name

Signature of Applicant/Developer

Print Name

Final Plat Checklist		
General Statute Requirements		
1	Plat size not more than 18" x 24", 21" x 30", or 24" x 36", and drawn in ink on reproducible mylar	
2	Minimum border of 1.5" on left side and 0.5" on all other sides	
3	Title Information: 1) name of owner 2) property designation 3) township, county, state 4) Date or dates the survey was made 5) Scale or scale ratio, bar scale 6) Name and address of the surveyor or firm preparing the plat	
4	Plat Information: 1) north arrow 2) azimuth or course and distances 3) horizontal or grid distances 4) boundary curve information 5) all boundary data and dimensions for all streets and lots	
5	Two control corners (if plat creates or revises street right-of-way)	
6	Other information: 1) name of adjacent landowners with legal reference where applicable 2) right-of-ways, water courses, utilities, etc. adjoining or crossing the property 3) grid tie 4) vicinity map	
7	Surveyor's certificate and certification of survey category	
8	Surveyor's original signature, seal and license number	
9	NCDOT Construction Certificate (if dedicating public right-of-ways)	
10	Review Officer Certificate	
Certificates (located in UDO)		
11	Certificate of Ownership, Dedication and Jurisdiction	
12	Planning Approval Certificate	
13	County Engineer Certificate	
14	Certificate of Approval by the Cape Fear Public Utility Authority	
15	Certificate of Registration/Disclosure for Homeowner's Association Covenants, Conditions and Restrictions by Register of Deeds	
16	Certificate of Registration by Register of Deeds	
17	Certificate of Disclosure – North Carolina Coastal Area Management Act (if applicable)	
18	Certificate of Disclosure for New Hanover County Sewer Costs (if applicable)	
19	Certificate of Disclosure for Private Roads and Private Road Certificate (if applicable)	
20	Certificate of Disclosure – Private Development (if applicable)	
21	Certificate Disclaiming Water/Sewer Suitability (if applicable)	
22	Certificate of Disclosure – NHC Flood Plain Management (if applicable)	
General and Development Information		
23	Scale not less than 1" = 100'	
24	Location, purpose, and dimensions of areas used for multi-family or non-residential purposes (if applicable)	
25	Lots numbered consecutively	
26	Lot areas	
27	Boundaries and acreage of all open space, recreation space, and common area, and all other areas to be maintained by a homeowner association	
28	Location, width, and designation of street right-of-ways and easements	
29	Location and acreage of areas identified as conservation resources	
30	Boundary of Special Flood Hazard Areas	
31	Boundary of wetlands (404 & 401)	