

Subdivision Ordinance Specifications for Preliminary and Final Plats

Subdivision Name: _____ Location: _____

PIN: _____

Owner and/or Contact: _____ E-Mail: _____

Mailing Address: _____

Phone: _____

Surveyor: _____ Phone: _____

Number of Lots: _____ Number of Phases: _____

Preliminary Plat Submitted (date): _____ Final Plat Submitted (date): _____

Phase #: _____ Submitted (date): _____ Phase #: _____ Submitted (date): _____

The preliminary and final plats shall depict or contain the following information. An "*" indicates that the information is not required for preliminary plat approval. Where "proposed/actual" is noted, the proposed information shall be shown on the preliminary plat and the actual information shall be shown on the final plat. Preliminary and final plats shall be clearly and legibly drawn at **a scale of not less than two hundred feet (200') to one inch** and shall be drawn on a sheet size of Mylar acceptable to the Transylvania County Register of Deeds Office.

7.1	TITLE BLOCK	
	Pre.	Final
<input type="checkbox"/>	<input type="checkbox"/>	name and address of owner of record
<input type="checkbox"/>	<input type="checkbox"/>	name of subdivision (4 or more lots)
<input type="checkbox"/>	<input type="checkbox"/>	location (township, county, state)
<input type="checkbox"/>	<input type="checkbox"/>	date(s) of survey(s)
<input type="checkbox"/>	<input type="checkbox"/>	graphic scale and written scale
<input type="checkbox"/>	<input type="checkbox"/>	name, address, registration number and seal of registered land surveyor
<input type="checkbox"/>	<input type="checkbox"/>	tax parcel identification number
7.2	ROADS	
<input type="checkbox"/>	<input type="checkbox"/>	existing and platted roads on abutting properties and in the proposed subdivision
<input type="checkbox"/>	<input type="checkbox"/>	right-of-ways, location and dimensions (proposed/actual)
<input type="checkbox"/>	<input type="checkbox"/>	road name(s)
<input type="checkbox"/>	<input type="checkbox"/>	road and cul-de-sac cross sections
<input type="checkbox"/>	<input type="checkbox"/>	stop sign/street sign installed
7.3	UTILITIES	
<input type="checkbox"/>	<input type="checkbox"/>	utility and other easements of record on and abutting to the subdivision
<input type="checkbox"/>	<input type="checkbox"/>	transmission lines(*)
<input type="checkbox"/>	<input type="checkbox"/>	approximate location of natural gas lines (*)
<input type="checkbox"/>	<input type="checkbox"/>	sanitary sewers, location and size, if community systems are proposed (proposed/actual)
<input type="checkbox"/>	<input type="checkbox"/>	water lines, location and size, if community systems are proposed (proposed/actual)
<input type="checkbox"/>	<input type="checkbox"/>	storm sewers, culverts, detention ponds, and other drainage facilities, if any (proposed/actual)
<input type="checkbox"/>	<input type="checkbox"/>	hydrants
7.4	SITE CALCULATIONS	
<input type="checkbox"/>	<input type="checkbox"/>	acreage in total tract to be subdivided
<input type="checkbox"/>	<input type="checkbox"/>	total number of lots
<input type="checkbox"/>	<input type="checkbox"/>	linear feet in roads
<input type="checkbox"/>	<input type="checkbox"/>	area of each lot in acres

Planning and Community Development
 Mark Burrows, Director
 Joy Fields, Planner
 Kalen Lawson, Program Assistant



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7.5 OTHER DETAILS		
Pre.	Final	
<input type="checkbox"/>	<input type="checkbox"/>	exact boundaries of the tract, shown with bearings and distances as required by G.S. 48-30, as amended (proposed/actual)
<input type="checkbox"/>	<input type="checkbox"/>	north arrow
<input type="checkbox"/>	<input type="checkbox"/>	the location and name of all water courses, as identified on U.S.G.S. 7.5 minutes series (topographic) maps
<input type="checkbox"/>	<input type="checkbox"/>	any natural features affecting the site
<input type="checkbox"/>	<input type="checkbox"/>	the location of the flood hazard, floodway, and flood fringe boundaries, if applicable, or a note that the property is not in a flood hazard area.
<input type="checkbox"/>	<input type="checkbox"/>	note provisions for water and sewer (community or individual)
<input type="checkbox"/>	<input type="checkbox"/>	the location of any cemetery
<input type="checkbox"/>	<input type="checkbox"/>	existing buildings or structures, railroads, and bridges on the land to be subdivided
<input type="checkbox"/>	<input type="checkbox"/>	approximate lot lines and distances, and lot numbers
<input type="checkbox"/>	<input type="checkbox"/>	lot lines with bearings and distances and lot numbers (*)
<input type="checkbox"/>	<input type="checkbox"/>	building footprint(s) for unified residential developments
<input type="checkbox"/>	<input type="checkbox"/>	names of adjacent property owners
<input type="checkbox"/>	<input type="checkbox"/>	the existing uses of the land within the proposed subdivision
<input type="checkbox"/>	<input type="checkbox"/>	proposed parks or open spaces
<input type="checkbox"/>	<input type="checkbox"/>	location of control corners (*)
<input type="checkbox"/>	<input type="checkbox"/>	the accurate location and description of all monuments, reference markers and property and lot corners (*)
7.6	<input type="checkbox"/>	A written statement from the NC Department of Environment, Health and Natural Resources permitting plans for the community sanitary sewer system, if applicable.
7.7	<input type="checkbox"/>	A written statement from the NC Department of Environment, Health and Natural Resources approving and permitting plans for a community water system, if applicable.
7.8	<input type="checkbox"/>	For development greater than one acre, a copy of the erosion control plan and a written statement from the NC Department of Environmental Quality stating that an erosion control plan has been submitted and approved for the project, if applicable.
	<input type="checkbox"/>	For development between 4,000 square feet and one acre, a Transylvania County Erosion/Sediment Control Permit has been approved.
7.9	<input type="checkbox"/>	A less than 45' right-of-way disclosure statement (Section 11.223), if applicable.
7.10	<input type="checkbox"/>	A written statement from the District Engineer of the Division of Highways of NC Department of Transportation certifying approval of any proposed road and highway plans, if applicable.
7.11	<input type="checkbox"/>	Any other information considered by the sub-divider, the Planning Board, and/or Planning Director to be pertinent to the review of the plat.
7.12	<input type="checkbox"/>	All certifications required in Section 6 of this Ordinance. (Check if appropriate)
	<input type="checkbox"/>	6.271 Certificate of Ownership and Dedication (*)
	<input type="checkbox"/>	6.272 Private Roads Certification (*)
	<input type="checkbox"/>	6.273 Survey and Accuracy Certification (*)
	<input type="checkbox"/>	6.274 Road Grades and Suitability Certification (*)

Approved by: _____	Date: _____
Approved Conditionally by: _____	Date: _____
Requirements not met: _____	
Denied by: _____	Date: _____
Reason: _____	

