

CHAPTER 19. SUBDIVISIONS

SECTION 19.16. SUBDIVISION PLAT REQUIREMENTS

- x.** Provisions authorizing the association to increase the amount of mandatory fees or assessments, when necessary, for the continued maintenance of common areas, common features, or private infrastructure; and
- xi.** Provisions authorizing the association to convert any member's unpaid assessments into a lien on real property.

E. MEMBERSHIP REQUIREMENTS

1. Following establishment of the association, membership in the association shall be automatic and mandatory for all purchasers of land within the subdivision and their successors in title.
2. All members of an association shall be responsible for contributions to the association's reserve fund to cover their proportionate share of maintenance costs associated with common areas, common features, and private infrastructure.

F. FAILURE TO MAINTAIN IS A VIOLATION

Failure to maintain open space areas, common features, or infrastructure is a violation of this Ordinance and is subject to the penalties and remedies in Chapter 18.

SECTION 19.16. SUBDIVISION PLAT REQUIREMENTS

The table below identifies the kind of information required on a subdivision application filed under this Ordinance. An "R" indicates that the information is required, and a blank cell indicates that the information is not required.

TABLE OF SUBDIVISION APPLICATION REQUIREMENTS					
INFORMATION REQUIRED	EXEMPT PLAT	FAMILY PLAT	MINOR PLAT	MAJOR PRELIM. PLAT	MAJOR FINAL PLAT
MAP SIZE AND MATERIALS					
Plat is 18X24", 21X30", or 24X36" in size	R	R	R	R	R
Legible black ink on mylar or white paper	R	R	R	R	R
TITLE BLOCK					
Property Designation / Name of Subdivision	R	R	R	R	R
Type of plat (minor plat, preliminary plat, etc.,)		R	R	R	R
Name of Property Owner	R	R	R	R	R
Township, County and State	R	R	R	R	R
Date the survey was prepared & any revision dates	R	R	R	R	R
Scale in words (Ex. 1"=200 feet)	R	R	R	R	R
Bar graph	R	R	R	R	R
Name, address, and telephone # of surveyor	R	R	R		R
The names, addresses, and telephone # of all owners, surveyors, architects, and engineers responsible for the subdivision				R	R
GENERAL INFORMATION					
Zoning district(s) of property & abutting properties		R	R	R	R
Parcel ID Number(s)		R	R	R	R
Plat book and/or deed book reference	R	R	R	R	R
Names of abutting property owners	R	R	R	R	R
Vicinity map	R	R	R	R	R
Corporate limits & county lines	R	R	R	R	R

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INFORMATION REQUIRED	EXEMPT PLAT	FAMILY PLAT	MINOR PLAT	MAJOR PRELIM. PLAT	MAJOR FINAL PLAT
Surveyor and/or engineer original signature, seal, & registration #				R	
Surveyor's original signature, seal, & registration #	R	R	R		R
North arrow and orientation	R	R	R	R	R
Course and distance of existing and proposed property lines (label old property lines)	R	R	R	R	R
Tied to nearest street intersection if within 300 feet		R	R		R
Tied to USGS marker if within 2000 feet	R	R	R		R
Location and description of all monuments, markers and control corners		R	R		R
Minimum 2 control corners present when creating a new road right-of-way	R	R	R		R
Location and type of all existing buildings including distance to property lines	R	R	R		
Location of all existing and proposed buildings (if applicable) including distance to property lines				R	R
Square footage of all lots under 1 acre in size and acreage for all lots over 1 acre in size		R	R	R	R
Lots numbered consecutively		R	R	R	R
Lines not surveyed must be clearly indicated (include source data)	R	R	R	R	R
All mapping shall comply with NCGS 47-30	R	R	R		R
Required Certificates	See Section 25.16 for certificate requirements.				

If more than one sheet, each sheet must be signed, sealed, and numbered (ex. 1 of 3, 2 of 3, 3 of 3)

AMENITIES & NATURAL FEATURES LAYOUT

Location, dimension, and details of proposed recreation areas and facilities (golf courses, clubhouses, pools, tennis courts, playgrounds, etc.)				R	R
Required landscaping / perimeter buffer				R	R
Riding trails, pedestrian, or bicycle paths				R	R
Areas to dedicated as common area or open space – label the future ownership (HOA, dedication for public use to governmental body, etc.)				R	R
Areas to be used for uses other than residential				R	R
Name and location of any property or building on the National Register of Historic Places				R	R
Wetlands, marshes, pond, lakes, streams, railroads, and bridges (Certification statement required on Family and Minor Plats) (DELINEATION REQUIRED ON MAJOR PLAT)				R	
Location of any floodplain areas as shown on FEMA Flood Insurance Rate Maps	R	R	R	R	R

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INFORMATION REQUIRED	EXEMPT PLAT	FAMILY PLAT	MINOR PLAT	MAJOR PRELIM. PLAT	MAJOR FINAL PLAT
Existing and proposed topography of tract and 100 feet beyond property showing contour intervals of no greater than 5 feet				R	
Existing and proposed entrance signs (if applicable) including sight triangles and located outside the ROW				R	R
UTILITY LAYOUT					
A note indicating that the proposed subdivision will be served by either a central or individual water supply				R	
A note indicating that the proposed subdivision will be served by either a central or individual sewer / septic system				R	
Water & Sewer - Connections to existing systems, line sizes, material of lines, blowoff & valves, manholes, catch basins, force mains, location of fire hydrants				R	
Storm drains, swales, detention ponds, & other drainage facilities, if any				R	
Natural gas lines				R	
Electric Lines				R	
Telephone Lines, Cable TV, etc.				R	
Utility and other easements				R	
Any additional determined by reviewing agencies that may be required to review plat				R	
STREET LAYOUT					
Proposed and existing rights-of-way – label public or private streets	R	R	R	R	R
Right-of-way & pavement location, widths, & dimensions				R	R
Cul-de-sac pavement diameter				R	
Approximate grades				R	
Typical detailed cross section(s)				R	
Existing and proposed street names				R	R
SUBDIVISION INFORMATION & CALCULATIONS TABLE					
Classification of Watershed Overlay District		R	R	R	R
Existing & Proposed use(s) of land				R	
Existing & Proposed zoning classification(s)				R	
Front, side, rear setback requirements				R	
Acreage in total tract to be subdivided		R	R	R	
Acreage in recreation & open space (label)				R	
Total number of lots proposed				R	

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TABLE OF SUBDIVISION APPLICATION REQUIREMENTS

INFORMATION REQUIRED	EXEMPT PLAT	FAMILY PLAT	MINOR PLAT	MAJOR PRELIM. PLAT	MAJOR FINAL PLAT
Estimated linear feet in streets				R	
Linear feet in streets					R
Estimated percent of entire project to be covered with impervious surfaces, including totals by phase				R	
Percent of entire project to be covered with impervious surfaces, including totals by phase					R
Estimated separate impervious surface totals by streets, sidewalks, maximum allowed for each lot, etc.				R	
Separate impervious surface totals by streets, sidewalks, maximum allowed for each lot, etc.					R
PERMITS AND OTHER DOCUMENTATION REQUIRED BEFORE FINAL PLAT APPROVAL					
Construction plans for all infrastructure / improvements (such as streets, water, sewer, hydrants, stormwater, etc. Approval is required by appropriate agencies before construction begins)					R
Stormwater management plan				R	
Inspection results of all improvements					R
As built drawings of all improvements					R
NCDEQ Approval of the Erosion & Sediment Control Plan (if disturbing more than 1 acre)					R
NCDOT Approval of Driveway Access Permit					R
Wetland delineation of property					R
US Army Corp of Engineers Approval of earth disturbing activities in Wetlands (if applicable)					R
Submit copy of HOA agreement to be approved by the Administrator					R
Affidavit of Family Subdivision		R			
Deed of Gift		R			
Any other information the Administrator deems necessary to determine compliance with this Ordinance				R	R

SECTION 19.17. SUBDIVISION PLAT CERTIFICATION REQUIREMENTS

A. TABLE

1. The table below identifies the kind of certification statement required on a subdivision plat filed under this Ordinance. An "R" indicates that the particular certification statement is required, and a blank cell indicates that the information is not required.
2. The exact certification language to be used follows the table.
3. The Administrator may waive items if it is determined that they are not applicable.

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TABLE OF SUBDIVISION CERTIFICATION REQUIREMENTS

TYPE OF CERTIFICATE OR STATEMENT [1]	EXEMPT PLAT [2]	FAMILY PLAT	MINOR PLAT	MAJOR PRELIM. PLAT	MAJOR FINAL PLAT
Certificate of Survey Accuracy	R	R	R		R
Certificate of Purpose of Plat	R	R	R		R
Review Officer Certification	R	R	R		R
Certificate of Ownership and Dedication				R	R
Certificate of Exemption	R				
Exemption 160D-802 Compliance Statement	R				
Certificate of Family Subdivision Plat Approval		R			
Family Documents Deed References		R			
Septic Suitability Certificate Statement (areas of suitable & unsuitable soil for subsurface sewage disposal stamped by a soil scientist)				R	
Voluntary Agricultural District Proximity Statement		R	R	R	R
Public Water Supply Watershed Protection Statement		R	R	R	R
Certificate of Minor Subdivision Plat			R		
Certificate of Preliminary Major Subdivision Plat				R	
Certificate of Final Major Subdivision Plat Approval					R
NCDOT Div. of Highways District Engineer Certificate					R
Public Street Maintenance Disclosure Statement					R
Private Roads Disclosure Statement					R
Certificate of Approval of the Design and Installation of Streets, Utilities, and Other Required Improvements					R
Utilities Certificate			R		R
Sediment & Erosion Control Plan Certificate					R
Stormwater Control Certificate					R
Licensed Soil Scientist Certificate					R
Certificate of Warranty					R
Amenities & Natural Features Layout Certificate		R	R		

NOTES:

[1] Statements such as "Preliminary, Not For Recording" cannot be recorded.

[2] Preparation of an exempt plat is voluntary and at the discretion of the applicant for an exempt subdivision application.

B. CERTIFICATION STATEMENTS

1. The following paragraphs identify the text to be included as individual certification statements on subdivision plats reviewed under this Ordinance.
2. Professional preparing subdivision plat documents for review or recordation shall use the language exactly as listed in this section.