



# County of Moore Planning and Inspections

Inspections/Permitting: (910) 947-2221  
 Planning: (910) 947-5010  
 Fax: (910) 947-1303

## Exempt Plat-Review Officer Checklist

ParID: \_\_\_\_\_ Date: \_\_\_\_\_ Reviewed by: \_\_\_\_\_

Title of Plat: \_\_\_\_\_

### Type of Plat (Check only one)

|  |   |
|--|---|
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Municipal Plat - Property is located within the city limits or ETJ of a municipality.                 |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | 10 Acre Exemption – All parcels are 10.01 acres or greater.   |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Recombination – The ending number of parcels is less than or equal to the starting number of parcels. |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Other: _____  |

### Plat Requirements

|  |   |
|--|---|
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Plat is 18" x 24", 21" x 30", or 24" x 36" in size                                    |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Plat is on reproducible material. Mylar or other archival material.                   |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Control Corners are present on the plat. (for plats dedicating new road right-of-way) |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Existing street names with State Road Number ( <i>verify actual name and SR#</i> )    |

### Title Block

|  |  |
|--|--|
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Name of Property Owner                       |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Property Designation (Subdivision for:, etc) |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Township                                     |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | County                                       |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | State  |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Scale Text (example 1" = 200 feet)           |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Scale Bar graph                              |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Name, address, and telephone # of surveyor   |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Surveyor Signature and Seal stamped on plat  |



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### Other Information

|   |   |
|---|---|
| <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | Municipal Approval – For plats located within the city limits or ETJ                        |
| <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | DOT Approval – For plats creating new public streets or proposing changes to public streets |

### Required Certificates

|  |  |
|--|--|
| <input type="checkbox"/> Yes <input type="checkbox"/> No<br><b>ALWAYS REQUIRED</b> | <p><b>Certificate of Survey Accuracy signed by surveyor</b></p> <p>I, _____, certify that this plat was drawn under my supervision from an actual survey made under my supervision (deed description recorded in Book _____, page _____, etc) (other); that the boundaries not surveyed are clearly indicated as drawn from information found in Book _____, page _____; that the ratio of precision as calculated is 1: _____; that this plat was prepared in accordance with NCGS 47-30 as amended. Witness my original signature, registration number and seal this _____ day of _____, A.D., 20_____.</p>  |
| <input type="checkbox"/> Yes <input type="checkbox"/> No<br><b>ALWAYS REQUIRED</b> | <p><b>Certificate of Purpose of Plat</b></p> <p><i>The final plat shall contain one of the following statements, signed and sealed by the plat preparer:</i></p> <ol style="list-style-type: none"> <li>a. This survey creates a subdivision of land within the jurisdictional area of Moore County, North Carolina and that the County has an ordinance that regulates parcels of land;</li> <li>b. This survey is located in a portion of a county or municipality that is unregulated as to an ordinance that regulates parcels of land;</li> <li>c. Any one of the following:           <ol style="list-style-type: none"> <li>1. This survey is of an existing parcel or parcels of land and does not create a new road or change an existing street;</li> <li>2. This survey is of an existing building or other structure, or natural feature, such as a water course;</li> <li>3. This survey is a control survey;</li> </ol> </li> <li>d. This survey is of another category, such as the recombination of existing parcels, a court-ordered survey,</li> </ol> |



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|  | <p>or other exception to the definition of a subdivision; or</p> <p>e. The information available to the surveyor is such that the surveyor is unable to make a determination to the best of the surveyor's professional ability as to provisions contained in (a) through (b) above.</p>   |
| <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A<br><b>REQUIRED FOR<br/>         COUNTY EXEMPT<br/>         PLATS</b>   | <p><b>Certificate of Exemption</b></p> <p>I hereby certify that the division of property shown and described hereon is exempt from the Moore County Subdivision Ordinance by definition and/or ordinance.</p> <hr style="width: 100%;"/> <p style="display: flex; justify-content: space-between;"> <span>Subdivision Administrator</span> <span>Date</span> </p>  |
| <input type="checkbox"/> Yes <input type="checkbox"/> No<br><b>ALWAYS REQUIRED</b>   | <p><b>Review of Officer Certification</b></p> <p>State of North Carolina</p> <p>I, _____, Review Officer of Moore County, North Carolina, certify that the map or plat which this certification is affixed meets all statutory requirements for recording.</p>   |
| <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A<br><b>ONLY REQUIRED<br/>         WHEN THE<br/>         PROPERTY IS<br/>         LOCATED WITHING<br/>         A PUBLIC WATER<br/>         SUPPLY<br/>         WATERSHED</b> | <p><b>Public Water Supply Watershed Protection Certificate</b></p> <p><i>The following certificate shall be placed on all subdivision plats which include property located within a watershed protection overlay district:</i></p> <p>I certify that the plat shown hereon complies with the Moore County Watershed Ordinance and is approved by myself, as agent for the Watershed Review Board for recording in the Moore County Register of Deeds Office.</p> <hr style="width: 100%;"/> <p style="display: flex; justify-content: space-between;"> <span>Subdivision Administrator</span> <span>Date</span> </p> <p>NOTICE: This property is in Located within a Public Water Supply Watershed-Development Restrictions May Apply.</p> |



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|---|--|
| <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A<br>ONLY REQUIRED<br>WHEN PROPERTY IS<br>LOCATED WITHIN<br>ONE-HALF MILE OF<br>A VOLUNTARY<br>AGRICULTURAL<br>DISTRICT | <p><b>Voluntary Agricultural Proximity Statement</b></p> <p>These parcels are located near an area that is presently used for agricultural purposes. Normal agricultural operations may conflict with residential land use. NC Law (General Statutes Section 106-701) provides some protection for existing agricultural operations against nuisance laws.</p>   |
| <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A<br>ONLY REQUIRED<br>WHEN PROPERTY IS<br>PART OF AN<br>EXEMPT<br>SUBDIVISION PLAT                                      | <p><b>NCGS 160D-802 Review Only Statement</b><br/> <i>(Locate below/near Certificate of Exemption)</i></p> <p>Approval of this exempt subdivision plat constitutes compliance with North Carolina General Statute 160D-802 only. Further development of the parcels shown subsequent to the date of this plat shall be subject to all applicable Federal, State and local laws, statutes, ordinances and/or codes.</p> |