

APPENDIX B SUBDIVISION PLAT REQUIREMENTS

Submission of all plats or maps shall contain the following information before submission to the Subdivision Administrator for review.

An 'X' indicates required information.

Additional information may be required for approval of the plat.

The Subdivision Administrator may waive items required if it is judged that they are not necessary to complete the review.

Information Required	Level 1 Minor Plats	Family Subdivision Plat	Level 2 Minor or Major Preliminary Plat	Level 2 Minor or Major Final Plat
Map Size and Materials				
Maps or plats submitted shall not exceed a maximum size of 24" by 36"			X	
Standard 18" by 24" sheet for plats to be recorded, minimum 1-1/2" border on the left side and a minimum 1/2" border on all other sides; or as required by the Moore County Register of Deeds	X	X		X
Original drawn on material as required by the Moore County Register of Deeds	X	X		X
Title Block				
Name of Subdivision	X	X	X	X
Name of the type of plat (minor plat, preliminary plat, final plat)	X	X	X	X
Owner's name with address	X	X	X	X
Location (including address, Township, County and State)	X	X	X	X
Date(s) plat(s) prepared or revised	X	X	X	X

Information Required	Level 1 Minor Plats	Family Subdivision Plat	Level 2 Minor or Major Preliminary Plat	Level 2 Minor or Major Final Plat
Scale of drawing in feet per inch. Drawing shall be at a scale of not less than 1" equal to 200'.	X	X	X	X
Bar graph	X	X	X	X
Name, address, and telephone # of preparer of plat (licensed surveyor, engineer, etc.)	X	X	X	X
Developer's name, address (if different from owner's)	X	X	X	X
General Information				
Zoning district(s) within the property and adjacent properties	X	X	X	X
Land Record Key Number	X	X	X	X
Plat book or deed book reference	X	X	X	X
Names of adjoining property owners (or subdivisions or developments of record with plat book reference)	X	X	X	X
Vicinity map showing location of site relative to surrounding area (typically drawn in upper right hand corner), at a scale of 1"= 2,000'	X	X	X	X
Corporate limits, County lines, and other jurisdiction lines, if any, on the tract	X	X	X	X
Registration and seal of land surveyor	X	X	X	X
North arrow and orientation (north arrow shall not be oriented towards bottom of map)	X	X	X	X
Source of property boundaries signed or sealed by registered land surveyor, architect, landscape architect, or engineer			X	
Boundaries of the track to be subdivided showing all distances	X	X	X	X

Information Required	Level 1 Minor Plats	Family Subdivision Plat	Level 2 Minor or Major Preliminary Plat	Level 2 Minor or Major Final Plat
Tied to nearest street intersection if within 300 feet	X	X	X	X
Tied to USGS marker if within 2000 feet	X	X	X	X
Location of intersecting boundary lines and adjoining property	X	X	X	X
Location and description of all monuments, markers and control corners	X			X
Existing property lines on property to be subdivided (label as old property lines and show as dashed lines.	X	X	X	X
Location and use of all existing and proposed buildings	X			
Distance of existing buildings to closest property lines	X			
Name and location of any property or building on the National Register of Historic Places	X	X	X	X
Railroad lines and rights-of-way	X	X	X	X
Marshes, swamps, and other wetlands	X	X	X	X
Areas to be dedicated or reserved for the public	X	X	X	X
Areas designated as common area or open space under control of an Owners Association	X	X	X	X
Location of designated recreation areas and facilities			X	X
Location of any floodplain areas as shown on FEMA Flood Insurance Rate Maps	X	X	X	X
Existing and proposed topography of tract and 100 feet beyond property showing contour intervals of no greater than 5 feet			X	
Proposed Lot Lines and Dimensions	X	X	X	X

Information Required	Level 1 Minor Plats	Family Subdivision Plat	Level 2 Minor or Major Preliminary Plat	Level 2 Minor or Major Final Plat
Square footage of all lots under 1 acre in size and acreage for all lots over 1 acre in size	X	X	X	X
Lots shall be sequenced or numbered consecutively	X	X	X	X
A note indicating that the proposed subdivision will be served by either a central or individual water supply	X	X	X	X
A note indicating that the proposed subdivision will be served by either a central or individual sewer/septic system	X	X	X	X
Size and location of buffer yard, walls, berms and fences			X	
Existing and proposed signs			X	
Location, dimensions and details of proposed clubhouses, pools, tennis courts, tot lots, or other common area recreation facilities			X	
Site Calculations				
Acreage in total tract	X	X	X	X
Acreage in open space			X	X
Total number of lots proposed	X	X	X	X
Linear feet in streets			X	X
Area in newly dedicated right-of-way			X	X
Street Data				
Proposed and Existing total right-of-way width dimension on and adjacent to property	X	X	X	X
Right-of-way width dimension from centerline of existing public streets	X	X	X	X

Information Required	Level 1 Minor Plats	Family Subdivision Plat	Level 2 Minor or Major Preliminary Plat	Level 2 Minor or Major Final Plat
Pavement and/or curb lines			X	
Pavement width dimensions			X	
Cul-de-sac pavement radius			X	
Existing and proposed street names			X	X
Location of required street trees			X	X
Utility Layout (Sewer, Water, Natural Gas, Electric, Cable TV, etc)				
Connections to existing systems			X	
Line Sizes			X	
Material of Lines			X	
Location of Fire Hydrants			X	
Blowoffs and Valves			X	
Manholes			X	
Catch Basins			X	
Force mains			X	
Any additional that may be required to review plat			X	
Stormwater Mangement (for properties within a Watershed Overlay District)				
Location of Watershed Overlay District boundary	X	X	X	X
Classification of Watershed Overlay District	X	X	X	X
Area to be disturbed with number of graded acres and percentage noted			X	
Maximum allowable built-upon area for each lot or tract	X	X	X	X

Information Required	Level 1 Minor Plats	Family Subdivision Plat	Level 2 Minor or Major Preliminary Plat	Level 2 Minor or Major Final Plat
Total impervious surface area, including streets, patios, parking areas, sidewalks and driveways	X	X	X	
Location of permanent watershed protection controls	X	X	X	X
Location and width of required buffer areas	X	X	X	X
Permits and other documentation				
Documentation of submission of an Erosion Control Plan (if disturbing more than 1 acre)			X	
Documentation of Approval of Erosion Control Plan (if disturbing more than 1 acre)				X
Documentation of Approval of Driveway Access Permit from NCDOT	X	X		X
Evidence of Notification to US Army Corp of Engineers of earth disturbing activities in Wetlands (if applicable)	X	X	X	
Affidavit of Family Subdivision		X		
Deed of Gift		X		
Private Road Maintenance Agreement, if applicable		X		
Required Certificates	See Appendix C for certificate requirements and language			