



## FINAL PLAT REVIEW- CHECKLIST

Project Name: _____	Date Submitted: _____
Design Contact: _____	Phone/Email: _____
Planner Assigned: _____	Application Complete? <u>Y</u> / No-see below
Project Number Assigned: _____	Comments Due: _____

*This is a standardized document generated to facilitate consistent final plat reviews. Additional requirements may be necessary based on site-specific conditions. **Applicant should verify all items are provided in plans or calculations submitted to ensure a complete application prior to review.** All information below must also be submitted in digital format. The Plat Application Completeness Checklist must be completed by the applicant and will be reviewed for completeness by a Planning Technician. Reference UDO sections 18.3, 18.5, & 18.6.*

*Please check all the spaces below to confirm each requirement has been completed or provide NA to identify it is not applicable and clarify the reason each requirement is not applicable for the plat submitted in the space below or an attached letter.*

***ATTENTION*** *If any item(s) identified below are not addressed the application will be stamped INCOMPLETE and returned to the application without further review.*

Plat Application Completeness Checklist	YES	N/A
<b>Plat Requirements (G.S. 47-30 Referenced)</b>		
1. Provide north arrow and source of data		
2. Property line distance shall be provided in feet		
3. Provide Scale at 60' minimum- All lines shall be shown to scale. Enlargements allowed if necessary		
4. Date of survey		
5. Boundary Curve data shall be provided		
6. For Subdivisions all streets and lots shall be plotted with dimension lines		
7. Identify all property corners		
8. The names, zoning classification, and jurisdiction of adjoining property owners		
9. Identify all right of way, or other features that form any boundary on the property shown		
10. Identify survey mechanism used to conduct survey		
11. Provide a vicinity map (location map) on the first page/cover of the plat		
12. Provide surveyor certification on 1st page of the plat and the surveyor's seal on all pages		
13. All streets shall be named (if any road is proposed to intersect with a state maintained road, the subdivider shall apply for driveway approval as required by NCDOT, Division of Highways' Manual on Driveway regulations. Evidence that the subdivider has obtained such approval must accompany plat)		
14. Provide a legend on all plan sheets (legend should identify all line, hatching, and symbol types)		
15. Provide 6 copies of Plats on 18 x 24 or 24 x 36 paper AND a copy in digital format (Email, Flash drive, etc.)		
16. Home owners Association (HOA) documents submitted (If applicable) (UDO Section 18.2) -Note assigning responsibilities of SDE to HOA or private homeowners as applicable		



***If any item(s) identified above are not addressed the application will be stamped INCOMPLETE and returned to the application without further review. If all items above are complete proceed with review. Comments will be returned within 30 days.***

As also stated in the directions above. Please check all the spaces below to confirm each requirement has been completed or provide NA to identify it is not applicable and clarify the reason each requirement is not applicable for the plat submitted in the space below or an attached letter.

ADDITIONAL ITEMS REQUIRED BY APPLICANT	YES	N/A
<b>General Information Required:</b>		
1. Name of Subdivision		
2. Location - Township, county, and state		
3. Names, addresses, and phone numbers professional engineers responsible for subdivision		
4. Corporate Limits, Township Boundaries, County Lines if on subdivision tract		
5. Boundaries of the tract or portion thereof to be subdivided, distinctly and accurately represented with all bearings and distances shown		
6. The names of any adjoining subdivisions of record or proposed and under review		
7. Existing buildings or other structures, water courses, railroads, bridges, culverts, storm drains, both on the land to be subdivided and land immediately adjoining		
8. Lots numbered consecutively throughout subdivision		
9. Lots Addressed throughout subdivision		
10. The exact location of the flood hazard, floodway, and floodway fringe areas from the community's FEMA maps. Panel numbers must be provided.		
<b>Site Data with the following information (Preferably in a Table):</b>		
1. Address of overall site (if applicable)		
2. Parcel ID No (or parent parcel)		
3. Owner of Property/subdivider		
4. Total Number of Lots		
5. Total Site Area (acre/square feet)		
6. Area calculations of total area proposed		
7. Open Space Calculations		
<b>Zoning Information (Preferably in a Table):</b>		
1. Current & future zoning classification		
2. Project No (if applicable)		
3. All Minimum Setbacks (Front, Rear, Side)		
4. Max Building Height Allowed		
5. Area Calculations (Total, Right-of-way, Lots, & COS)		
6. Maximum & Minimum Lot Size Required		
<b>Data Concerning Streets &amp; Transportation:</b>		
1. Existing & Platted streets on adjoining properties and in the proposed subdivision		
2. Rights-of-Way, locations & Dimensions		
3. Design table for engineering data of all corners, curves, & linear feet of the street lengths		
4. Site triangles (35' x 35' internal and 10' x 70' at entrance)		
<b>Location &amp; Dimension of all:</b>		
1. Utility & Other Easements (Including sanitary sewers, storm sewers, etc.)		
2. Natural Buffers		
3. Areas to be Dedicated for Public Use		
4. Areas to be used for purposes other than residential with the purpose of each stated (if applicable)		
5. Plans for individual water supply & sewage disposal systems if any		