



# TOWN OF BELVILLE PRELIMINARY PLAT & SITE PLAN APPLICATION

*All fees must accompany this application.  
All fees are nonrefundable and subject to change.*

*Sixteen (16) copies of the plat prepared and sealed by a registered surveyor or engineer must be submitted along with completed application.*

*All plats must be in accordance with Chapter 47-30 of the North Carolina General Statutes, the Town of Belville Code of Ordinances and standard land surveying practices. Upon approval of the plat, one original and five copies of the recorded plat are to be submitted to the Town.*

OFFICE USE ONLY

Application Number: \_\_\_\_\_ Date: \_\_\_\_\_ Received by: \_\_\_\_\_

Receipt #: \_\_\_\_\_ Related Projects: \_\_\_\_\_ For:  Major Plan  Minor Plan

- Project Name: \_\_\_\_\_  
 Site Location: \_\_\_\_\_  
 Zoning: \_\_\_\_\_ Total Acreage: \_\_\_\_\_ Disturbed Acreage: \_\_\_\_\_  
 Number of Lots: \_\_\_\_\_ Minimum Lot Size: \_\_\_\_\_ Parcel #: \_\_\_\_\_  
 Open Space Acreage: \_\_\_\_\_ Park Acreage: \_\_\_\_\_

Send comments to:  Owner  Applicant  Surveyor

- Applicant: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

- Property Owner: \_\_\_\_\_  
 Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

- Site Designer: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

- Surveyor: \_\_\_\_\_ Date of Survey: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_





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The following street information must be shown:

- Proposed streets
- Existing and plated streets on adjoining properties and in the proposed subdivision
- Rights-of-way, locations and dimensions
- Pavement widths
- Approximate grades
- Design engineering data for all comers and curves
- Typical street cross sections
- Street names
- Street maintenance agreement in accordance with Sections 405.1 and 405.2 of the Subdivision Ordinance
- Type of street dedication; all streets must be designated either "public" or "private". (Where public or private streets are involved which will be dedicated to a municipality, the sub divider must submit all street plans to the Town Board of Commissioners for approval prior to preliminary plan approval). Where public streets are involved which will not be dedicated to a municipality, the sub divider must submit the following documents to the N.C. Department of Transportation District Highway Office for review a complete site layout, including any future expansion anticipated; horizontal alignment indicating general curve data on-site layout plan; vertical alignment indicated by percent grade, PI station and vertical curve length on site plan layout; (the District Engineer may require the plotting of the ground profile and grade line for roads where special conditions or problems exist); typical section indicating the pavement design and width and the slopes, widths and details for either the curb and gutter or the shoulder and ditch proposed; drainage facilities and drainage areas.
- Where streets are dedicated to the public, but not accepted into a municipal or the state system before lots are sold, a statement explaining the status of the street in accordance with Section 405.2 of the Subdivision Ordinance.

Location and dimensions of the following:

- Utility and other easements
- Riding trails
- Natural buffers
- Pedestrian or bicycle paths
- Parks and recreation areas with specific type indicated
- School sites
- Areas to be dedicated to or reserved for public use
- Areas to be used for purposes other than residential with the purpose of each stated
- The future ownership (dedication or reservation for public use to governmental body, for owners to duty constituted homeowners' association, or for tenants remaining in subdivider's ownership) of recreation and open space lands
- Conservation Easements

Utilities layout plan (\*not required for preliminary plat for minor subdivisions):

- public sanitary sewers\*
- storm sewers\*
- other drainage facilities, (if any)\*
- water distribution lines\*
- Utility easements
- Illustrating connections to existing systems, showing line sizes, the location of fire hydrants, blow offs, manholes, force mains and gate valves
- Plans for connection to public water supply and public sewer systems
- Profiles based upon Mean Sea Level datum for sanitary sewers and storm sewers



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### Site calculations required are:

- Acreage in total tract to be subdivided
- Acreage in parks and recreation
- Total number of parcels created
- Acreage in the smallest lot in the subdivision
- Linear feet in streets
- The name and location of any property or buildings within the proposed subdivision or within any contiguous property that is located on the U.S. Department of Interior's National Register of Historic Places
- Sufficient engineering data to determine readily and reproduce on the ground every straight or curved line, street line, lot line, right-of-way line, easement line, and setback line, including dimensions, bearings, or deflection angles, radii, central angles, and tangent distance for the centerline of curved property lines that are not the boundary line of curved streets. All dimensions shall be measured to the nearest one-tenth of a foot and all angles to the nearest minute.
- The accurate locations and descriptions of all monuments, markers and control points.
- A copy of any proposed deed restrictions or similar covenants. Such restrictions are mandatory when private recreation areas are established.
- Waters Classified by the NC Division of Water Quality, DENR
- Topographic map with contour intervals of no greater than 1' at a scale of no less than 1" = 200'.

### CAMA (Coastal Area Management Act) and other requirements:

- Boundaries of applicable Areas of Environmental Concern in accordance with the State Guidelines for AEC's (15 NCAC 7H) pursuant to the Coastal Area Management Act of 1974
- Surveyed delineation of wetlands
- All certifications required in section 19.29
- Any other information considered by either the subdivider, the Planning Board or the Board of Commissioner to be pertinent and necessary to the review of the plat