



FINAL PLAT APPLICATION

TOWN OF BELVILLE

497 Olde Waterford Way, Suite 205, Belville, NC 28451 910-371-2456 Fax: 910.371.2474

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

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

Major: 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: _____
 Phone: _____ Fax: _____ Email: _____



FINAL PLAT APPLICATION

TOWN OF BELVILLE

497 Olde Waterford Way, Suite 205, Belville, NC 28451 910-371-2456 Fax: 910.371.2474

SIGNATURES (REQUIRED)

Applicant – Printed

Applicant – Signature

Date

Owner – Printed

Owner – Signature

Date

All applicable information as shown below must be completed and submitted with application for review commencement.

REQUIREMENT CHECKLIST

The surveyor title block must show:

- Name of Property
- Name of owner
- Location (including township, county and state)
- Date or dates survey was conducted and plat prepared
- A scale of drawing in feet per inch listed in words or figures
- A bar graph
- Name, address, registration number and seal of the Registered Land Surveyor
- The name of the sub divider
- A sketch vicinity map showing proposed subdivision and surrounding area
- Corporate limits, township boundaries, county lines if of the subdivision tract
- The names, addresses and telephone numbers of all owners, registered land surveyors, land planners, architects, and professional engineers responsible for the subdivision
- Date of plat preparation
- North arrow and orientation
- The boundaries of the tract or portion thereof to be subdivided, distinctly and accurately represented with all bearings and distance shown
- The exact boundary lines of the tract to be subdivided, fully dimensioned by lengths and bearings, and the location of existing boundary lines of adjoining lands
- The names of owners of adjoining properties
- The names of any adjoining subdivisions of record or proposed and under review
- The zoning classifications of the tract to be subdivided and adjoining properties
- Existing property lines on the tract to be subdivided and on adjoining properties
- Existing buildings or other structures, watercourses, railroads, bridges, culverts, storm drains, both on the land to be subdivided and land within 100 feet
- Proposed lot lines, lot and block numbers, and approximate dimensions
- The lots numbered consecutively throughout the subdivision
- Wooded areas, marshes, swamps, rock outcrops, ponds or lakes, streams or streambeds and any other natural features affecting the site
- The exact location of the flood hazard zones from the community's Flood Insurance Rate Maps (FIRM)
- Base Flood Elevation (BFE) data if available, for subdivisions which contain at least fifty (50) lots or five (5) acres, whichever is less

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
- Design engineering data for all corners and curves



FINAL PLAT APPLICATION

TOWN OF BELVILLE

497 Olde Waterford Way, Suite 205, Belville, NC 28451 910-371-2456 Fax: 910.371.2474

-
- Street names
 - 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.
 - Evidence that the sub divider has obtained approval if any street is proposed to intersect with a state maintained road, the sub divider shall apply for driveway approval as required by the North Carolina Department of Transportation, Division of Highways' Manual on Driveway Regulations.
 - Statement by professional engineer that private roads meet DOT standards except for width and curvature, Sections 406 and 406.1 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
- 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

Site calculations required are:

- 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.



FINAL PLAT APPLICATION TOWN OF BELVILLE

497 Olde Waterford Way, Suite 205, Belville, NC 28451 910-371-2456 Fax: 910.371.2474

-
- 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.
 - A copy of the erosion control plan submitted to the Land Quality Section, DENR, and Wilmington Regional Office. Required 30 days before land disturbance.
 - 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 showing approval of Corp. of Engineers
- All certifications required in Section 307 of the Subdivision Ordinance
- 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
- Copy of homeowners association agreement to maintain common areas and private streets