

CITY OF GREENVILLE PLANNING AND ZONING COMMISSION

Preliminary Plat Approval Procedure, Format, Mapping and Application Requirements

The application for approval of a preliminary plat shall be submitted on this form to the City of Greenville Community Development Department, as agent for the City of Greenville Planning and Zoning Commission.

Planning and Zoning Commission

Meeting Date: Third (3rd) Tuesday of each month

Location: City Council Chambers; third floor City Hall, 200 W. Fifth Street

Time: 6:00 pm

A. SUBMISSION CUT-OFF- DATE AND REVIEW PROCEDURE:

Date

- | | | | |
|-------------|----|--|---|
| ___/___/___ | 1. | <u>30 working days</u>
<u>prior meeting date:</u> | Preliminary Plat submission cut-off (5:00 pm) |
| ___/___/___ | 2. | <u>29 working days</u>
<u>prior meeting date:</u> | Planning Division distributes plats to review agencies. |
| ___/___/___ | 3. | <u>22 working days</u>
<u>prior meeting date:</u> | Review agencies return plats to Planning Division. |
| ___/___/___ | 4. | <u>20 working days</u>
<u>prior meeting date:</u> | Planning Division returns plats to Engineer for necessary revisions. |
| ___/___/___ | 5. | <u>16 working days</u>
<u>prior meeting date:</u> | Engineer returns revised plats and a PDF to Planning Division (12:00 pm). Review agencies confirm necessary revisions are made. |
| ___/___/___ | 6. | <u>15 working days</u>
<u>prior meeting date:</u> | Advertisement request sent to the Public Information Office. |
| ___/___/___ | 7. | <u>11 working days</u>
<u>prior meeting date:</u> | First advertisement published in the Daily Reflector. |
| ___/___/___ | 8. | <u>7 working days</u>
<u>prior meeting date:</u> | Adjoining property owner notices mailed. |

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|-------------|-----|--|--|
| ___/___/___ | 9. | <u>6 working days</u>
<u>prior meeting date:</u> | Second advertisement published in the Daily Reflector. |
| ___/___/___ | 10. | <u>5 working days</u>
<u>prior meeting date:</u> | Planning and Zoning Commission agenda packet mailed to Commission Members. |
| ___/___/___ | 11. | <u>3rd Tuesday of</u>
<u>Month:</u> | Planning and Zoning Commission meeting 6:00 pm. |
| ___/___/___ | 12. | <u>1 to 5 days</u>
<u>following meeting</u>
<u>date:</u> | The Planning Division distributes One (1) mylar film copy of the approved preliminary plat to Greenville Utilities, City Engineering, and Engineer within five (5) days following meeting date. |
| ___/___/___ | 13. | <u>following</u>
<u>preliminary plat</u>
<u>approval (not to</u>
<u>exceed five (5)</u>
<u>years):</u> | <p>Construction plan for the entire development shall be submitted to the City Engineer and Greenville Utilities Commission for review and approval. Such construction plan may be submitted in phases.</p> <p>Submission requirements and review procedure for all construction plans shall be in accordance with the Manual of Standard Designs and Details and the Manual for the Design and Construction of Water and Waste Water System Extensions for Greenville Utilities Commission.</p> |

B. FORMAT:

- _____ 1. Scale of 1" = 200' or larger.
- _____ 2. Drawn in ink or pencil on mylar film.
- _____ 3. Mylar film size shall be a minimum of 18" x 24" and a maximum of 30" x 42".
- _____ 4. Boundary lines shall be distinctly and accurately represented, all bearing and distances shown, with an accuracy of closure of not less than one (1) in two thousand-five hundred (2,500), and in accordance with the Standards of Practice of Land Surveying in North Carolina.
- _____ 5. Elevation and bench marks shall be referenced to National Geodetic Vertical Datum (NGVD).
- _____ 6. Prepared by a professional engineer.
- _____ 7. Multiple sheets shall be collated and stapled. Match lines shall be clearly indicated.
- _____ 8.
 - (a) Twenty (20) blueline paper copies at the time of original submission for departmental review;
 - (b) A digital copy (PDF) and two (2) blueline paper copies, shall be submitted for each review department requesting revisions, following the initial review. The total number is to be specified by the City Planner; and
 - (c) Three (3) mylar film copies upon request of the City Planner after P&Z approval.

_____ 9. Shall conform to the applicable provisions of The Manual of Standard Designs and Details.

The following certificates shall be required:

- a) Standard "title block" for preliminary plats
- b) Standard "approvals" information block

_____ 10. Filing Fee - In accordance with the Manual of Fees.

_____ 11. Owners statement. The owner or agent of the owner shall submit a signed statement requesting Planning and Zoning Commission consideration of the preliminary plat as submitted and acknowledging that such approval is subject to approval of a construction plan. Such statement shall be on the preliminary plat approval procedure, format, mapping and application requirement sheet as provided by the Planning and Community Development Department.

C. GENERAL INFORMATION:

- _____ 1. Subdivision name.
- _____ 2. The name(s) of the city, township, county and state in which the subdivision is located.
- _____ 3. Name, address and telephone number of land owner(s).
- _____ 4. Name, address and telephone number of the subdivider and/or developer.
- _____ 5. Name, address and telephone number of the engineer preparing the plat.
- _____ 6. North Carolina registration number and seal as listed per five (5) above.
- _____ 7. Locational vicinity map, at a scale of 1" = 1000' showing the subdivision in relation to major and minor roads or streets, natural features, existing city limit lines and other obvious references.
- _____ 8. Date of original survey, plat preparation and/or revision(s).
- _____ 9. Number of sheets.
- _____ 10. Scale denoted both graphically and numerically.

D. SITE INFORMATION:

- _____ 1. North arrow and delineation as to whether true, grid or magnetic including date.
- _____ 2. Existing, platted and proposed streets, their names and numbers (if state marked routes) shown and designated as either "public" or "private", indicating right-of-way and/or easement widths, pavement widths, centerline curve and corner radius data, including site distance triangles and typical cross sections. All streets indicated on the City of Greenville Thoroughfare Plan shall indicate future right-of-way widths.
- _____ 3. Proposed and existing lot lines within the subdivision showing approximate dimensions.

Plat references shall be indicated for existing lots.

- _____ 4. Location of all existing buildings with exterior dimensions including heights, number of stories, distance to existing and proposed lot lines, private drives, public right-of-way and easements.
- _____ 5. Existing and proposed property lines, public and private streets, right-of-way and/or easement widths, pavement widths, easements, utility lines, hydrants, recreation areas or open spaces on adjoining property.
- _____ 6. Ownership of all contiguous property indicated and referenced by deed book/map book and page number.
- _____ 7. Existing zoning classification(s) boundaries of the tract to be subdivided and on adjoining property within one hundred (100) feet.
- _____ 8. Political subdivision(s) including city limit lines, township boundaries and county lines.
- _____ 9. Water courses, railroads, bridges, culverts, storm drains, wooded areas, marches, swamps, rock outcrops, ponds or lakes, stream or stream beds, ditches or other natural or improved features which affect the site.
- _____ 10. Proposed pedestrian, riding, bicycle trails or easements, their location, width and purpose.
- _____ 11. Sites proposed to be dedicated or reserved for public or private purposes including location, intended use, size and expected future ownership and maintenance of such spaces.
- _____ 12. Recreation area(s) as required and pursuant to the City Code and Comprehensive Plan. If such subdivision is for residential purposes, indicate the location of all public parks or recreation areas within one-half (1/2) mile radius.
- _____ 13. Statement of proposed ownership and maintenance or other agreements when private recreation areas are established.
- _____ 14. Topography (existing and proposed) at a contour interval of one (1) foot, based on mean sea level datum, with an accuracy of plus or minus 0.5 of a foot and referenced to the National Geodetic Vertical Datum (NGVD).
- _____ 15. Existing and proposed water courses, their names, direction of flow, centerline elevations, cross sections, and any other pertinent datum.
- _____ 16. Floodway zone and floodway fringe zone shown, indicating base flood elevations for all lots adjoining such zones.
- _____ 17. Lot numbers and block numbers in consistent and logical sequence.
- _____ 18. Minimum building setback lines.
- _____ 19. Fire hydrant locations and connections.
- _____ 20. Water main locations, connections and anticipated sizes.
- _____ 21. Sanitary sewer main locations, connections and anticipated sizes.
- _____ 22. Storm sewer main locations, connections and anticipated sizes.
- _____ 23. Street and lot drainage correlated to the city drainage system, including break points and the direction of surface water flow on each lot, street and ditch.

- _____ 24. Easements, including but not limited to electric, water, sanitary sewer, storm sewer, drainage, private street, gas or other service delivery easements including their location, width and purpose.
- _____ 25. Environmental Health Department approval attached if public water and sanitary sewer systems are not available.
- _____ 26. Distance to and location of public water and sanitary sewer systems if such facilities are not available.
- _____ 27. The following in tabular form:
- a) Lineal feet in streets
 - b) Number of lots created
 - c) Acreage in total tract
 - d) Acreage in parks, recreation areas, common areas and the like.
- _____ 28. The name and location of any property within the proposed subdivision or within any contiguous property that is listed on the National Register of Historic Places, or that has been designated by ordinance as a local historic property and/or district.
- _____ 29. Environmental impact statement pursuant to Chapter 113-A of the North Carolina General Statutes. The Planning and Zoning Commission may require the subdivider to submit an environmental impact statement with the preliminary plat if: (1) the development exceeds two (2) acres in area; and, (2) if the board deems it necessary due to the nature of the land to be subdivided or peculiarities in the proposed layout.
- _____ 30. Statements on the plat that:
- a. Construction plan approval from Greenville Utilities Commission and City of Greenville shall be obtained prior to construction of any street, water and/or sanitary sewer and storm drainage systems.
 - b. All required improvements shall conform to the City of Greenville Manual of Standard Designs and Details and the Manual for the Design and Construction of Water and Waste Water System Extensions for Greenville Utilities Commission.
 - c. All lots shall equal or exceed the minimum development standards of the City of Greenville Zoning Ordinance.
- _____ 31. Any other information considered by either the subdivider or the Planning and Zoning Commission to be pertinent to the review of the preliminary plat.
- _____ 32. Written statement addressing the reasons for being unable to meet the minimum requirements as listed above.

E. CONSTRUCTION PLAN

1. Following preliminary subdivision plat approval (not to exceed five (5) years) a construction plan for all improvements pursuant to Title 9, Chapter 5, Subdivisions, of the Greenville City Code shall be submitted to the City of Greenville and Greenville Utilities Commission for review and approval.

2. Submission requirements, review procedure and applicable standards for all construction plans are contained in the Manual of Standard Designs and Details and the manual for the Design and Construction of Water and Waste Water System Extensions for Greenville Utilities Commission.

F. OWNERS STATEMENT:

I, _____, being the Owner or Agent acting on behalf of the owner request that the attached preliminary plat request of

be placed on the agenda of the Planning and Zoning Commission Meeting scheduled for

____/____/____.

I understand that failure to address any item in these requirements may result in the preliminary plat request not meeting the minimum submission requirements and said plat shall be returned to me for revision and resubmission; and,

NOTE: AGENTS ACTING ON BEHALF OF PROPERTY OWNERS MUST COMPLETE THE NOTARIZED STATEMENT FROM THE PROPERTY OWNER WHICH GIVES THEM THE AUTHORITY TO ACT ON THE OWNERS BEHALF.

I, _____, being the Owner of the property described herein, do hereby authorize _____ as my agent for purposes of this application.

Signature

Date

Sworn to and subscribed before me, this _____ day of _____,
_____.

Notary Public

PLANNING STAFF USE ONLY:

Date Received: ____/____/____

Signature