

September, 2014

GREENVILLE PLANNING AND ZONING COMMISSION

Final Plat Approval Procedures, Format, Mapping and Application Requirement

The application for approval of a final 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: Second (2nd) and Fourth (4th) Wednesday of the month

Location: The Municipal Building, 201 W. Fifth Street, Greenville, NC 27858

Time: 4:30 PM

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

Date

- |                       |  |  |
|-----------------------|--|--|
| <p>___/___/___ 1.</p> | <p><u>10 working days</u><br/><u>prior meeting date:</u></p> | <p>Submission cut-off date (ten (10) working days prior meeting date - 5:00 pm)</p>  |
| <p>___/___/___ 2.</p> | <p><u>8 working days</u><br/><u>prior meeting date:</u></p>  | <p>Planning Division distributes plats to review departments (Eight (8) working days prior to meeting date - 12:00 noon)</p>       |
| <p>___/___/___ 3.</p> | <p><u>4 working days</u><br/><u>prior meeting date:</u></p>  | <p>Review departments return plats to Planning Division (Four (4) working days prior to meeting date - 12:00 noon)</p>             |
| <p>___/___/___ 4.</p> | <p><u>4 working days</u><br/><u>prior meeting date:</u></p>  | <p>Planning Division returns plats to Surveyor for necessary revisions (Four (4) working days prior to meeting date - 4:00 pm)</p> |

\_\_\_/\_\_\_/\_\_\_ 5. 1 working days  
prior meeting date: Surveyor returns revised plats to Planning  
 Division (One (1) working day prior to  
 meeting date - 12:00 noon)

Planning, Engineering and Utilities  
 representatives review plats to confirm  
 necessary revisions.

\_\_\_/\_\_\_/\_\_\_ 6. 2nd and 4th  
Wednesday of the  
month: Subdivision Review Board meeting -  
 4:30 pm.

\_\_\_/\_\_\_/\_\_\_ 7. 1 to 5 working days  
following meeting  
date: Planning Division shall record the approved  
 plats within five (5) working days following  
 meeting date.

\_\_\_/\_\_\_/\_\_\_ 8. 1 working day after  
recording: Planning Division shall transmit one (1)  
 mylar film copy of the recorded plat to the  
 Engineering Division, Greenville Utilities  
 Commission and surveyor respectively.

**B. FORMAT:**

- \_\_\_\_\_ 1. Scale of 1" = 100' or larger.
- \_\_\_\_\_ 2. Drawn in ink on mylar film.
- \_\_\_\_\_ 3. Mylar film size shall be a minimum of 18" x 24" at 0.003 to 0.004 inch thickness.
- \_\_\_\_\_ 4. Boundary lines shall be fully dimensioned by lengths and bearing with an error of closure not less than one (1) in five thousand (5,000) and in accordance with the Standards of Practice for Land Surveying in North Carolina related to true, magnetic median or North Carolina grid coordinate system. All dimensions shall be measured to the nearest 1/100 of a foot and all angles to the nearest minute.
- \_\_\_\_\_ 5. Prepared by a surveyor licensed and registered in the State of North

Carolina.

- \_\_\_\_\_ 6. **Multiple sheets shall be collated and stapled (paper copies only). Match lines shall be clearly indicated.**
- \_\_\_\_\_ 7. (a) Twelve (12) blue line paper copies at the time of original submission for departmental review.
- (b) Two (2) blue line paper copies shall be submitted, for each review department requesting revision, following the initial review. The total number is to be specified by the City Planner; and
- (c) The original drawing and three (3) mylar film copies for disposition upon request of the City Planner.
- \_\_\_\_\_ 8. One (1) copy of the declaration of covenants, conditions and restrictions or otherwise as required pursuant to the North Carolina General Statutes. Such agreements shall be approved by the city prior to final plat approval (as required).
- \_\_\_\_\_ 9. (a) If utility, street or other improvements as required have not been installed and approved by the City of Greenville and Greenville Utilities Commission at the time of submission of the final plat, the subdivider shall transmit one (1) copy of a written estimate (prepared by a professional engineer) of such necessary improvements to the City for review and approval at the time of the original submission of the final plat (as required).
- (b) A surety agreement duly executed shall be filed with the City Engineer not less than three (3) working days prior to the scheduled Subdivision Review Board meeting. Working days shall not be construed to include City observed holidays or weekends.
- (c) In cases where a payment in lieu of dedication of land is due, a certified check payable to the City of Greenville, in the full amount of such payment shall be required prior to approval.
- \_\_\_\_\_ 10. Shall be submitted in accordance with the Manual of Standard Designs and Details.

The following certificates shall be required:

- a) Standard title block

- b) Standard source of title information block
- c) Standard owners statement block
- d) Standard approvals information block
- e) Standard dedication information block
- f) Standard certification block

- \_\_\_\_\_ 11. Filing Fee - In accordance with the Manual of Fees.
- \_\_\_\_\_ 12. Certified copy of the construction permit issued by the North Carolina Health Department for water supply and sewerage system to serve he land included within the final plat, if not to be served by a public utility system.
- \_\_\_\_\_ 13. When property outside the existing city limits is subdivided and sanitary sewer service is required or required, an annexation petition and required maps shall be submitted to the City Planner. Pursuant to this requirement, no final plat shall be recorded until the property contained within the plat has been annexed to the City of Greenville. Delay of the effective date of annexation as established by ordinance of City Council shall not delay recordation of such plat.

**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) or legal agent.
- \_\_\_\_\_ 4. Name, address and telephone number of the surveyor preparing the plat.
- \_\_\_\_\_ 5. North Carolina registration number and seal as listed per (4) above.
- \_\_\_\_\_ 6. Locational vicinity map, at a scale of 1" = 1000' showing the subdivision in relation to major and minor roads or streets, adjacent subdivision sections, political division, landmarks or other obvious references.
- \_\_\_\_\_ 7. Date of original survey, plat preparation and/or revision(s).

- \_\_\_\_\_ 8. Number of sheets.
- \_\_\_\_\_ 9. Scale denoted both graphically and numerically.

#### **D. SITE INFORMATION**

- \_\_\_\_\_ 1. North arrow and delineation as to whether true, grid or magnetic including date.
- \_\_\_\_\_ 2. Street names and designation as to public or private.
- \_\_\_\_\_ 3. Right-of-way and/or easement widths, pavement widths, and sight distance triangles of all streets within the subdivision.
- \_\_\_\_\_ 4. Right-of-way and/or easement widths and pavement widths of all adjacent streets.
- \_\_\_\_\_ 5. Location of all points of curvature and tangency.
- \_\_\_\_\_ 6. Location of all points of intersection where circular curves are not used.
- \_\_\_\_\_ 7. Property lines with bearings or deflection angles, arc lengths, chord length (indicated by dashed lines) as appropriate.
- \_\_\_\_\_ 8. The delta angle, degree of curve, tangent distance, radius and method (arc or chord) for each curve.
- \_\_\_\_\_ 9. Sufficient surveying data to determine readily and reproduce on the ground every straight or curved boundary line, street line, lot line, right-of-way line, easement line and setback line.
- \_\_\_\_\_ 10. Accurate location and description of all monuments, markers and control points.
- \_\_\_\_\_ 11. Location, description and use of all existing and proposed easements.
- \_\_\_\_\_ 12. Location, description and use of any sites proposed for dedication or reservation for public purposes.
- \_\_\_\_\_ 13. Location, description and use of all pedestrian riding, bicycle trails or natural buffers to be dedicated or reserved for public purposes.

- \_\_\_\_\_ 14. Location, description and use of areas to be used for purposes other than residential.
- \_\_\_\_\_ 15. Property lines and ownership of all contiguous property indicated and referenced by deed book/map book and page number.
- \_\_\_\_\_ 16. Location of existing buildings or structures, water courses, railroads, bridges, culverts, storm drains, corporate limits, township boundaries, county lines and easements both on the land to be subdivided and immediately adjoining thereto.
- \_\_\_\_\_ 17. When the subdivision consists of land acquired from more than one source of title, the outlines of the various tracts shall be indicated by dashed lines, and identification of the respective tracts shall be shown on the plat.
- \_\_\_\_\_ 18. Floodway zone and flood fringe zone, indicating base flood levels and minimum building elevations for all lots adjoining such zones.
- \_\_\_\_\_ 19. The area in square feet of each proposed lot and common area within the subdivision.
- \_\_\_\_\_ 20. Block and lot numbers in consistent and logical sequence.
- \_\_\_\_\_ 21. The following in tabular form:
- (a) Number of lots created.
  - (b) Acreage in total tract.
  - (c) Acreage in common area(s).
  - (d) Acreage in park, recreation areas and the like.
- \_\_\_\_\_ 22. 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.
- \_\_\_\_\_ 23. Any other information considered by either the subdivider or the Planning and Zoning Commission to be pertinent to the review of the final plat.
- \_\_\_\_\_ 24. Written statement addressing the reasons for being unable to meet the minimum requirements as listed above.

**E. OWNERS STATEMENT**

I, \_\_\_\_\_, acting as agent for the owner(s),  
subdivider/developer request that the attached final plat of \_\_\_\_\_

\_\_\_\_\_ be placed on the agenda of the Subdivision Review Board meeting scheduled for \_\_\_/\_\_\_/\_\_\_.

I understand that failure to address any item listed under (B) Format, (C) General Information, (D) Site Information, or (F) Owners Statement, of this policy shall result in the plat not meeting the minimum submission requirements and said plat shall be returned to me for revision and resubmission; and

I understand that construction plan approval of the City of Greenville and Greenville Utilities Commission shall be required prior to the construction or improvement of any street, waterline, sanitary sewer, storm sewer, drainage facility or other improvement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**PLANNING STAFF USE ONLY:**

Date Received \_\_\_/\_\_\_/\_\_\_

\_\_\_\_\_  
Signature