



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.

1. 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

2. Applicant: _____
Contact Name: _____
Address: _____ City, State, Zip: _____
Phone: _____ Fax: _____ Email: _____

3. Property Owner: _____
Address: _____ City, State, Zip: _____
Phone: _____ Fax: _____ Email: _____

4. Site Designer: _____
Contact Name: _____
Address: _____ City, State, Zip: _____
Phone: _____ Fax: _____ Email: _____

5. Surveyor: _____ Date of Survey: _____
Contact Name: _____
Address: _____ City, State, Zip: _____
Phone: _____ Fax: _____ Email: _____

SIGNATURES (REQUIRED)

Applicant – Printed Name

Applicant – Signature

Date

Owner – Printed Name

Owner – Signature

Date



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OFFICE USE ONLY

Application Number: _____ Date: _____ Received by: _____

Receipt #: _____ Related Projects: _____ For: Major Plan Minor Plan

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

REQUIREMENT CHECKLIST

When submitting this application, please use the following checklist in order to ensure that all required items are submitted. Checking the boxes will help produce a quicker review time and reduce the amount of requested additional information.

Section 305 Item #	Information	Preliminary Plat
	<i>General Information:</i>	
1	Name and address of property owner	<input type="checkbox"/>
2	Name of property, if available	<input type="checkbox"/>
3	Name of the subdivider	<input type="checkbox"/>
4	Name, address, registration number, and seal of the licensed North Carolina professional land surveyor(s) and/or the licensed North Carolina professional engineer(s)	<input type="checkbox"/>
5	Location (including county, state, and township)	<input type="checkbox"/>
6	A vicinity map showing proposed subdivision and surrounding area	<input type="checkbox"/>
7	A scale of drawing in feet per inch listed in words or figures, as well as a bar graph	<input type="checkbox"/>
8	North arrow and orientation	<input type="checkbox"/>
9	The boundaries of the proposed subdivision	<input type="checkbox"/>
10	Existing property lines within the proposed subdivision and on adjoining properties	<input type="checkbox"/>
11	The zoning classification(s) of the tract to be subdivided and adjoining properties	<input type="checkbox"/>
12	The names of owners of adjoining properties	<input type="checkbox"/>
13	The names of any adjoining subdivisions of record or proposed and under review	<input type="checkbox"/>
14	Existing easement lines within the proposed subdivision	<input type="checkbox"/>
15	Proposed property lines	<input type="checkbox"/>
16	Proposed easement lines	<input type="checkbox"/>
17	Lot numbers	<input type="checkbox"/>
18	total number of parcels created	<input type="checkbox"/>
19	acreage of the smallest lot in the subdivision	<input type="checkbox"/>
20	Minimum building setback lines	<input type="checkbox"/>
21	Corporate limits, township boundaries, county lines if within the	<input type="checkbox"/>



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	proposed subdivision	
22	The exact location of the flood hazard zones from the community's Flood Insurance Rate Maps (FIRM)	<input type="checkbox"/>
23	Base Flood Elevation (BFE) data, if available	
24	Surveyed delineation of wetlands	<input type="checkbox"/>
25	Boundaries of applicable Areas of Environmental Concern in accordance with the State Guidelines for AECs (15 NCAC 7H) pursuant to the Coastal Area Management Act of 1974	<input type="checkbox"/>
26	Existing buildings or other structures, watercourses, railroads, bridges, culverts, storm drains, both on the land to be subdivided and land within 100 feet	<input type="checkbox"/>
27	Wooded areas, marshes, swamps, rock outcrops, ponds or lakes, streams or streambeds, and any other natural features affecting the site	<input type="checkbox"/>
28	Waters Classified by the NC Division of Water Resources, DEQ	<input type="checkbox"/>
29	Riding trails	<input type="checkbox"/>
30	Natural buffers	<input type="checkbox"/>
31	Pedestrian or bicycle paths	<input type="checkbox"/>
32	Parks and recreation areas with specific type indicated	<input type="checkbox"/>
33	School sites	<input type="checkbox"/>
34	Areas to be dedicated to or reserved for public use	<input type="checkbox"/>
35	Areas to be used for purposes other than residential with the purpose of each stated	<input type="checkbox"/>
36	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	<input type="checkbox"/>
37	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	<input type="checkbox"/>
42	Proposed buildings	<input type="checkbox"/>
44	Existing and proposed topography	<input type="checkbox"/>
	<i>The following data concerning streets:</i>	
45	Existing rights of way (locations and dimensions) within the proposed subdivision as well as on adjoining properties	<input type="checkbox"/>
46	Proposed streets	<input type="checkbox"/>
47	Pavement widths	<input type="checkbox"/>
48	Linear feet of streets	<input type="checkbox"/>
49	Approximate grades	<input type="checkbox"/>
50	Typical street cross sections	<input type="checkbox"/>
51	Existing street names	<input type="checkbox"/>
53	Street maintenance agreement in accordance with Section 405.1 and 405.2 of this ordinance	<input type="checkbox"/>



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54	Type of street dedication; all streets must be designated either "public" or "private"	<input type="checkbox"/>
55	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 this ordinance	<input type="checkbox"/>
<i>The plans for utility layouts including:</i>		
56	Public sanitary sewers	<input type="checkbox"/>
57	Storm sewers	<input type="checkbox"/>
58	Other drainage facilities, (if any)	<input type="checkbox"/>
59	Water distribution lines	<input type="checkbox"/>
60	Illustrating connections to existing systems, showing line sizes, the location of fire hydrants, blow offs, manholes, force mains, and valves.	<input type="checkbox"/>
61	Plans for connection to public water supply and public sewer systems, if any.	<input type="checkbox"/>
<i>Site calculations including:</i>		
62	Total acreage to be subdivided	<input type="checkbox"/>
63	Acreage in parks and recreation	<input type="checkbox"/>
<i>Additional Information:</i>		
67	Evidence of approval by NCDOT for design and construction of all private and public streets in accordance with the requirements of the most current edition of the <u><i>North Carolina Department of Transportation Subdivision Roads Minimum Construction Standards</i></u>	<input type="checkbox"/>
68	Any other information considered by either the applicant or the applicable reviewing entity to be pertinent and necessary for review.	<input type="checkbox"/>