



FINAL PLAT APPLICATION

TOWN OF BELVILLE

63 River Road, Belville, NC 28451 Phone: 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: _____



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SIGNATURES (REQUIRED)		
_____	_____	_____
Applicant – Printed Name	Applicant – Signature	Date
_____	_____	_____
Owner – Printed Name	Owner – Signature	Date
<i>OFFICE USE ONLY</i>		
Application Number: _____ Date: _____ Received by: _____		
Receipt #: _____ Related Projects: _____ For: <input type="checkbox"/> Major Plan <input type="checkbox"/> 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	Final 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"/>



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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 proposed subdivision	<input type="checkbox"/>
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"/> ¹
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"/>
34	Areas to be dedicated to or reserved for public use	<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"/>
38	The accurate locations and descriptions of all monuments, markers, and control points	<input type="checkbox"/>
39	Date or dates survey was conducted	<input type="checkbox"/>
40	Date of plat preparation	<input type="checkbox"/>
41	Sufficient data to determine readily and reproduce accurately on the ground the location, bearing, and length of every right of way line, property line, easement line, and other property boundaries, including the radius and other data for curved property lines (such as chord bearing, etc.), to an appropriate accuracy and in conformance with good surveying practice	<input type="checkbox"/>
43	All certifications required in Section 303	<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"/>
51	Existing street names	<input type="checkbox"/>
52	Proposed street names	<input type="checkbox"/>
53	Street maintenance agreement in accordance with Section 405.1 and 405.2 of this ordinance	<input type="checkbox"/>
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	<input type="checkbox"/>

¹ Final Plat shall indicate approval by U.S. Army Corps Of Engineers



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	of this ordinance	
	<i>Additional Information:</i>	
64	A copy of any proposed deed restrictions or similar covenants. Such restrictions are mandatory when private recreation areas are established.	<input type="checkbox"/>
65	Copy of homeowner's association agreement to maintain common areas	<input type="checkbox"/>
66	If any street is proposed to intersect with a state-maintained road, the applicant shall apply for driveway approval as required by the North Carolina Department of Transportation, Division of Highways' Manual on Driveway Regulations, and the applicant shall provide evidence that the applicant has obtained such approval	<input type="checkbox"/>
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"/>