

APPENDIX B

APPLICATION REQUIREMENTS

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B-1. GENERAL PROVISIONS.

- The Administrator shall promulgate submittal requirements, instructions for completing forms, and internal procedures for acceptance and filing of applications. Additional information may be required for particular applications. Necessary forms for all applications for:
 - administrative permits;
 - applications for board of adjustment review;
 - applications for planning board review; and
 - applications for Town Council review.

- All such forms/applications shall be shall be maintained at the office of the Administrator.

B.2. MAJOR SUBDIVISION PLAT.

- ***General Requirements.***

- **Preliminary Plat** - The subdivider shall submit twenty-five (25) folded copies of a preliminary subdivision plat to the Planning Department for processing and referral to affected agencies along with the appropriate subdivision plat review fee and application. One mylar should be submitted after approval has been granted by the Planning and Zoning Board and all conditions placed on the plat have been satisfactorily met. Preliminary plats shall be prepared by a professional landscape architect, professional engineer, and/or registered land surveyor.
- **Final Plat** – Once the Town Engineer or their designee has deemed the project to be substantially complete, the subdivider shall submit five (5) folded copies with the appropriate subdivision review fee. If a Subdivision Improvement Agreement (letter of credit, cash escrow or surety bond) is required, the subdivider shall submit all required information with application. Two mylars should be submitted after approval has been granted. Final plats shall be prepared by a professional landscape architect, professional engineer, and/or registered land surveyor.
- **Construction Plans** - The subdivider shall furnish the Town Department ten (10) copies of all construction plans and specifications, prepared and endorsed by a certified professional engineer, licensed as such by the State of North Carolina. The construction plans shall delineate and describe in complete detail all aspects of grading, clearing, drainage and physical improvements proposed both on and off-site, as required in relation to the proposed subdivision.

- ***Requirements for a Sketch Plan.***

- Sketch plans shall be drawn to a convenient scale of not more than one hundred (100) feet to an inch. Supporting information required by this section may allow for a larger scale.

- ***Contents required.***

- 1) Type of development.
- 2) Name, address, and telephone number of developer and designer.
- 3) Graphic and written scale.
- 4) Proposed name of subdivision.
- 5) Current Zoning and district lines.
- 6) Total acreage of the site.
- 7) Total number of proposed lots/units and the approximate location and dimensions of all proposed or existing lots.
- 8) The approximate location, dimensions, and area of all parcels of land proposed to be set aside for park or playground use or other public use, or for the use of property owners in the proposed subdivision.
- 9) Whenever the sketch plan covers only a part of an applicant's contiguous holdings, the applicant shall submit, the proposed subdivision or development area, together with its proposed utilities and street

system, and an indication of the probable future street system, and an indication of the probable future utilities and street and drainage system of the remaining portion of the tract.

10) Approximate topography.

11) Existing utilities available to the site and preliminary proposals for connection with existing water supply and sanitary sewage systems, or alternative means of providing water supply and sanitary waste treatment and disposal; preliminary provisions for collecting and discharging surface water drainage.

- ***Requirements for Preliminary Plat***

- No specific size requirements apply to preliminary plats. Preliminary plats shall be prepared at a scale of one (1) inch equals one hundred (100) feet, or a scale for which one (1) inch equals a distance less than one hundred (100) feet. The preliminary plat shall be prepared by a registered land surveyor and shall depict or contain the information set forth below. Incomplete plans shall be returned to the subdivider without further review until revised and resubmitted, provided, however, that engineering plans required may be submitted after approval of a preliminary subdivision plat by the planning and zoning board when such approval is made subject to the submission of said engineering plans and approval of same by the director of engineering and water resources and/or the director of electric systems.

- ***Contents required.***

1) Legend--Title and revision number;

2) Location map showing relationship of subdivision to the city and surrounding area;

3) Tract boundaries shown by a heavy line including all bearings and distances;

4) Existing and proposed property lines, any structures, water courses, railroads, bridges, culverts, and storm drains on the tract and on adjoining property within 100’;

5) Lot lines and scaled dimensions, lot numbers;

6) Proposed street names, right-of-way and pavement widths, and typical cross-sections;

7) Existing streets on subject and adjoining properties including right-of-way and pavement width;

8) Proposed easements or rights-of-way other than for streets (e.g. for drainage, storm water detention, utilities, pedestrian ways, buffers); location, width and purpose;

9) Zoning classification and district lines on the tract and adjoining properties;

10) Names and PIN numbers of adjoining property owners and subdivisions both proposed and of record;

11) Site calculations, including:

(a) Total acreage,

(b) Number of lots in each phase,

(c) Total number of lots in the subdivision,

- (d) Acreage in lots,
 - (e) Acreage in street rights-of-way,
 - (f) Linear feet of each individual street, and
 - (g) Anticipated date of final platting;
- 12) The location and size of parks, school sites, open space areas, etc. and their ownership;
 - 13) Existing topography at a contour interval of two (2) feet;
 - 14) Boundaries of floodways and one hundred-year flood plains; and
 - 15) Proposed location of water, sanitary sewer systems.
 - 16) Building Setbacks (in table format).
 - 17) Proposed street names on the Street/Subdivision Name(s) Review Form. See Appendix C 4.2.15.

- ***Requirements for a Final Plat***

- *Contents required.*

- 1) Legend containing subdivision names, vicinity map, legal description including township, county and state, the date or dates of survey, the date of any revisions to plat, a north arrow and declaration, scale in feet per inch and bar graph, the name and address of the owner(s) and the name, address, registration number and seal of engineer and/or surveyor;
- 2) Exact boundary lines of tract in heavy line, full dimensions by lengths and bearings, and intersecting boundaries of adjoining lands;
- 3) Street names, right-of-way lines, pavement widths of tract and adjacent streets, and the location and dimensions of all easements;
- 4) Accurate descriptions and locations of all monuments, markers, and control points;
- 5) Location, purpose, and dimensions of areas to be used for other than residential purposes;
- 6) Sufficient engineering data to determine readily and reproduce on the ground every straight or curved boundary, street, and setback line including dimensions, bearings, or deflection angles, radius, central angles, and tangent distances for the center line of curved streets and curved property lines that are not the boundary of curved streets. All dimensions shall be measured to the nearest tenth and angles to the nearest minute;
- 7) Boundaries of floodways and one hundred-year flood plains;
- 8) Lots numbered consecutively throughout the subdivision;
- 9) The names of owners of adjoining properties;

10) Building Setbacks (in table format).

11) Site calculations, including:

- (a) Total acreage;
- (b) Total number of lots;
- (c) Acreage in lots;
- (d) Acreage in street rights-of-way;
- (e) Linear feet of each individual street;

12) The following certificates shall appear on all copies of the plat. Items (a) and (b) shall be signed when submitted. Items (c), (d), (e), and (f) will be signed when the plat is approved:

(a) *Certificate of ownership and dedication.*

I hereby certify that I am owner of the property shown and described hereon, which is located in the subdivision jurisdiction of the Town of Badin, and that I hereby submit this plan of subdivision with my free consent, establish minimum building setback lines, and dedicate to public use all areas shown on this plat as streets, walks, parks, open space and easements, except those specifically indicated as private, and that I will maintain all such areas until accepted by the Town of Badin, and further that I hereby guarantee that I will correct defects or failure of improvements in such areas for a period of one year commencing after a certificate of approval has been executed by the city, or after final acceptance of required improvements, whichever occurs later.

Owner

(b) *Certificate of Survey and Accuracy.*

I, _____, certify that this map was (drawn by me) (drawn under my supervision) from (an actual survey made by me) (an actual survey made under my supervision) (deed description, etc.) (other); that the error of closure as calculated by latitudes and departures is 1:_____; that the boundaries not surveyed are shown as broken lines plotted from information found in Book _____, Page _____; that this map was prepared in accordance with General Statute 47-30, as amended.

Witness my hand and seal this _____ day of _____, A.D., 20_____

Surveyor or Engineer

License or Registration Number

(c) Certificate of streets, water and sewer system approval and other improvements.

I hereby certify that all streets, storm drainage systems, water and sewer systems and other improvements have been designed and installed, or their installation guaranteed, in an acceptable manner and according to specifications and standards of Badin, local utility operator and the State of North Carolina in the _____ Subdivision.

Date

Director of Public Works

(e) Certificate of final plat approval.

It is hereby certified that this plat is in compliance with the Subdivision Regulations of the Town of Badin and therefore this plat has been approved by the Badin Town Council, or their designated review committee, subject to its being recorded with the Stanly County Register of Deeds within 30 days of the date below.

Date

Director of Planning

(g) Plat Review Officer Certificate (as required by 47-30.2)

State of North Carolina
County of Stanly

I, _____, Review Officer of Stanly County, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.

Review Officer

B.3. MINOR SUBDIVISION PLAT.

- ***General Requirements.***

- **Final Plat** - The subdivider shall submit fifteen (15) folded copies of a minor subdivision plat or conveyance plat to the Administrator for processing, along with the appropriate subdivision plat review fee and application. If a Subdivision Improvement Agreement (letter of credit, cash escrow or surety bond) is required due to incomplete installation of utility extensions, subdivider shall submit all required information with application. Two (2) mylars should be submitted after approval has been granted.
- **Construction Plans (if applicable)** - If utility extensions are required, the subdivider shall furnish the Town Department ten (10) copies of all engineering plans and specifications, prepared and endorsed by a certified professional engineer, licensed as such by the State of North Carolina. The engineering plans shall delineate and describe in complete detail all aspects of grading, clearing, drainage and physical improvements proposed both on and off-site, as required in relation to the proposed subdivision.

- ***Requirements for a Sketch Plan.***

- Sketch plans shall be drawn to a convenient scale of not more than one hundred (100) feet to an inch. Supporting information required by this section may allow for a larger scale.

- ***Contents required.***

- 8) Type of development.
- 9) Name, address, and telephone number of developer and designer.
- 10) Graphic and written scale.
- 11) Proposed name of subdivision.
- 12) Current Zoning and district lines.
- 13) Total acreage of the site.
- 14) Total number of proposed lots/units and the approximate location and dimensions of all proposed or existing lots.
- 12) The approximate location, dimensions, and area of all parcels of land proposed to be set aside for park or playground use or other public use, or for the use of property owners in the proposed subdivision.
- 13) Whenever the sketch plan covers only a part of an applicant's contiguous holdings, the applicant shall submit, the proposed subdivision or development area, together with its proposed utilities and street system, and an indication of the probable future street system, and an indication of the probable future utilities and street and drainage system of the remaining portion of the tract.
- 14) Approximate topography.
- 15) Existing utilities available to the site and preliminary proposals for connection with existing water supply and sanitary sewage systems, or alternative means of providing water supply and sanitary waste treatment and disposal; preliminary provisions for collecting and discharging surface water drainage.

16) Proposed street names on the Street/Subdivision Name(s) Review Form, if necessary.

- ***Requirements for a Final Plat.***

- *Contents required.*

- 1) Legend containing subdivision names, vicinity map, legal description including township county and state, the date or dates of survey, the date of any revisions to plat, a north arrow and declaration, scale in feet per inch and bar graph, the name and address of the owner(s) and the name, address, registration number and seal of engineer and/or surveyor;
- 2) Exact boundary lines of tract in heavy line, full dimensions by lengths and bearings, and intersecting boundaries of adjoining lands;
- 3) Street names, right-of-way lines and the location and dimensions of all easements;
- 4) Accurate descriptions and locations of all monuments, markers, and control points;
- 5) Sufficient engineering data to determine readily and reproduce on the ground every straight or curved boundary, street, and setback line including dimensions, bearings, or deflection angels, radius, central angles, and tangent distances for the centerline of curved streets and curved property lines that are not the boundary of curved streets. All dimensions shall be measured to the nearest tenth and angles to the nearest minute;
- 6) Boundaries of floodways and one-hundred-year (100-year) floodplains;
- 7) Lots numbered consecutively throughout the subdivision;
- 8) The names of owners of adjoining properties;
- 9) Building Setbacks (in table format).
- 10) Site calculations, including:
 - (a) Total acreage, and
 - (b) Total number of lots; and
- 11) The following certificates shall appear on the plat. Items (a), (b) and (c) shall be signed when submitted. Item (d) will be signed when plat is approved.
 - (a) *Certificate of ownership and dedication.*

I hereby certify that I am the owner of the property shown and described hereon, which is located in the subdivision jurisdiction of the Town of Badin, and that I hereby submit this plan of subdivision with my free consent and establish minimum building setback lines.

Date

Owner

(b) *Certificate of survey and accuracy.*

I, _____, certify that this map was (drawn by me) (drawn under my supervision) from (an actual survey made by me) (an actual survey made under my supervision) (deed description recorded in Book _____, Page _____, Book _____, Page _____, etc.) (other); is 1: _____; that the boundaries not surveyed are shown as broken lines plotted from information found in Book _____, Page _____, that this map was prepared in accordance with General Statute 47-30 as amended.

Witness my hand and seal this _____ day of _____ A.D., 20_____.

Surveyor or Engineer

License or Registration Number

Upon approval of the minor subdivision final plat, by the planning director and town public works director or designee, the following signed certificate shall be shown on each copy of the plat reflecting such approval:

(c) *Certificate of final plat approval.*

By authority of the Town of Badin Subdivision Regulations, this final plat for the _____ Subdivision is hereby approved.

Date

Director of Planning

(d) *Plat Review Officer Certificate (as required by 47-30.2)*

State of North Carolina
County of Stanly

I, _____, Review Officer of Stanly County, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.

Review Officer