



NEW HANOVER COUNTY PLANNING DEPARTMENT

FINAL PLAT APPLICATION

230 Government Center Drive
Suite 150
Wilmington, NC 28403
910-798-7165 phone
910-798-7053 fax
www.nhcgov.com

| | | |
|---|---------------------------|--|
| Name of Owner or Developer Name | | Date of Application |
| Address | | City, State, Zip |
| Email Address | | Telephone Number of Owner |
| Name of Surveyor (if different than Owner) | | Telephone Number of Surveyor (if different than Owner) |
| Address of Surveyor (if different than Owner) | | City, State, Zip |
| Email Address (if different than Owner) | | Parcel ID Number |
| Location of Property | Square Feet/Acres of Plat | Land Classification |
| Subdivision Name | | Type of Subdivision |

SUBMISSION REQUIREMENTS

Your application must include **4 maps that are folded**. The application will be regarded as incomplete until the following items are received by the Planning Department.

1. A **\$20.00 fee per lot or unit** will be assessed. This fee should be payable to New Hanover County. If applicable, a **\$95 fee** is required for each **street signs**.
2. **Streets** – A basic letter from the North Carolina Department of Transportation approving the construction of all public roads being platted or a letter from the County Engineer approving the design of all private streets.
3. In lieu of a NCDOT basic letter and or completed infrastructure improvements, a line item cost estimate may be submitted to Engineering staff for approval. Please refer to Section 51 of the Subdivision Ordinance for more information.
4. If applicable, homeowner covenants detailing road maintenance, common area, ownership, recreational areas, and insurance must be submitted to the Planning Department for review prior to final plat approval.
5. Applications for Final Plat review are received by the Planning Department and distributed to the Fire Marshall and County Engineering Departments. Comments from each department will be distributed to the surveyor or developer.
6. **The Planning Department cannot release any plat without written confirmation and approval from Engineering and Fire Services.**

REQUIRED PLAT CERTIFICATES

Final plats shall display the following certificates.

1. Ownership, dedication and jurisdiction disclosure (dated & signed)
2. Certificate of Accuracy and Mapping (dated & signed)
3. Water/ Sewer Disclaimer statement
4. Sewer Construction Certificate (if applicable)
5. CAMA Disclosure (signed & dated by owner, if applicable)
6. Floodplain Management Disclosure (signed & dated by owner, if applicable)
7. Private Development Disclosure (signed & dated by owner, if applicable)
8. Registration/Disclosure Homeowner's Covenants (if applicable)
9. Thoroughfare Statement (if applicable)
10. 404 Wetland Certificate (signed by Corps)
11. County Engineering Certificate (signed by engineering staff)

FINAL PLAT CHECKLIST

Check each item to confirm that it is included on the site plan.

GENERAL STATE STATUE REQUIREMENTS:

- _____ Size of plat must have a minimum border of 1.5" on the left side and minimum ½ border on all other sides
- _____ Plat size **not** more than 18"x 24", 21"x 30", or 24"x 36" and drawn in ink on reproducible Mylar
- _____ Title block to include: Owner(s) name, property designation, township, county, state, dates of actual survey, scale or scale ratio, name & address of surveyor preparing plat (project name bottom of plat)
- _____ Type north point (True, Grid or Magnetic) Deed book & page reference, detailed vicinity map, adjoining landowners and streets
- _____ Surveyor's Certificate NCGS 47-30(D), & (11)
- _____ Surveyor's original signature, seal & registration number (no sticky backs, computer generated OK)
- _____ Control corners in accordance with NCGS 39-32.3
- _____ NCDOT Construction Certificate (if roads are public)
- _____ Roads designated public or private
- _____ USGS Grid Tie (if monument established & within 2000 feet)

General Requirements:

- _____ Final plat submitted within 24 months of preliminary plan.
- _____ **Unduplicated subdivision and street names approved by the County**
- _____ Fire Impact Fee required for North Chase, River Road and Blue Clay Farm Properties
- _____ Type north point (True, Grid or Magnetic) Deed book & page reference, vicinity map, adjoining landowners and streets
- _____ USGS Grid Tie (if monument established & within 2000 feet)
- _____ Owners name and street address on plat
- _____ Names and locations of adjoining subdivisions, streets, adjacent property owners
- _____ Boundaries properly drawn with all bearings & distances, scale not less 1"=100'
- _____ Location, purpose, & dimension areas used for other than residential (if applicable)
- _____ Lots numbered consecutively, lots conform to zoning district
- _____ Water and sewer capacity letter confirmation County Engineering
- _____ NCDOT basic letter (if roads are public)
- _____ Copy of homeowner covenants (drainage areas, private roads, recreation, open space, insurable, taxes)
- _____ Floodplain (100 year) displayed (note if **not** applicable)
- _____ 404 Wetlands Accurately Delineated (if applicable)(note if applicable)
- _____ Construction Plan Approval by County Engineering
- _____ Sidewalks and transportation improvements
- _____ Pedestrian access (if applicable)

Design Criteria:

- _____ Block lengths greater than 400' but less than 1000'
- _____ Blocks to have 2 tiers
- _____ Buffer strips (if applicable)
- _____ Designated conservation resource area with applicable setbacks (if required)
- _____ Cul-de-sacs less than 500', designed minimum NCDOT requirements
- _____ Major Street intersect at least 800' apart and not less than 75 degrees
- _____ Street jogs no less than 200'
- _____ Curve Data
- _____ Stub street improvements, street connectivity as required
- _____ Road improvements/connections to adjacent streets, street lights
- _____ Tree mitigation complete (if applicable)
- _____ Recreation space (land dedication or fee)
- _____ Itemized cost estimate (if improvements not complete)

I certify that all information presented in this application is accurate to the best of my knowledge.

Signature of Property Owner and/or Developer

Print Name