

NOT TO BE SUBMITTED WITH SKETCH DESIGN APPROVAL

**Subdivision Checklist: Major Subdivision Final Plat**

Must be received with review fee (equal to \$200.00, plus \$25.00 per lot) no later than 15 days prior to Planning Board meeting, which is normally the first Monday of the month (certain holidays may modify meeting date). **CAUTION: This checklist is for reference purposes only. The adopted Subdivision Ordinance shall be used to determine compliance for subdivision approval, and additional provisions may apply to certain types of major subdivisions.**

Subdivision Name: \_\_\_\_\_ Section(s): \_\_\_\_\_  
Developer: \_\_\_\_\_ Phone: \_\_\_\_\_  
Date Checked (P&Z): \_\_\_\_\_ Date Checked (Engineering): \_\_\_\_\_

**Items for Planning & Zoning Department Review:**

- The City Clerk shall secure from subdividers a letter in which said subdivider shall agree to maintain the backfill on any improvements, stabilize erosion control as required, and guarantee improvements against defects for one year, except those improvements made by utility companies. Such letter shall be binding on the subdivider for a period of one year after the acceptance of such improvements by the City.
- A minimum of eight (8) copies of the preliminary plat shall be submitted; at least two (2) of these shall be on three or four mill mylar and the others shall be black or blue line prints.
- Major subdivisions plats shall have an outside marginal size of not more than eighteen (18) inches by twenty-four (24) inches nor less than eight and one-half (8 1/2) inches by eleven (11) inches, including one and one-half (1 1/2) inch for binding the left margin and one-half (1/2) inch border on each of the other sides. Where size of land areas, or suitable scale to assure legibility, maps may be placed on two or more sheets with appropriate match lines. Major subdivision Final plats shall be drawn at a scale that assures legibility.
- Name of proposed subdivision.
- Name(s), address(es), and telephone number(s) of owner(s) of the property included in the proposed subdivision.
- Name(s) of the City, Township(s), County, and State in which the subdivision is located.
- Scale denoted graphically and numerically.
- Date of Preparation
- Name(s), address(es), and telephone number(s) of the surveyor, engineer, landscape architect, planner or other individual responsible for the design and layout of the proposed subdivision or for the preparation of the plat.
- Layout of lot arrangement including lot lines, lot dimensions, and lot and block numbers.

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Site Data

- a.) Acreage in total tract
- b.) Acreage in parks and other non-residential use
- c.) Total number of lots
- d.) Average lot size
- e.) Linear feet of streets
  
- Proposed minimum building setback lines; in conformance with the Asheboro Zoning Ordinance
  
- Proposed riding trails, natural buffers, pedestrian, bicycle, or other rights-of-way or other easement(s), their location, width and purpose.
  
- Base flood elevation data if proposed subdivision is within a flood hazard area

**Items for Engineering Department Review:**

- Prior to certification of a Final Plat, the subdivider shall have installed improvements specified in Article IX of this Ordinance or guaranteed their installation in one of the following ways:
  - a. File with the City Clerk a performance or surety bond made by a surety company licensed to do business in North Carolina. Such guarantee shall be in an amount of not less than 100% of the construction of required uncompleted improvements as estimated by professional contractors competent in their respective fields in the form of proposals or bids for the installation being guaranteed. ( amended 12/01) Performance guarantees shall run for a period of one year and may be renewed once for a period of one year upon written approval from the City Manager.
  
  - b. Deposit or place in escrow with the City Clerk a certified check or cash in an amount not less than 100% of the estimated cost of the construction of the required improvements. Said funds shall not be returned by the City until improvements have been satisfactorily installed. Portions of the deposit may be released as work progresses provided that such refunds shall be made no often than once per calendar month.

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**Subdivision Checklist: Major Subdivision Final Plat**

**Items for Engineering Department Review continued:**

c. File with the City Clerk a letter of credit from a financial institution licensed to do business in the State of North Carolina for the cost. Such letter of credit shall be in an amount of not less than 100% of the construction of required uncompleted improvements as estimated by the by professional contractors competent in their respective fields in the form of proposals for bids or the installation being guaranteed. (amended 12/01) The letter of credit shall run for a period of one year and may be renewed once for a period of one year upon written approval from the City Manager.

The guarantee shall not apply to the installation of the water and sewer systems, or stone base of the street. These items shall be installed and "as built" drawings shall be submitted **prior to approval of any final plat.**

- The Final Plat shall be prepared by a surveyor licensed and registered to practice in the State of North Carolina.
- North arrow with indication whether true grid; if within 2,000 feet of grid reference
- Vicinity map at any convenient scale, inset on the plat showing the location of the proposed subdivision with respect to the surrounding area including principal highways and streets.
- Names of proposed streets and the locations and widths of proposed street rights-of-way and street pavement.

As Built Engineering Data: The following information shall be contained in a plan and profile accompanying the final plat.

- a. The plans for utility layout, including sanitary sewers, storm sewers, water distribution lines, natural gas, telephone , and electric service, illustrating connections to existing systems or plans for individual water supply systems and/or sewerage disposal systems. Plans must shall line sizes, the location of fire hydrants, blowoffs, manholes, pumps, force mains and gate valves.
- b. Location and dimensions of all rights-of-way, utility or other easements, riding trails, natural buffers, pedestrian, or bicycle paths and areas to be dedicated to public use with the purpose of each stated.
- c. Location, purpose and dimensions of areas to be used for purposes other than residential;
- d. Right-of-way lines, sight distance lines, pavement widths, and names of all streets and the location, name, and width of all adjacent streets and easements.

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**Items for Engineering Department Review continued:**

e. Property lines, building or other structures, water courses, railroads, bridges, culverts, storm drains, corporate limits on land to be subdivided and on a portion of the land immediately adjoining.

f. Sufficient engineering 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, setback line, sight distance line including dimensions, bearings, or deflection angles, radii, 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 one -hundredth of a foot and all angles to the nearest minute.

g. Accurate location and description of all monuments, markers, and control points.

The following certificate shall be placed on the final plat and signed by the owner(s) of the subdivision:

*I (We) hereby certify that I am (we are) the owner(s) of the property shown and described hereon and that I (we) hereby adopt this plan of subdivision with my (our) free consent. Further I (we) certify the land as shown hereon is within the subdivision regulation jurisdiction of the City of Asheboro, North Carolina.*

\_\_\_\_\_ Date \_\_\_\_\_ Owner  
\_\_\_\_\_ Owner

The following certificate shall be placed on the final plat and shall be signed by the surveyor preparing the plat or under whose supervision it was prepared; the signature shall be accompanied by the seal and registration number of the above mentioned survey and shall be certified as true by Notary Public or Clerk of Superior Court.

*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); 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 G.S. 47-30 as amended.*

*Witness my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_ A.D., 2 \_\_\_\_\_.*

The following certificate shall be placed on the final plat and shall be signed by the Public Works Director:

*I hereby certify that the street, utility, and other required improvements have been installed or provisions have been made for installation in an acceptable manner and according to City specifications and standards in the \_\_\_\_\_ subdivision.*

\_\_\_\_\_ (date) \_\_\_\_\_ Public Works Director