



*Any person seeking to develop a subdivision must comply with the Buncombe Land Development and Subdivision Ordinance. Please read the ordinance and complete ALL required items prior to submitting this application.*

**A. Property Information**

Date: \_\_\_\_\_ Subdivision Case Number: \_\_\_\_\_  
 Subdivision Name: \_\_\_\_\_  
 Phase # and/or Name of Phase (If part of a Phased Development Master Plan): \_\_\_\_\_  
 PIN(s) of Property to be Subdivided: \_\_\_\_\_  
 \_\_\_\_\_  
 Address/Street Location of Property: \_\_\_\_\_

**B. Lots for recording**

Indicate the lot numbers you wish to record: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**C. Contact Information**

Owner's Name \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 Telephone (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Surveyor/Engineer/or  
 Landscape Architect's Name \_\_\_\_\_  
 Company \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 Telephone (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Primary Contact's Name for Submission \_\_\_\_\_  
 Company \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 Telephone (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

**OFFICE USE ONLY:**

1. Date received: _____	Accepted: <input type="checkbox"/> Yes <input type="checkbox"/> No	Due Date: _____	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No
2. Date received: _____	Accepted: <input type="checkbox"/> Yes <input type="checkbox"/> No	Due Date: _____	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No
3. Date received: _____	Accepted: <input type="checkbox"/> Yes <input type="checkbox"/> No	Due Date: _____	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No
4. Date received: _____	Accepted: <input type="checkbox"/> Yes <input type="checkbox"/> No	Due Date: _____	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No
5. Date received: _____	Accepted: <input type="checkbox"/> Yes <input type="checkbox"/> No	Due Date: _____	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No

## D. APPLICATION SUBMISSION INSTRUCTIONS

Staff review as-built drawings within 10 business days of submission. All of the following must be included to submit this application for review. **Email this application to the Planner assigned to the case.**

- A digital version of the as-built drawing in PDF format. Do not submit paper copies.
- All required conditions of the Preliminary approval have been met
- Final Geotechnical Engineer Report for roads (*If applicable*)
- Water Meter Release letter, or Engineer’s certification for infrastructure (*n/a for well*)
- Sewer Release letter, or Engineer’s certification for sewer infrastructure (*n/a for septic*)
- Notarized statement of financial responsibility for subdivision roads
- Private road maintenance agreement
- Engineer’s Certification for roads, or a financial guarantee in place with the County
- NCDOT final approval letter (*if applicable*)
- Other agency or governmental approvals (*if applicable*)
- Proof of establishment of stormwater operation maintenance agreement
- The required as-built application fee.
- Maintenance and financial responsibility plan (*for NCDOT roads*)

## E. AS-BUILT REQUIRED INFORMATION

Enter all information requested. Place a check in the ✓ column to indicate that the item has been completed and included in your site plan, and/or attached to this application. Place a check in the ‘N/A’ column if not applicable:

		Applicant		Staff Use	
		✓	N/A	✓	N/A
<b>1. PRELIMINARY PLATS</b> shall be clearly and legibly drawn at a scale of not less than <b>one inch = 200 feet</b> and shall be drawn on an appropriate standard sheet size.					
<b>2. TITLE BLOCK:</b> <i>A title block shall be included that shall contain the following:</i>		✓	N/A	✓	N/A
a	Name and address of owners of record				
b	Name of subdivision				
c	Location (township, county, state)				
d	Date of plans				
e	Graphic scale and written scale				
f	Name, address, telephone number, and proof of current registration of designing engineer, landscape architect, or surveyor (i.e. licensed professional); and				
g	Tax parcel identification number, PIN(s)				
h	Subdivision case number, and any applicable PUD or Variance case numbers				
<b>3. ROADS:</b> <i>The following information shall be supplied about roads:</i>		✓	N/A	✓	N/A
a	Existing, platted, and proposed roads within or abutting subdivision (show rights-of-way dimensions and indicate if roads are state maintained)				
b	Road names				
c	Actual surveyed road grades				

		Applicant		Staff Use	
		✓	N/A	✓	N/A
<b>4. UTILITIES:</b> <i>The following information shall be shown for utilities, if applicable:</i>					
a	Utility and other easements of record within and abutting the subdivision				
b	Provision for electrical services, or indicate that no services are provided				
c	Provision of natural gas lines, or indicate that no services are provided				
d	Indication of provision of water and waste water treatment facilities, if not provided by MSD and a local water authority				
e	Sanitary sewers, location, line size, top and invert elevations and approval by MSD or plat book and page number of recorded MSD easements				
f	Waterlines, location, line size and approval by local water authority or plat book and page number of recorded waterline easement; and				
g	Storm sewers, culverts, detention ponds, and other drainage facilities.				

		✓	N/A	✓	N/A
<b>5. PROJECT DATA:</b> <i>Project data shall include the following:</i>					
a	Total area of tract to be subdivided				
b	Total number of lots				
c	Linear feet in roads (centerline)				
d	Approximate delineation of wooded and open areas ( <i>if applicable</i> ), or indicate that the site has been mass graded				

		✓	N/A	✓	N/A
<b>6. OTHER DETAILS:</b> <i>Other details to be shown are as follows:</i>					
a	Vicinity map showing relationship between proposed subdivision and surrounding area				
b	Surveyed boundaries of tract, shown with bearings and distances or standard curve data				
c	North arrow				
d	Site-specific, field verified topographic information with a minimum five-foot contour interval prepared by a professional land surveyor or engineer licensed by State of NC				
e	Indicate 'Field Verified' on the plat				
f	Any natural features affecting the site				
g	The location of the flood hazard and floodway boundaries, with the following printed on the plat (including for properties not in a flood hazard area): 1. Effective FEMA map date, 2. map number, 3. flood zone				
h	The location of any known cemeteries				
i	Existing structures, railroads, and bridges within the subdivision				
j	Area of each lot in acres and lot numbers				
k	Names of adjacent property owners and parcel identification numbers (PIN)				
l	The existing uses of the land within and abutting the subdivision				
m	Common open spaces designated; and indicate that it will not be further developed				
n	Location of retaining walls, including height and width.				