



# BUNCOMBE COUNTY PLANNING AND DEVELOPMENT



## APPLICATION AND CHECKLIST FOR SUBMISSION OF AN AS-BUILT DRAWING

*Any person seeking to develop a subdivision must comply with the Land Development and Subdivision Ordinance of Buncombe County. Please read the ordinance before completing the items included in the application. All items required in the ordinance should be completed prior to submittal of the as-built drawing. A copy of the COMPLETED application form must be submitted with your as-built drawing.*

### Submission Information

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Date: \_\_\_\_\_

#### PROPERTY INFORMATION

Subdivision Name: \_\_\_\_\_

Phase # and/or Name of Phase (if part of a Master Plan for Phased Development):  
\_\_\_\_\_

Address/Street Location of Property: \_\_\_\_\_

PIN Number(s) of Property to be Subdivided:  
\_\_\_\_\_  
\_\_\_\_\_

#### CONTACT INFORMATION

Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Surveyor/Engineer/Landscape Architect Name and Company Name:  
\_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Primary Contact for Submission: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

#### AS BUILT DRAWING SUBMISSION

**Please include the following in your submission:**

[ ] One copy of an as-built drawing shall be submitted at scale of not less than one inch = 200 feet and shall be drawn on an appropriate standard sheet size.

A digital version of the as built drawing (in pdf format and in cad (.dxf or .dwg) or shapefile format with a projection associated with the line work on cd).

A copy of the as built drawing reduced to 8 ½” by 11” or 11”x 17”.

*As built drawings shall be reviewed by staff within 10 business days of the submission.*

Please indicate the lot numbers shown on the as built drawing:

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### ***Specifications for minor and major subdivision as-built drawings***

The as-built drawing shall be clearly and legibly **No major or minor subdivision lot shall be recorded and no portion of a subdivision bond shall be released until said as-built drawing is provided.** The as-built drawings shall depict or have attached the following information:

(1)  *Title block.* The title block shall contain the following:

- a.  Name and address of owners of record;
- b.  Name of subdivision;
- c.  Location (township, county, state);
- d.  Dates of as-built drawings;
- e.  Graphic scale and written scale;
- f.  Name, address, phone number of surveyor; and
- g.  Tax parcel identification numbers, (PIN).

(2)  *Roads.* The following information shall be supplied about roads:

- a.  Existing and platted roads within or abutting subdivision (show rights-of-way and dimensions);
- b.  Road names; and
- c.  actual surveyed road grades.

(3)  *Utilities.* The following information shall be shown for utilities:

- a.  Utility and other easements of record to be recorded within or abutting the subdivision;
- b.  Provision of electrical and telephone service;
- c.  Provision of cable television service, if applicable;
- d.  Provision of natural gas lines;
- e.  Sanitary sewers, location, line size, top and invert elevations and approval by MSD;
- f.  Approval by Asheville-Buncombe Water Authority; and
- g.  Storm sewers, culverts, detention ponds, and other drainage facilities.

(4)  *Project data.* Project data shall include the following:

- a.  Total area of tract subdivided;
- b.  Total number of lots; and
- c.  Linear feet in roads (centerline).

(5)  *Other details.* Other details to be shown are as follows:

- a.  Vicinity map showing the relationship between the subdivision and surrounding area;
  - b.  Exact boundaries of tract and lots shown with bearings and distances and/or standard curve data;
  - c.  North arrow and orientation reference;
  - d.  Site-specific and field verified topographic information with a minimum five-foot contour interval prepared by a registered land surveyor or engineer licensed by the State of North Carolina;
  - e.  Any natural features affecting the site;
  - f.  The location of the flood hazard, floodway, and flood fringe boundaries, if applicable;
  - g.  The location of any known cemeteries;
  - h.  Existing structures, railroads, and bridges within or abutting the subdivision;
  - i.  Exact lot lines, area of each lot in acres and lot numbers;
  - j.  Names of adjacent property owners and parcel identification numbers (PIN);
  - k.  The existing uses of the land abutting the subdivision; and
  - l.  Parks or open spaces.
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**Office Use Only:**

**Staff Review Comments:**