



BUNCOMBE COUNTY PLANNING AND DEVELOPMENT



APPLICATION AND CHECKLIST FOR SUBMISSION OF A FINAL PLAT

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 plat to the County. A copy of the COMPLETED application form must be submitted with your draft final plat.

Submission Information

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: _____

FINAL PLAT SUBMISSION

Please indicate the lot numbers you wish to record:

[] A guarantee of improvements must be provided or improvements must be completed prior to submission of a draft final plat. If no guarantee of improvement is provided, a letter signed and sealed by a licensed engineer must be provided to the Buncombe County Planning and Development Department stating **all infrastructure** is complete (including but not limited to roads, waste disposal systems, and water systems). The letter must state that the subdivision roads are built to Buncombe County Land Development and Subdivision Standards. *Shared driveways are communal infrastructure and must be complete prior to review of a final plat. Once the letter has been received, Buncombe County Planning Staff will conduct a road inspection. No draft final plat will be reviewed prior to the submittal of the letter and passage of a road inspection or submittal of a bond/guarantee of improvements. No major or minor subdivision lot shall be recorded and no portion of a subdivision bond shall be released until an as-built drawing is submitted and approved.*

[] The applicant shall submit one scaled paper copy of the final plat for review and approval to the planning department. *The planning department shall approve, approve conditionally with modifications to bring the plat into compliance, or disapprove the final plat and shall notify the subdivider, in writing, of its decision regarding final approval within ten (10) working days after the plat is submitted for review.* Once a final plat has been approved the applicant may bring in the mylar for recordation.

[] The final plat shall be prepared by a registered land surveyor currently licensed in the state by the state board of registration for professional engineers and land surveyors. The final plat shall conform to the provisions for plats, subdivisions, and mapping requirements set forth in G.S. 47-30, as amended, and as set forth in the Standards of Practice for Land Surveying in North Carolina, and shall comply with the provisions of G.S. 136-102.6.

The final plat shall be approved by the planning department if there are no changes from the preliminary plat and as-built drawings. If there are any changes from the preliminary plat, the planning board shall review the changes.

Office Use Only

Date received _____

Case Number _____

Date due _____

Certificates

The following signed certificates shall accompany or be attached to the original tracing and all copies of the final plat:

Certificate of Ownership and Dedication

I 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, and dedicate all road rights-of-way and other sites and easements to public use as noted in the Disclosure of Private Roadways, where applicable.

Date

Owner(s)

Certification of Private Roads (if applicable)

The roads within this subdivision are designated private. The road maintenance agreement, in accordance with G.S. 136-102.6, is recorded in the Office of the Register of Deeds for Buncombe County in Deed Book _____ at Page _____.

Certificate of Survey and Accuracy

State of North Carolina, _____ County, I, _____, certify that this plat 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 (File) _____, Page _____ (Slide) _____, etc.) (other); that the precision of the survey before adjusting was one part in _____ as calculated by latitudes and departures, and that this map was prepared in accordance with G.S. 47-30, as amended. Witness my original signature, registration number, and seal this _____ day of _____, 20 _____.

Official Seal

Registered Land
Surveyor

Registration Number

Certification of Road Grades and Suitability

State of North Carolina, _____ County, I, _____ certify that the newly constructed or proposed road grades and slopes were (calculated by me) (calculated under my supervision) from (an actual survey made by me) (an actual survey made under my supervision) and do not exceed 18 percent. Witness my original signature, registration number, and seal this _____ day of _____, 20 _____.

Official Seal

Registered Land
Surveyor

Registration Number

[] **Certificate of Approvals**

I, Tom Alexander, Chairman of the Buncombe County Planning Board, certify that the Planning Board approves this final plat.

Date

Tom Alexander
Chairman, Buncombe County Planning Board

OR

Approved as a Minor Subdivision by the Buncombe County Planning Department.

Date

County Planner

Such approval shall be void unless the final plat is offered for filing and recording in the office of the county register of deeds within 180 days from the date of approval.

Office Use Only (Staff Review Comments):

Other Requirements

[] All utility and drainage easements must be shown on the final plat or referenced in the notes as to what plat book and page they are recorded in.

[] All reserved areas, parks and open spaces must be reference on the final plat.

[] *Permanent reference points.* Prior to the approval of the final plat, permanent reference points shall have been placed in accordance with G.S. 39-32.1, 39-32.2, 39-32.3, and 39-32.4, as amended.

[] *Installation of utilities.* All public or private water and sewer systems shall be installed and shall meet the requirements of the county health department or other governmental authorities having jurisdiction thereof.

[] *Public use.* Subdivision roads to be dedicated to public use and to be maintained by the state department of transportation, after construction, shall conform in all respects to G.S. 136-102.6. The subdivider shall furnish the county planning department proof that the district engineer of the state department of transportation has issued a design certificate of approval. Upon completion of roads to be dedicated to public use, the developer shall submit confirmation by the state department of transportation or a registered engineer, land surveyor or landscape architect that the roads have been constructed to NCDOT standards. ***A maintenance and financial responsibility plan for the roads within the subdivision, covering the period between the time lot sales begin and when the roads are accepted by the state division of highways must be submitted and approved before final plat approval.***

[] Final plans will include a statement by a licensed professional engineer that roads are in compliance with the standards of this chapter.

[] The temporary terminus of any major or minor subdivision road shall be constructed with a temporary t-turnaround, cul-de-sac, or hammerhead turnaround. No major or minor subdivision lot shall be recorded and no portion of a subdivision bond shall be released until said temporary turnaround is provided. If a subdivision is subject to the hillside development standards, the disturbance required for temporary turnarounds shall count towards the limits on disturbance of communal infrastructure and shall be shown on preliminary subdivision plans. The temporary T-turnaround or cul-de-sac shall have an eight-inch minimum aggregated base course (ABC) No. 7 stone and shall meet the following design standards:

[] Temporary cul-de-sacs shall have a minimum centerline radius of 35 feet.

[] Temporary T-turnarounds shall have a minimum perpendicular cord of 60 feet and shall be 20 feet wide.

[] Temporary hammerhead turnarounds shall have a minimum perpendicular cord of 30 feet and a minimum horizontal cord of 30 feet, and shall be 20 feet wide.

Office Use Only (Staff Review Comments):

Hillside Development Final Plat Requirements

[] Consultation with a geotechnical engineer shall be required for road construction in areas of a tract in excess of 30 percent natural slope and for all areas designated as High Hazard or Moderate Hazard on the Buncombe County Slope Stability Index Map prepared by the North Carolina Geological Survey, and an investigation for colluvial deposits shall be made. Recommendations of the geotechnical engineer shall be submitted with the application for review. ***Prior to final subdivision approval or release of guarantee of improvements, a report by the geotechnical engineer shall be required certifying that recommendations were followed during construction.***

All subdivisions of land subject to the requirements of section 70-68 of the Buncombe County Land Development and Subdivision Ordinance, effective July 1, 2006, shall state on the original plat for recordation

1. [] The average natural slope of the entire tract and of each lot.
2. [] The maximum allowed disturbed acreage for infrastructure installation and the maximum allowed disturbed acreage for each lot or the building and grading envelope in the case of an Alternative Path Building and Grading Envelope Subdivision.
3. [] The maximum allowed impervious acreage for infrastructure installation and the maximum allowed impervious acreage for each lot.

Alternative Path Hillside Subdivision

[] The final plat of the subdivision shall indicate which areas are conserved open spaces. The conserved area, with the prior written consent of Buncombe County, shall be designated and established of record prior to, or concurrent with, the recording of the first final subdivision plat. Method of conservation of open space shall be stated on the submitted subdivision plans and shall be approved by the Buncombe County Planning Board.

[] The final plat shall state, in both percentage and number of acres, the maximum allowed disturbed and impervious area for the entire tract.

Office Use Only (Staff Review Comments):

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Staff Review Comments: