

Buncombe County Planning & Development APPLICATION AND CHECKLIST FOR SUBMISSION OF A FINAL PLAT

Application Fee: \$25

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 along with your draft final plat.

Property Information	
Date:	Subdivision Case Number:
Subdivision Name:	
Phase # and/or Name of Pha	ase (If part of a Phased Development Master Plan):
PIN(s) of Property to be Sub	odivided:
Address/Street Location of I	Property:
Lots for recording	
Indicate the lot numbers you	u wish to record:
Contact Information	
Owner's Name	
	Email
Surveyor/Engineer/or Landscape Architect's Nam	e
Company	
Mailing Address	
	Email
Primary Contact's Name for	r Submission
Company	
Mailing Address	
Telephone ()	Email
	OFFICE USE ONLY:

Date received:

Date Due: ____

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Case number:

OFFICE USE ONLY:

Guarantee of Improvements Provided

Bond covered the following infrastructure improvements:

	Insert date or place a 🖌 for missing or N/A		
APPROVALS	DATE RECEIVED	MISSING	N/A
1. As-Built Approved (date approved)			
2. Private Road Maintenance Agreement			
3. Engineer's Certification			
4. Meter Release Letter for Water or Engineers Certification			
5. Sewer Lines Released or Engineers Certification			
6. Notarized Statement of Financial Responsibility			
7. Road Inspection (date passed)			

APPROVALS	DATE RECEIVED	RECEIVED BY	N/A
8. Stormwater Approval			
9. Erosion Control Approval			
10. E-911			

Staff comments:

D. FINAL PLAT SUBMISSION

Place a check in the \checkmark column to indicate that the item has been completed and either provided to Buncombe County Planning's staff or included with this application.

			Applicant	Staff
1.	RE	QUIRED INFORMATION:	✓	Use
	a.	A guarantee of improvements must be provided or improvements must be completed prior to submission of a draft final plat.		
	b.	The applicant shall submit one scaled paper copy of the final plat, and one digital version in PDF format, 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.		
	с.	The final plat shall be prepared by a professional 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.		
701	C.	and all the second by the allowing dependences if there are no allowing from the	1 1	1.4

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.

2. CERTIFICA	TES: The following signed certificates shall accompany all copies of the final plat.	\checkmark	Staff Use
 a. 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)		
b. Certification of Private Roads (if applicable) The roads within this subdivision are designated as private. The road maintenance agreement, in accordance with G.S. 136-102.6, is or will be recorded in the Office of the Register of Deeds for Buncombe County. Buncombe County Government shall not be responsible for maintenance or repair of the roads within this subdivision. I hereby certify that I am the developer and/or financially responsible party of this property shown and described hereon, and shall maintain said private roads and repair any deterioration, defects or defaults, including but not limited to subgrade, base course, or asphalt, until said roads are dedicated to a responsible party.			
Date	Developer/Financially Responsible Party		

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		Applicant	Sta <u>f</u> f
CERTIFICATES Continued:		✓	Use
	or financially responsible party of this property shown and		
defects or defaults, including but not limite dedicated to the North Carolina Department			
Date	Developer/Financially Responsible Party		
d. Statement of Waste Water Treatment	and Water Service (If applicable)		
	vice are provided byand Buncombe County intenance or repair of said waste water treatment and water		
e. 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			
	ssional Land Surveyor Registration Number		
f. Certification of Road Grades and Suitability (if applicable) State of North Carolina, County, I, certify that the newly constructed or proposed road grades 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 (insert highest approved road grade) percent. Witness my original signature, registration number, and seal this day of			
Official Seal Profe	ssional Land Surveyor Registration Number		
g. Certificate of Approval			
This final plat has been reviewed by the Buncombe County Planning and Development Department and meets the requirements for a minor subdivision. This approval shall be void unless the final plat is recorded in the office of the Buncombe County Register of Deeds within 180 days from the date of approval.			
Date	County Planner		

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_		Applicant	Staff
3.	OTHER REQUIREMENTS:	~	Use
a	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.		
b	All reserved areas, parks and common open spaces must be reference on the final plat.		
c	<i>Permanent reference points.</i> 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.		
d	<i>Installation of utilities.</i> 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.		
e	Approved E-911 Addresses. Indicate approved E-911 addresses on the submitted plat.		
f	 <i>Public use.</i> Subdivision roads to be dedicated to public use and to be maintained by the NCDOT, 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 NCDOT has issued a design certificate of approval. Upon completion of roads to be dedicated to public use, the developer shall submit confirmation by the NCDOT or a professional engineer, land surveyor or landscape architect that the roads have been constructed to NCDOT standards. <i>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.</i> 		
g	The temporary terminus of any subdivision road shall be constructed with a temporary turnaround. No lot shall be recorded and no portion of a guarantee of improvements 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 for disturbance of communal infrastructure and shall be shown on preliminary subdivision plats. The temporary turnaround shall have an eight-inch minimum aggregated base course (ABC) No. 7 stone and shall meet the following design standards:		
8	i. Temporary cul-de-sacs shall have a minimum centerline radius of 35 feet.		
	ii. Temporary T-turnarounds shall have a minimum perpendicular cord of 120 feet and shall be 20 feet wide.		
	iii. Temporary L-turnarounds shall have a minimum perpendicular cord of 60 feet and a minimum horizontal cord of 60 feet, and shall be 20 feet wide.		
	iv. Temporary Y-turnarounds shall have a minimum stone or pavement length of each cord of 60 feet.		

			Applicant	Staff
4.	HILLSII	DE DEVELOPMENT FINAL PLAT REQUIREMENTS (If Applicable)	\checkmark	Use
а	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. <i>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.</i>			
	Count	odivisions of land subject to the requirements of section 70-68 of the Buncombe y Land Development and Subdivision Ordinance, effective July 1, 2006, shall n the original plat for recordation:		
	i.	The average natural slope of the entire tract and of each lot.		
b	ii.	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.		
	iii.	The maximum allowed impervious acreage for infrastructure installation and the maximum allowed impervious acreage for each lot.		

:	5. A	ALTERNATIVE PATH HILLSIDE SUBDIVISION (If Applicable)	✓	Staff Use
	a	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 plat and shall be approved by the Buncombe County Planning Board.		
	b	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: