



BUNCOMBE COUNTY PLANNING AND DEVELOPMENT



APPLICATION AND CHECKLIST FOR SUBMISSION OF REVISED PRELIMINARY SUBDIVISION PLANS

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 plans to the County. A copy of the COMPLETED application form must be submitted with your plans.

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: _____

Submission Type

Please enter all information requested. Place a mark in any check box [] applicable to your subdivision plans to indicate that the item has been completed.

[] **SUBMISSION OF PLANS TO MEET CONTINGENCIES OF PRELIMINARY APPROVAL OR SUBMISSION OF A MINOR SUBDIVISION AFTER INITIAL REVIEW TO BE GRANTED PRELIMINARY APPROVAL.**

(PLEASE SUBMIT 1 COPY OF COMPLETE SUBDIVISION PLANS (NO LARGER THAN 34 INCHES BY 44 INCHES) AND A DIGITAL VERSION OF PLANS (IN PDF FORMAT AND IN CAD (.DFX OR .DWG) OR SHAPEFILE FORMAT WITH A PROJECTION ASSOCIATED WITH THE LINE WORK ON CD) TO PLANNING STAFF FOR REVIEW. REVIEW AND APPROVAL OR DENIAL OF REVISED PLANS WILL OCCUR WITHIN 10 WORKING DAYS OF SUBMITTAL.

[] **SUBMISSION OF MAJOR SUBDIVISION PLANS FOR STAFF DETERMINATION IF A SUBSTANTIAL CHANGE HAS OCCURRED AND PLANNING BOARD APPROVAL IS REQUIRED.**

(PLEASE SUBMIT 1 COPY OF COMPLETE SUBDIVISION PLANS (NO LARGER THAN 34 INCHES BY 44 INCHES) AND A DIGITAL VERSION OF PLANS (IN PDF FORMAT AND IN CAD (.DFX OR .DWG) OR SHAPEFILE FORMAT WITH A PROJECTION ASSOCIATED WITH THE LINE WORK ON CD) TO PLANNING STAFF FOR REVIEW. REVIEW AND APPROVAL OR DENIAL OF REVISED PLANS WILL OCCUR WITHIN 10 WORKING DAYS OF SUBMITTAL.

[] **REVISION OF MAJOR OR MINOR SUBDIVISION PLANS THAT CONSTITUTE A SUBSTANTIAL CHANGE FROM PREVIOUSLY APPROVED PLANS.**

(PLEASE SUBMIT 13 COPIES OF COMPLETE SUBDIVISION PLANS FOR THE PHASE IN WHICH THE CHANGE HAS TAKEN PLACE (NO LARGER THAN 34 INCHES BY 44 INCHES) AND A DIGITAL VERSION OF PLANS (IN PDF FORMAT AND IN CAD (.DFX OR .DWG) OR SHAPEFILE FORMAT WITH A PROJECTION ASSOCIATED WITH THE LINE WORK ON CD) TO PLANNING STAFF FOR PRELIMINARY PLAT APPROVAL.

For major subdivisions, preliminary plats shall be submitted 15 days prior to the next Planning Board Meeting.

For minor subdivisions a review shall occur within 10 working days of submittal.

A preliminary plan application shall be submitted in addition to this application for changes to a major or minor subdivision plan that constitutes a substantial change. No pre-development conference shall be required.

Office Use Only (Staff Review Comments):

Revised Plan Requirements

Each change to the previously approved plans is clearly labeled on the submitted plans with documentation and notes regarding what the proposed change is

If required, a revised Erosion Control application has been submitted for review and approval by the Buncombe County Erosion Control Department

If required, a revised Stormwater Management application has been submitted for review and approval by the Buncombe County Stormwater Management Administrator

If required, a revised plan has been submitted for review and approval by the Buncombe County Flood Prevention Ordinance Administrator

If required, a revised plan has been submitted for review and approval by the Buncombe County Fire Marshal

Are you submitting any variance requests with this preliminary subdivision application?

Yes No

If you are submitting a variance as part of this application, please submit a separate subdivision variance application for each variance you are applying for.

Does the proposed development meet the definition of a *HILLSIDE DEVELOPMENT*, as defined by Section 70-68 of the Buncombe County Land Development and Subdivision Ordinance?

Yes No

If the proposed subdivision is a Hillside Development, please include a Hillside Development Application Checklist with your submittal.

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