



Buncombe County Planning & Development

APPLICATION AND CHECKLIST FOR SUBMISSION OF AN AS-BUILT DRAWING

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.

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:

Date received: _____ Case number: _____ Date Due: _____

D. AS-BUILT DRAWING SUBMISSION

Staff review as-built drawings within 10 business days of submission. All of the following must be included in order to submit this application for review:

- One (1) copy of the complete as-built drawing (no larger than 34 inches by 44 inches)
- A digital version of the as-built drawing in PDF format
- A Financial Guarantee is in place with Buncombe County, or the Engineer’s Certification for completion of the roads has been submitted
- All other required Engineer’s Certifications have been received
- All required conditions of the Preliminary approval have been met

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 |
| 1. PRELIMINARY PLATS shall be clearly and legibly drawn at a scale of not less than one inch = 200 feet and shall be drawn on an appropriate standard sheet size. | | | | |

| | | | | |
|--|---|-----|---|-----|
| 2. TITLE BLOCK: <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) | | | | |

| | | | | |
|---|---|-----|---|-----|
| 3. ROADS: <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 | | | | |

| | | | | |
|--|---|-----|---|-----|
| 4. UTILITIES: <i>The following information shall be shown for utilities, if applicable:</i> | ✓ | N/A | ✓ | N/A |
| a Utility and other easements of record within and abutting the subdivision | | | | |
| b Provision for electrical services | | | | |
| c Provision of natural gas lines | | | | |
| 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 | | | | |

| | | Applicant | | Staff Use | |
|---|--|-----------|-----|-----------|-----|
| | | ✓ | N/A | ✓ | N/A |
| 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. | | | | |

| 5. PROJECT DATA: <i>Project data shall include the following:</i> | | ✓ | N/A | ✓ | N/A |
|--|--|---|-----|---|-----|
| 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 | | | | |

| 6. OTHER DETAILS: <i>Other details to be shown are as follows:</i> | | ✓ | N/A | ✓ | N/A |
|---|---|---|-----|---|-----|
| 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 | | | | |
| n | Location of retaining walls, including height and width. | | | | |
| o | The Financial Guarantee has been released by Buncombe County –OR– | | | | |
| | Engineers Certification for the road construction has been submitted and approved | | | | |

| OFFICE USE ONLY: |
|-------------------------------|
| <i>Staff Review Comments:</i> |