



CHECKLIST FOR A FINAL SUBDIVISION PLAT

Application Fee: \$25

A. APPLICATION SUBMISSION INSTRUCTIONS

Submit the final plat for review through the online permitting portal: <https://bit.ly/2I0dGLa>.
The following is required prior to submittal of the final plat:

- Infrastructure Closeout approved prior to submission of a draft final plat, if required.
- Proof of approval of plat review from stormwater, erosion, and E-911 if required
- If recording with a GOI, proof of establishment of stormwater operation maintenance agreement

B. FINAL PLAT REQUIREMENTS

	Completed
1. REQUIRED INFORMATION:	✓
a. A guarantee of improvements must be provided or improvements must be completed prior to submission of a draft final plat.	
b. If recording a plat with a guarantee of improvements, the following information must be printed on the final plat: <ul style="list-style-type: none"> • Guarantee Type • Amount • Covers which type of infrastructure improvements 	
c. The applicant shall upload one digital version in PDF format to the permitting portal for a final plat subdivision review. <i>The planning department shall approve, approve conditionally with modifications to bring the plat into compliance, or request modifications of the final plat. The applicant shall be notified by email of the status of the review within ten (10) business days after the plat is submitted.</i> Once a final plat has been approved the applicant may submit the plat for signatures using either an e-signature software or by submitting a paper copy.	
d. 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.	

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<p>2. CERTIFICATES: <i>The following signed certificates shall accompany all copies of the final plat.</i></p> <p>a. Certificate of Ownership and Dedication</p> <p>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.</p> <p>_____ Date _____ Owner(s)</p>	✓
<p>b. Certification of Private Roads (if applicable)</p> <p>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.</p> <p>_____ Date _____ Developer/Financially Responsible Party</p>	
<p>c. Certification of Public Roads (if applicable)</p> <p>I hereby certify that I am the developer and/or financially responsible party of this property shown and described hereon, and shall maintain the roads within this development, and repair any deterioration, defects or defaults, including but not limited to subgrade, base course, or asphalt, until said roads are dedicated to the North Carolina Department of Transportation or to a responsible party.</p> <p>_____ Date _____ Developer/Financially Responsible Party</p>	
<p>d. Statement of Waste Water Treatment and Water Service (If applicable)</p> <p>The waste water treatment and water service are provided by _____ and Buncombe County Government shall not be responsible for maintenance or repair of said waste water treatment and water systems within this subdivision.</p>	
<p>e. Certificate of Survey and Accuracy</p> <p>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 _____.</p> <p><u>Official Seal</u> _____ Professional Land Surveyor Registration Number</p>	

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<p>f. Certification of Road Grades and Suitability (if applicable)</p> <p>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 _____, 20 _____.</p> <p><u>Official Seal</u> _____ Professional Land Surveyor Registration Number</p>		
<p>g. Certificate of Approval</p> <p>This final plat has been reviewed by the Buncombe County Planning and Development Department and meets the requirements for a (<i>select one: major or minor</i>) 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.</p> <p>_____ Date _____ County Planner</p>		
<p>h. Review Officer Approval</p> <p>STATE OF NORTH CAROLINA, BUNCOMBE COUNTY I, _____ Review Officer of Buncombe County, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.</p> <p>_____ Review Officer _____ Date</p>		

3. OTHER REQUIREMENTS:		✓
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	Indicate that common open space areas shall not be further developed.	
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	<i>Approved E-911 Addresses.</i> Indicate approved E-911 addresses on the submitted plat.	
f	<i>Case numbers.</i> The subdivision case number, and any associated PUD or Variance case numbers must be printed on the final plat.	
g	<i>Typical Lot Layout:</i> Lot layout diagram indicating required setbacks, or indicate setbacks in a note.	

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i	<p><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.</p> <p><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></p>	✓
j	<p>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.</p> <p>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:</p>	
	<p>i. Temporary cul-de-sacs shall have a minimum centerline radius of 35 feet.</p>	
	<p>ii. Temporary T-turnarounds shall have a minimum perpendicular cord of 120 feet and shall be 20 feet wide.</p>	
	<p>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.</p>	
	<p>iv. Temporary Y-turnarounds shall have a minimum stone or pavement length of each cord of 60 feet.</p>	

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4. HILLSIDE DEVELOPMENT FINAL PLAT REQUIREMENTS (If Applicable)		✓
a	<p>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.</p> <p><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></p>	
b	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:	
	i. The average natural slope of the entire tract and of each lot.	
	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. ALTERNATIVE PATH HILLSIDE SUBDIVISION (If Applicable)		✓
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.	