



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.

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: _____

OFFICE USE ONLY:

Guarantee of Improvements Provided

Bond covered the following infrastructure improvements: _____

| APPROVALS | Insert date or place a ✓ for missing or N/A | | |
|---|---|---------|-----|
| | DATE RECEIVED | MISSING | N/A |
| 1. As-Built Approved (<i>date approved</i>) | | | |
| 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 (<i>date passed</i>) | | | |

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

Staff comments:

| | | Applicant | Staff Use |
|--|---|-----------|-----------|
| 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 | <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 | <i>Approved E-911 Addresses.</i> Indicate approved E-911 addresses on the submitted plat. | | |
| f | <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> | | |
| 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: | | |
| | 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 Use |
|--|--|-----------|-----------|
| 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> | | |
| 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. | | |
| 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. ALTERNATIVE PATH HILLSIDE SUBDIVISION (If Applicable) | | Applicant | 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: | |
|-----------------------------|--|
| <p><i>Staff review:</i></p> | |