



Buncombe County Planning & Development

APPLICATION FOR A PRELIMINARY PLAT FOR A MINOR SUBDIVISION

Application Fee: \$75, plus \$10 per lot

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 and site plans.

A. Property Information

Date: _____

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. Type of Plans & Requests Being Submitted (Select all that apply)

- MINOR SUBDIVISION No. of lots: _____
- CONSERVATION DEVELOPMENT or HILLSIDE DEVELOPMENT (Requires a separate application)
- VARIANCE REQUESTS (Submit a separate subdivision variance application for each variance requested)

C. Contact Information

Owner / Developer Name _____

Mailing Address _____

Telephone (_____) _____ Email _____

Primary Design Professional _____

Company _____

Mailing Address _____

Telephone (_____) _____ Email _____

Primary Contact Name and Company _____

Mailing Address _____

Telephone (_____) _____ Email _____

OFFICE USE ONLY	Date received: _____	Case number: _____
Fee paid: _____	Zoning District: _____	Min. Lot Size: _____
Approvals Required: <input type="checkbox"/> STORMWATER <input type="checkbox"/> EROSION	<input type="checkbox"/> Water <input type="checkbox"/> MSD <input type="checkbox"/> NCDOT <input type="checkbox"/> Zoning	<input type="checkbox"/> Flood Prevention <input type="checkbox"/> Watershed <input type="checkbox"/> DEMLR/ Army Corps

MINOR SUBDIVISION PRELIMINARY PLAT SUBMISSION

Staff review preliminary plats within 10 business days of submission. *Please include all of the following:*

- Three (3) copies of the complete preliminary subdivision plat (no larger than 34 inches by 44 inches).
- A digital version of the preliminary subdivision plans in PDF format.
- A copy of the preliminary subdivision plans reduced to 8 ½”x11” or 11”x17”.
- The required subdivision application fee.

D. REQUIRED INFORMATION

<p>1. What is the average natural slope of the submitted subdivision?</p> <p>Average Natural Slope calculated using the formula: $S\% = \frac{0.0023 \times I \times L}{A}$</p> <p>S = Average natural slope of the parcel(s) in percent I = Contour interval of map in feet, with contour intervals of five feet or less L = Total length of the contour lines within the parcel (s) in feet A = Area of the parcel(s) in acres including any areas designated future development 0.0023 = Constant which converts square feet into acres</p> <p><i>Once "S" or the average natural percent of the tract is calculated, round to the nearest whole number when "S" is 25% or greater.</i></p>	<p>Avg: _____</p>		
<p>2. Indicate variables used to determine the average natural slope:</p>	<p>I = _____</p>	<p>L = _____</p>	<p>A = _____</p>
<p>3. Is your subdivision a ‘Drastic Variation Hillside Development’?</p> <p>A DRASTIC VARIATION HILLSIDE DEVELOPMENT SUBDIVISION (DVHD) is a subdivision with an average slope of its natural terrain of less than 25 percent, but 30 percent of the tract is greater than 35 percent natural slope.</p> <p>Submitted plans must indicate whether the subdivision is or is not a Drastic Variation Hillside Development.</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> I verify that my plans indicate <i>if or if not</i> the subdivision is a DVHD</p>		
<p>4. Indicate number of acres of the tract, and percent of the tract that is 35% natural slope and above:</p>	<p>_____ # of Acres</p> <p>_____ % of tract</p>		
<p>5. Does the proposed development meet the definition of a <i>HILLSIDE DEVELOPMENT</i> (defined by Section 70-68 of the Subdivision Ordinance)?</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> If ‘yes’, include a Hillside Development Application Checklist.</p>		
<p>6. Which of the following utilities will serve the completed development (Check all that apply):</p>	<p><input type="checkbox"/> Public sewer</p> <p><input type="checkbox"/> Community sewer system</p> <p><input type="checkbox"/> Septic tanks (<i>per lot or shared</i>)</p> <p><input type="checkbox"/> Public water</p> <p><input type="checkbox"/> Community water system</p> <p><input type="checkbox"/> Wells (<i>per lot or shared</i>)</p>		

E. PUBLIC NOTICE REQUIREMENT

Provide documentation that *WRITTEN NOTICE* has been sent to all landowners adjoining the proposed subdivision (*Section 70-44*). **No application will be granted preliminary approval without certified mail receipts and a copy of the letter sent to adjacent landowners.** Place a check to verify compliance with the notice requirement:

	✓	<i>Staff Use</i>
Notification sent by certified mail, and includes all of the following:		
a. tax lot PINS(s);		
b. address of the parcel(s) to be developed;		
c. developer's name and address;		
d. number of acres to be developed; and		
e. number of proposed building lots.		
f. Proof of notification provided.		

F. DISTURBANCE & IMPERVIOUS SURFACE

1. Anticipated square footage of total buildout of grading and site disturbance (<i>include all phases, lots in common ownership, and cooperative development plans on all tracts whether owned by a single agent or owned by multiple agents</i>)	_____SF
2. Anticipated square footage of total impervious surface (<i>include all phases, lots in common ownership, and cooperative development plans on all tracts whether owned by a single agent or owned by multiple agents</i>)	_____SF

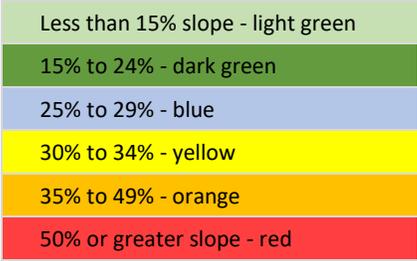
G. SPECIFICATIONS FOR PRELIMINARY PLAT SUBMISSION (*Section 70-40; 66; and 67*)

Include all information. Place a check in the ✓ column to indicate the item has been completed AND has been 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 printed on the site plan containing 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:</i>		✓	N/A	✓	N/A
a	Existing, platted, and proposed roads within or abutting subdivision (show rights-of-way dimensions, road stations, and indicate if roads are state maintained)				
b	Road names				

		Applicant		Staff Use	
		✓	N/A	✓	N/A
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	Provisions for electrical service, or indicate no provisions				
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 and location (<i>Approval by MSD or plat book and page number of recorded MSD easement is required prior to final plat approval.</i>)				
f	Waterlines and location (<i>Approval by local water authority or plat book and page number of recorded waterline easement is required prior to final plat approval</i>)				
g	Storm sewers, culverts, detention ponds, and other drainage facilities.				

		✓	N/A	✓	N/A
5. PROJECT DATA: <i>Project data shall include:</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 existing wooded and open areas				
e	Average natural slope of the tract in percentage				

		✓	N/A	✓	N/A
6. SLOPE ANALYSIS MAP: <i>Each application that is a Hillside Development shall include a detailed slope analysis conducted using the BC slope raster data set at a cell resolution of 50 ft showing:</i>		✓	N/A	✓	N/A
a	Areas designated as high hazard or moderate hazard on the Buncombe County Slope Stability Index Map prepared by the North Carolina Geological Survey				
b	Surface waters, as shown on either the most recent version of the soil survey map prepared by the Natural Resources Conservation Service of the United States Department of Agriculture or the most recent version of the quadrangle topographic maps prepared by the United States Geological Survey, and surface water buffers including, but not limited to, trout stream buffers and required stormwater setbacks				
c	Location of the floodway and 100-year floodplain boundaries				
d	Wetlands				
e	The number of acres and the percent of the tract in each slope category as shown below				
f	The number of acres and percent of the tract that is 35% slope and above				
g	<p>A map showing the following categories of slope in the assigned colors:</p>  <ul style="list-style-type: none"> Less than 15% slope - light green 15% to 24% - dark green 25% to 29% - blue 30% to 34% - yellow 35% to 49% - orange 50% or greater slope - red 				

		Applicant		Staff Use	
7. 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 the development tract, with bearings, distances, and 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	Any natural features affecting the site				
f	The location of the flood hazard and floodway boundaries, including the effective FEMA map date, map number, and flood zone				
g	The location of any known cemeteries				
h	Existing structures, railroads, and bridges within the subdivision				
i	Area of each lot in acres and lot numbers				
j	Names of adjacent property owners and parcel identification numbers (PIN)				
k	The existing uses of the land within and abutting the subdivision				
l	Common open spaces designated				
m	Location of retaining walls, including height and width.				
n	Indicate on the plat if there are no areas designated High or Moderate Hazard on the Buncombe County Slope Stability Index map.				
o	Indicate the approximate location of individual parking spaces on each lot to meet the minimum parking requirement.				

8. WASTE & WATER: <i>Statement of permission for waste and for water systems by one or more of the following: (Note: An investigation evaluating the feasibility of developing a subdivision served by private wells is strongly suggested prior to submission of preliminary plans.)</i>		✓	N/A	✓	N/A
a	Written statement from the NC Department of Environment and Natural Resources permitting plans for the community sanitary sewer system;				
b	Proof of preliminary soils investigation that will evaluate the feasibility of developing a subdivision served by individual septic systems, which shall be done by a professional such as a soils engineer or soils scientist, if applicable; or				
c	The Metropolitan Sewerage District system design and allocation, and upon issuance, an approval letter from the Metropolitan Sewerage District shall also be provided.				
d	A written statement from the North Carolina Department of Environment and Natural Resources approving and permitting plans for a community water system; or				
e	System design and allocation for a public water system shall be provided, and upon issuance, an approval letter from the appropriate Water Authority shall also be provided.				

10. LOTS		✓	N/A	✓	N/A
a	<i>Lot frontage.</i> Any residential lot where the side slope of the land, at a right angle/perpendicular to the frontage street, is in excess of 18% slope shall have a minimum 50 feet street frontage, and the lot street frontage shall be increased four feet for each side slope percentage point over the 18 percent base. <i>Example: Side slope of 50% requires lot frontage of 178 feet (50 ft + 128 ft for the excess side slope of 32%).</i> Planned Unit Developments, Community Oriented Developments, Alternative Path Hillside, and Conservation Developments are not subject to this requirement.				
b	List the lot slope perpendicular to the road at each driveway on the plans, or indicate that no lot slope perpendicular to the road exceeds 18%.				
c	<i>Flag lots</i> (lots accessed by a deeded access driveway) will have a minimum "pole" width of 20 feet. If the side slope of the land is in excess of 18 percent, then the minimum width will be established in accordance with the regulation above.				

		Applicant		Staff Use	
11. PUBLIC & PRIVATE ROADS: Roads for MINOR subdivisions to be designated either public or private shall conform to the following additional minimum standards contained within the Land Development and Subdivision Ordinance.		✓	N/A	✓	N/A
a	<i>Public roads.</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 NCDOT must be submitted and approved before final plat approval.				
b	<i>Private roads.</i> Private roads may be platted in any subdivision and shall conform to the standards set forth in section 70-67 of the Subdivision Ordinance. Private roads shall be set out in protective covenants, deeds, or on plats or any combination of those methods, and shall clearly state that the state and/or county will not be obligated to take over or maintain the road.				
c	<i>Notarized Statement of Financial Responsibility.</i> Prior to approval of the final plat with proposed private or public roads or prior to a release of guarantee of improvements for said subdivision, the developer shall submit a notarized statement of financial responsibility for road maintenance within the subdivision which shall remain valid until the roads are dedicated to the NCDOT or other responsible party for public roads, or to an appropriate organization such as a homeowners' association.				
d	The following statement shall be printed on the site plan: Any subdivision road shall be contained within a corridor that shall not exceed 90 feet in width along 80% of its total length; up to 20% of the length of the road corridor may be graded to a maximum width of 135 feet. The corridor height, defined as the height of a combined cut and fill slope, shall not exceed 60 feet.				
e	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. If no such areas exist, it shall be indicated on the plans.				
	Recommendations of the geotechnical engineer shall be submitted with the application for review. Prior to final subdivision approval or release of a guarantee of improvements, a report by the geotechnical engineer shall be required certifying that recommendations were followed during construction.				
f	<i>Private Driveways.</i> Individual private driveways shall be shown for the first 20 linear feet, and if traversing a cut or fill slope, the driveway must be shown to the point where it exits the cut or fill slope where the distance is greater than 20 linear feet.				
g	Indicate the location and type of street lights if provided.				
h	Shared private driveways shall be shown on the preliminary plat and shall be completed by the developer as a part of the installation of communal infrastructure. Shared private driveways shall also conform to the following minimum standards:				
	i. A minimum driveway width of 10 feet unless the driveway is 500 linear feet or greater, at which point the entire driveway shall be at least 13 feet wide.				
	ii. Shared driveways shall be comprised of asphalt, concrete or other approved driving surface (including compacted stone) capable of supporting the imposed load of fire apparatus weighing at least 75,000 pounds. Indicate on the site plan the driving surface for all shared driveways. Driving surface shall be approved by the Buncombe County Fire Marshal.				
	iii. Provide a road profile for each shared private driveway or print the following statement on the site plan: Shared private driveways shall be no greater than 10% grade for the first 30 feet and not exceed 20% grade after that.				

		Applicant		Staff Use	
PUBLIC & PRIVATE ROADS Continued:		✓	N/A	✓	N/A
h	iv. Turnarounds shall be provided if required by the fire marshal at the terminus of the shared private driveway and shall meet the following standards:				
	a. Shall be less than 10% grade;				
	b. Standards as provided on page 9 item 13-m shall be met.				
i	If the subdivision is to be gated, it shall be indicated as such on the preliminary plat. If a gate is utilized, the developer shall coordinate with the local Fire Department that serves the subdivision in order to provide emergency service access to the subdivision.				

12. PUBLIC USE ROADS: <i>Subdivision roads dedicated to public use and to be maintained by the NCDOT shall conform in all respects to G.S. 136-102.6, and to the following:</i>		✓	N/A	✓	N/A
a	No minor subdivision shall be granted preliminary approval until application has been made to the NCDOT for review of the public roads.				
b	Public subdivision roads shall at a minimum meet the standards for private subdivision roads provided in this section.				
c	Provide proof that the NCDOT district engineer has issued a design certificate of approval. After public road completion, submit confirmation by the NCDOT or a professional engineer that roads have been constructed to NCDOT standards.				

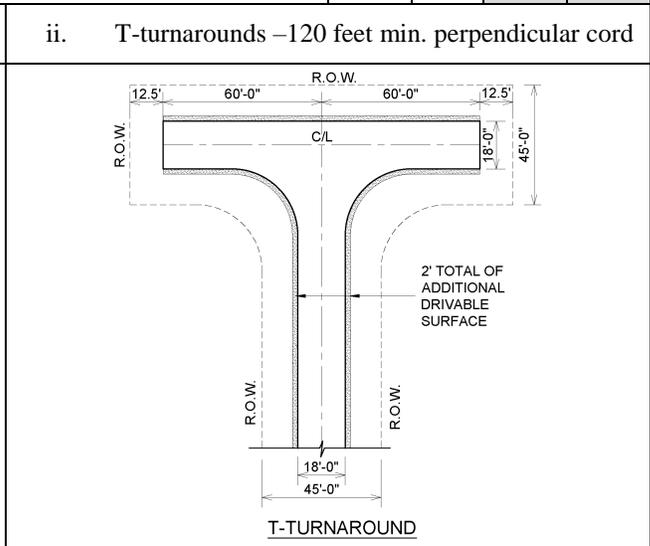
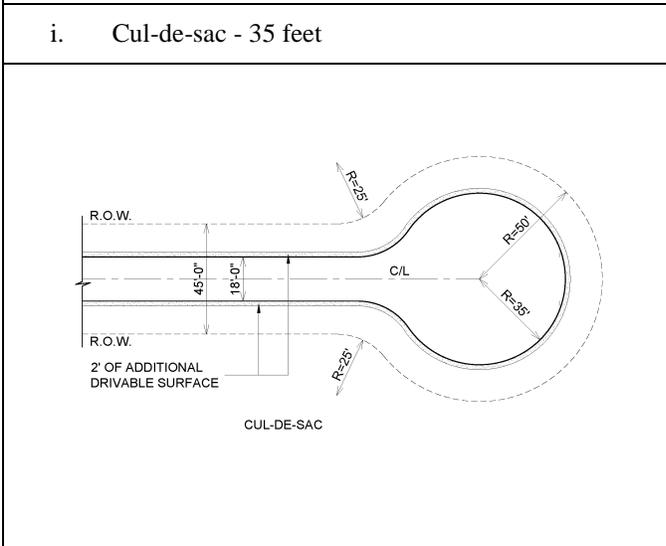
13. PRIVATE USE ROADS: <i>Subdivision roads designated private shall conform to the following:</i>		✓	N/A	✓	N/A
a	The following items shall be shown on the plans:				
	i. Road profile				
	ii. Rights-of-way				
	iii. Road cross sections				
	iv. Road centerline				
b	Access road standards:				
	i. Minimum deeded and recorded access road right-of-way widths shall be 20 feet.				
	ii. Access roads shall traverse a surveyed right-of-way centerline showing calls and distances and its beginning and ending points in relation to adjoining properties.				
	iii. Access roads shall have an eight-inch minimum aggregated base course (ABC) No. 7 stone.				
	iv. Access roads shall be a minimum width of 16 feet.				
	v. Access roads shall be subject to Buncombe County Fire Prevention Ordinance and approval by the Buncombe County Fire Marshal.				
	vi. If access road width is less than 20 feet turn outs shall be provided every 200 feet. Turnouts shall be a minimum of 20 feet wide for 36 feet of length.				
c	Minimum subdivision road rights-of-way:				
	i. Collector or any residential lot frontage road, 45 feet;				
	ii. Service or utility access or alley not used as primary residential access, 20 feet;				
	iii. Minimum cul-de-sac radius, 50 feet; and				
	iv. Shared private driveways, 20 feet.				

		Applicant		Staff Use	
		✓	N/A	✓	N/A
PRIVATE USE ROADS Continued:					
d	All minor subdivision roads (i.e., including features such as streets, cul-de-sacs, and T-turnarounds) less than or equal to ten percent in grade shall have an eight-inch minimum aggregated base course (ABC) No. 7 stone.				
e	All roads exceeding 10% grade shall meet major subdivision road construction standards.				
f	Include the statement on the site plan that “no base course shall be placed on muck, pipe clay, organic matter or other unsuitable matter, and a minimum compaction rate of subgrade prior to paving (if required) shall not be less than 95 percent by standard proctor method and certified by a professional engineer”.				
g	Minimum shoulder width on fill slopes shall not be less than two feet.				
h	Minimum road width shall be 18 feet. Two feet of additional drivable surface shall be provided constructed of asphalt, concrete or other approved driving surface (including compacted stone) capable of supporting the imposed load of fire apparatus weighing at least 75,000 pounds. Two feet of additional surface must be shown on plans.				
i	If a right-of-way or road is indicated at the boundary of development, then the master plan for MINOR subdivisions shall include a description of proposed future development; including at a minimum the acreage and anticipated density in houses per acre, if known				
j	Indicate road centerline radius on submitted plans. The road width shall be increased where the road centerline is less than a 90-foot radius. If radius is 70 to 90 feet, increase road width 25 percent; if radius is 60 to 70 feet, increase road width 35 percent; if radius is 50 to 60 feet, increase road width 45 percent; if radius is less than 50 feet, increase road width 50 percent.				
k	Cut and fill slopes shall be constructed to ensure adequate stability of the natural materials encountered.				
l	Maximum grades for MINOR subdivisions shall be as follows:				
	i. Maximum centerline grade, 18 percent.				
	ii. Tangent grades in excess of 15 percent shall not exceed 200 feet in length and shall have a maximum entrance and exit grade of 15 percent (See below).				
	<p>VPC- VERTICAL POINT OF CURVE VPI- VERTICAL POINT OF INTERSECTION VPT- VERTICAL POINT OF TANGENCY</p> <p style="text-align: center;">ROAD GRADE</p>				
	iii. Maximum grade, 15 percent, where road centerline radius is less than 90 feet.				
	iv. Grades for 30 feet each way from an intersection shall not exceed 10 percent.				
v. Grades for turnarounds shall not exceed 10 percent.					

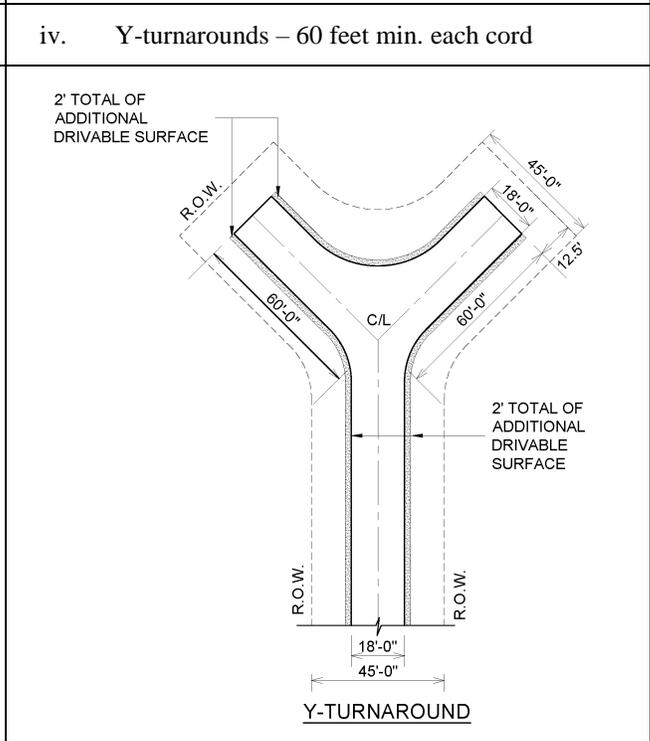
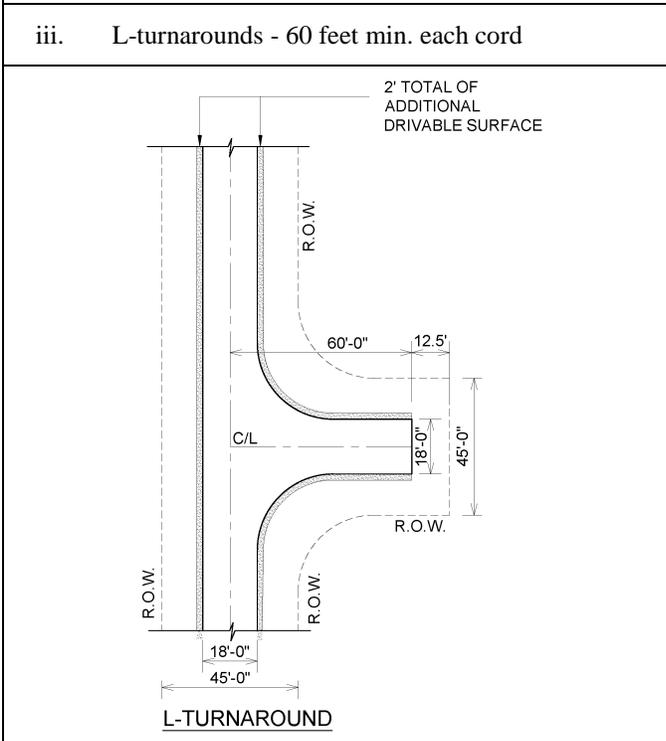
Applicant		Staff Use	
✓	N/A	✓	N/A

PRIVATE USE ROADS Continued:

The minimum Horizontal centerline design standards, stone or pavement widths, and temporary terminus for all private road turnarounds, AND for shared private driveway turnarounds shall be as follows:



m



		Applicant		Staff Use	
		✓	N/A	✓	N/A
PRIVATE USE ROADS Continued:					
n	Use NCDOT "Subdivision Roads Minimum Construction Standards," Minimum Design and Construction Criteria (B) for Bridges and Dams, current edition for subdivisions. Prior to recordation of a final plat or release of guarantee of improvements, a signed and sealed engineer's letter certifying that bridges or dams were constructed to the NCDOT "Subdivision Roads Minimum Construction Standards," shall be provided.				
o	Retaining walls utilized to support a roadbed or adjacent slope shall be designed and constructed under the supervision of a professional engineer. Retaining wall height, location, and width shall be indicated on the preliminary plat. Prior to final subdivision approval or release of a guarantee of improvements, a professional engineer shall certify that the retaining wall meets the requirements of North Carolina Building Code and the Retaining Wall Ordinance, if applicable.				
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. 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 plans. The temporary turnaround shall have an eight-inch minimum aggregated base course (ABC) No. 7 stone and shall meet the standards as provided on page 9 item 13-m.				

Please Note:

Subdivision roads may be designated public or private and are subject to final approval by the BC Fire Marshal.

Please refer to Section 70-43 of the Buncombe County Land Development and Subdivision Ordinance regarding amendments to and modifications of preliminary plans.

All proposed developments shall comply with the regulations contained in Chapter 78 Article II (Watershed Protection) of the Buncombe County Code of Ordinances. Lots within the critical area of the Ivy Watershed are required by the Watershed Protection Ordinance to be at least two acres, while lots within the balance of the watershed shall be at least one acre.

All proposed developments shall comply with the setback requirements and usage requirements within Chapter 78 Article VI (Buncombe County Zoning Ordinance) of the Buncombe County Code of Ordinances.

Please provide for and show stream buffers required by the North Carolina Department of Environment and Natural Resources on submitted plans.

OFFICE USE ONLY:

REVIEW COMMENT

APPROVED

COMMENT

FIRE
MARSHAL

E-911

PERMITS/
ENV. HLTH

EROSION

STORM

ZONING