



Final Plat Application

Pasquotank County Planning & Inspections Department
Telephone: (252)335-1891
Fax: (252)337-6733

104 E. Main Street
Elizabeth City, NC 27909

Name of Subdivision: _____

Address/Location of property: _____

Parcel Identification Number: _____

Zoning District: _____ Total Acres: _____ Total # Lots: _____

Property Owner/Developer: _____

Address: _____

Telephone: _____ Fax: _____

Applicant: _____

Address: _____

Telephone: _____ Fax: _____

Applications for Final Plat review shall be submitted to the Planning & Inspections Department located at 104 E. Main Street. Submissions are required to include a completed application along with ten full sets of plats (folded to approximately 8 1/2" X 11") and one reduced copy of the subdivision plat (8 1/2" X 11" in size). A submittal fee of \$40 per lot is required for all subdivisions that received Preliminary Plat approval prior to April 1, 2006.

The following checklist must be completed and submitted with this application at least twenty-one (21) days prior to the regularly scheduled Board of Commissioners meeting. **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED FOR REVIEW. IT IS THE APPLICANT'S RESPONSIBILITY TO ENSURE THAT THE SUBMITTAL PACKAGE IS COMPLETE PRIOR TO SUBMITTAL TO THE PLANNING DEPARTMENT.**

FINAL PLAT APPROVAL SUBMITTAL CHECKLIST

<i>X or n/a</i>	<i>Submittal Requirement</i>	
	1. Completed Final Plat application form and payment of fees	
	2. 10 full sets of plats (folded) and 1 reduced copy (8 1/2" x 11")	
	3. The name of the subdivision	
	4. A sketch vicinity map showing the relationship between the proposed subdivision and surrounding area at an appropriate scale	
	5. Site data (to include zoning classification)	
	6. Date of survey plat preparation	
	7. Name of township, county and state in which the subdivision is located	
	8. Corporate limits, township boundaries, county lines (if on the subdivision tract)	
	9. The names, addresses, and telephone numbers of all owners, mortgagees, registered surveyors, land planners, and professional engineers responsible for the subdivision	
	10. The registration numbers and seals of the professional engineers and registered surveyors	
	11. The names of any adjoining subdivisions of record or proposed and under review	
	12. Scale denoted both graphically and numerically	
	13. An accurately positioned north arrow tied into the NC Grid System if within 2,000 feet of a monument	
	14. The exact boundary lines of the tract to be subdivided, fully dimensioned by lengths and bearings, and the location of existing boundary lines of adjoining lands	
	15. The names of adjoining property owners	
	16. The boundaries of the tract or portion thereof to be subdivided distinctly and accurately represented with all bearings and distance shown	
	17. Linear error of closure shall not exceed one (1) foot per 7,500 feet. Angular error of closure shall not exceed twenty-five (25) seconds times the square root of the number of angles turned. Plus or minus distance will not be approved.	
	18. Minimum building setback lines	
	19. Existing buildings or other structures, water courses, railroads, bridges, culverts, storm drains, both on land to be subdivided and land immediately adjoining	
	20. Sufficient data to determine readily and reproduce on the ground the location, bearing and length of every street line, lot line, boundary line, block line, and building whether curved or straight. This should include the radius central angle, and tangent distances for the center line of curved streets and curved property lines that are not boundaries of curved streets. All dimensions shall be measured to the nearest one-tenth of a foot and all angles to the nearest minute.	

<i>X or n/a</i>		<i>Submittal Requirement</i>	<i>Staff use only</i>
	21.	The blocks numbered consecutively throughout subdivision and the lots numbered consecutively throughout each block, square feet of each lot so indicated	
	22.	Proposed roadways, existing and platted streets on adjoining properties and in proposed subdivision, right-of-way, pavement widths, design and engineering data for all corners and curves and typical street cross sections.	
	23.	Street names	
	24.	The location and dimensions of all rights-of-way, utility or other easements	
	25.	The plans for utility layouts including sanitary sewers, storm sewers, water distribution lines, natural gas, telephone and electric service or plans for individual water supply systems and sewerage disposal systems	
	26.	Improvement Certificate or letter of approval for sewage systems by appropriate county and state authorities (signature of Health Dept. representative must be on mylar)	
	27.	Bench mark elevations established on the top of all fire hydrants within the subdivision and noted on the as-built drainage plan	
	28.	Improvement Certificate by the Department of Transportation stating the streets as installed or as designed and guaranteed meet state standards (signature must be on mylar)	
	29.	A copy of any deed restrictions or similar covenants	
	30.	The accurate locations and descriptions of all monuments, markers, and control points	
	31.	Any other information considered by either the subdivider, Technical Review Committee, Subdivision Administrator, Planning Board or Board of Commissioners to be pertinent to the review of the plat	
	32.	Written estimate for the cost of all street improvements along with a street improvements guarantee (can be in the form of a bond valid for 12 months). In addition, certification of road bed density testing must be provided.	
	33.	Maintenance of streets guarantee (can be in the form of an automatically renewable bond) until acceptance by NC Dept. of Transportation	
	34.	Other applicable Certificates	
	35.	Payment for street signs	
	36.	Documentation of payment for water laterals and meters within Pasquotank County Water System service area (copy of receipt is acceptable). In addition, a letter of approval for the water line installation must be included from water service provider.	
	37.	As-built plans (including a drainage plan, water line plan, and drive way culvert installation plan)	

