



Preliminary Plat Application

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

PO Box 39
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 Preliminary Plat review shall be submitted to the Planning & Inspections Department located at 206 E Main Street (1st floor of the Courthouse). Submissions shall include a completed application along with 20 sets of plans (folded to 9" x 12"). An \$80 per lot submittal fee is required for all subdivisions that received Sketch Plan approval prior to April 1, 2006. Incomplete applications and/or rolled plans will not be accepted for review.

Preliminary Plats will be reviewed by the Technical Review Committee prior to being scheduled on a Planning Commission agenda. The Technical Review Committee meets at 10:00 a.m. on the first Wednesday of every month. In order to allow adequate time for TRC members to review applications, submittals must be made at least twenty-one (21) days prior to the regularly scheduled TRC meeting. Applicants will be notified when their site plan is scheduled for review and are required to attend the TRC meeting in order to answer any questions regarding their plan.

The following checklist must be completed and submitted with this application.

**PRELIMINARY PLAT APPROVAL
SUBMITTAL CHECKLIST**

<i>For each listed item, please mark X if provided or n/a if the feature does not exist or is not proposed.</i>			<i>Staff use only</i>
<i>X or n/a</i>		<i>Submittal Requirement</i>	
	1.	Completed Preliminary Plat application form	
	2.	20 sets of plans folded to 9" x 12" and one reduced copy 8 1/2" x 11" in size	
	3.	Title information (name of development, name & address of owner & surveyor, date of plan, north arrow, Township name, County and State)	
	4.	Boundary of tract and the portion to be subdivided distinctively and accurately represented with all bearings and distances shown	
	5.	Dimensions of street right-of-way	
	6.	Location of other rights-of-way and easements	
	7.	Sites, if any, for schools, churches, parks, beaches, etc.	
	8.	Zoning classification(s) of the tract and adjacent properties	
	9.	Site Data including: acreage in tract, acreage to be subdivided, acreage in parks and other land usage, number of lots proposed, linear feet of streets	
	10.	Vicinity map showing the relationship of the proposed subdivision to the surrounding area, the adopted thoroughfare plan, the 100 year flood plain, areas of environmental concern and land classification map	
	11.	Topographic map showing vertical contours every one (1) foot	
	12.	Corporate limits, township boundaries, county lines, if on the subdivision tract	
	13.	Minimum building setback lines	
	14.	Names of any adjoining subdivisions of record or proposed and under review	
	15.	Names of adjoining property owners	
	16.	Existing buildings or other structures, water courses, railroads, bridges, culverts, storm drains, both on land to be subdivided and land immediately adjoining	
	17.	Blocks numbered consecutively and lots numbered consecutively throughout each block, square feet of each lot so indicated	
	18.	Wooded areas, marshes, swamps, rock outcrops, ponds or lakes, streams or stream beds and any other natural features affecting the site, including the location of known areas subject to flooding	
	19.	1" = 100' scale (minimum) scale denoted both graphically and numerically	
	20.	Accurately positioned north arrow tied into the NC Grid System if within 2,000 feet of a monument	

<i>X or n/a</i>	<i>Submittal Requirement</i>	<i>Staff use only</i>
	21. 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	
	22. Proposed street names	
	23. Proposed roadways, existing and platted streets on adjoining properties and in proposed subdivision, right-of-way, pavement widths, approximate grades, design and engineering data for all corners and curves and typical street cross sections	
	24. Letter of tentative approval of water supply and sewage disposal plans by appropriate county and state authorities	
	25. Letter of approval of a Stormwater Drainage Plan from the Division of Environmental Management	
	26. Letter of approval from Department of Transportation as to proposed roadway alignment and construction	
	27. A copy of any deed restrictions or similar covenants	
	28. 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	
	29. Letter from the Land Quality Section, Division of Land Resources approving the Sedimentation and Erosion Control Plan	
	30. Letter from appropriate utility company certifying electric utilities will be installed underground	
	31. Stormwater review by County Technical Staff	
	32. Other applicable Certificates	