



EXPEDITED SUBDIVISION APPLICATION FORM

Town of Laurel Park • 441 White Pine Drive • Laurel Park, NC 28739 • P. 828-693-4840 • F. 828-696-4948

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APPLICATION LAST UPDATED: 11.5.2021

1. THINGS TO KNOW ABOUT THE EXPEDITED SUBDIVISION PROCEDURE

1. Subdivisions that qualify for review as an expedited subdivision may not result in more than 3 lots, including the parent parcel and must occupy at least five acres of land area prior to the subdivision.
2. Any land located within a prior-approved expedited subdivision may not be re-subdivided via the expedited subdivision review process for at least 10 years from the prior subdivision.
3. Lots in an expedited subdivision must comply with the dimensional requirements of the zoning district where located.
4. Subdivisions that include the extension of public utilities like water, sewer, or streets may not be reviewed as an expedited subdivision.
5. Expedited subdivision plats must be prepared by a North Carolina registered land surveyor or a professional engineer.
6. Each lot in an expedited subdivision must have a permanent, recorded means of ingress and egress.

2. GENERAL APPLICANT INFORMATION

A. Parcel Information

1. Parcel Address:
2. Parcel Identification Number:
3. Lot Area/Acreage:
4. Base Zoning District:
5. Overlay District Designation (if applicable):

B. Primary Point of Contact Information

1. Primary Point of Contact Name:
2. Mailing Address:
3. Phone:
4. Email:

3. DESCRIPTION OF REQUEST

(Please complete the following)

1. Please indicate the desired number of building lots that will result after the subdivision: [Click here to enter text.](#)
2. Are any of the lots subject to a prior expedited subdivision? Yes No
If yes, please indicate when:
3. Please describe how each lot will be accessed:
4. How will the lots address wastewater? Public sewer Septic system
Other (please describe):
5. Is any portion of the site within the FHO or a flood hazard area? Yes No



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4. SUBMITTAL CHECKLIST

(Please ensure your application includes 3 paper copies and 1 digital (pdf) copy of all of the following)

1. Expedited subdivision application form	<input type="checkbox"/>
2. Application fee	<input type="checkbox"/>
3. Subdivision plat with proper certificate language	<input type="checkbox"/>
4. Approval from county health department for on-site wastewater	<input type="checkbox"/>
5. Evidence of approved easements for access in cases when lot ingress/egress is obtained from an adjacent lot	<input type="checkbox"/>
6. Any additional information determined to be necessary by the Town	<input type="checkbox"/>

5. PLAT REQUIREMENTS

(please ensure individual plan sheets are no larger than 24" x 36")

A. General Information

1. Name, signature, license number, seal, address, and phone number of land surveyor or engineer involved in preparing the plat	<input type="checkbox"/>
2. Property owner name, address, phone number, email address	<input type="checkbox"/>
3. Site address and parcel number(s)	<input type="checkbox"/>
4. North arrow and scale to be 1" = 100' or larger	<input type="checkbox"/>
5. Vicinity map showing property's general location	<input type="checkbox"/>
6. Zoning district classification (including applicable overlay districts) of the subject and all adjacent properties	<input type="checkbox"/>
7. All applicable statements and certifications	<input type="checkbox"/>
8. Revision number	<input type="checkbox"/>

B. Project Location

9. Town limit and other jurisdiction lines on the tract, lot, or site (if applicable)	<input type="checkbox"/>
10. Boundaries of the land to be developed	<input type="checkbox"/>
11. Existing land uses on subject site	<input type="checkbox"/>
12. Names of adjacent property owners	<input type="checkbox"/>
13. Outlines of all existing buildings on the subject site	<input type="checkbox"/>
14. Railroad lines and rights-of-way	<input type="checkbox"/>
15. Existing easements (including location, dimension, and type)	<input type="checkbox"/>
16. Streets (including street names) bordering the subject site	<input type="checkbox"/>



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C. Proposed Layout

1. Lot lines and dimensions (existing and proposed)	<input type="checkbox"/>
2. Lot numbers	<input type="checkbox"/>
3. Setbacks and unbuildable areas	<input type="checkbox"/>
4. Total number of lots, and lot area of each lot	<input type="checkbox"/>
5. Identification of "parent parcel"	<input type="checkbox"/>
6. Location, dimensions, materials, and means of ingress and egress to each lot	<input type="checkbox"/>
7. All existing and proposed easement boundaries	<input type="checkbox"/>
8. Monumentation set and control corner	<input type="checkbox"/>
9. Riparian buffers (if applicable)	<input type="checkbox"/>
10. Floodplains and flood hazard areas (if applicable)	<input type="checkbox"/>
11. Areas with impermeable soils	<input type="checkbox"/>
12. Areas with geologic hazards or steep/very steep slopes (if any)	<input type="checkbox"/>

6. APPLICANT SIGNATURE

I certify that the information provided on this application form and in the associated site plan is complete and accurate to the best of my knowledge. I hereby authorize Town officials to enter the subject property for the purposes of determining compliance.

If there are multiple land owners or applicants, a signature is required for each.

Land Owner or Authorized Signature: _____

Date: _____

Land Owner or Authorized Signature: _____

Date: _____

Land Owner or Authorized Signature: _____

Date: _____



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OFFICE USE ONLY
Project #:
Associated Project #:
Received By:
Filing Date:
Accepted as Complete By:
Complete Date:
Decision:
Decision By:
Decision Date:
Pre-application Conference Date (if conducted):
Notes/Comments: