



# FINAL PLAT 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 FINAL PLAT PROCEDURE

1. The final plat review procedure is described in Section 6.3.10 of the Laurel Park Unified Development Ordinance (UDO).
2. A final plat must be recorded before lots in a subdivision may be conveyed from one owner to another or before a building permit may be issued for development within a subdivision.
3. An applicant seeking to sell lots or obtain a building permit before a final plat is recorded may request that the Town accept a performance guarantee for the completion of required infrastructure or site features prior to final plat recordation. Acceptance of a performance guarantee is at the sole discretion of the Town Council.
4. Subdivisions that include private infrastructure (like streets) or open space set-asides are required to have an owners' association in order to maintain these features. Documentation regarding the establishment of and rules applicable to the owners' association must be filed with the Town prior to recordation of the final plat.
5. Applicants constructing subdivisions that include public infrastructure are required to file as-builts of all forms of public infrastructure (streets, water lines, sewer lines, sidewalks, storm drainage, etc.) prior to recordation of the final plat.
6. Applicants authorized to provide a fee in-lieu of required public infrastructure, land dedication, or installation of site features shall make such payments to the Town prior to recordation of the final plat.
7. Applicants constructing subdivisions that are required to dedicate land to the Town for parkland, public utilities, or for other purposes shall dedicate all land to the Town prior to recordation of the final plat.

## 2. GENERAL PROJECT INFORMATION

### A. Parcel Information

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

### B. Primary Point of Contact Information

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

### C. Preparer Information

1. Land Surveyor Name and License Number:
2. Mailing Address:
3. Phone:
4. Email:



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## 3. DESCRIPTION OF REQUEST

*(Please complete the following)*

1. Please list the project name and number of the associated preliminary plat(s):

2. Is the project phased?  Yes  No

If so, please identify this phase and if there are any subsequent phases:

3. Is any land proposed for dedication to the Town?  Yes  No

If so, for what purpose:

4. Does this subdivision include any public infrastructure?  Yes  No

If so, please list all forms of public infrastructure provided:

5. Does this subdivision include any private infrastructure?  Yes  No

If do, please list all forms of private infrastructure provided:

6. Does this application include a request for a performance guarantee?  Yes  No

If so, please list the features subject to the guarantee:

7. Does this application include a request for a fee-in-lieu?  Yes  No

If so, for what features?

8. Does this subdivision include any land with steep or very steep slopes?  Yes  No

If so, please identify the lots subject to these standards:

9. Is this subdivision subject to an approved variance or administrative adjustment?  Yes  No

If so, please describe:

10. Is the subdivision a conservation subdivision?  Yes  No

11. Is open space set-aside provided?  Yes  No

If yes, please indicate the type (active, passive, urban) and the amount provided for each (in acres):

12. If the subdivision includes single family detached, single-family attached, or duplex dwelling units lots, did the land owner agree to comply with the Town's residential design guidelines?  Yes  No  N/A

## 4. SUBMITTAL CHECKLIST

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

1. Final plat application form

2. Application fee

3. Copy of the approved preliminary plat

4. Copy of the planned development master plan, if applicable



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5. Deeds and other applicable paperwork associated with dedication of land to the Town, if applicable	<input type="checkbox"/>
6. As-builts of all completed private site features, if required	<input type="checkbox"/>
7. As-builts of all completed public infrastructure, if public infrastructure is installed	<input type="checkbox"/>
8. Copy of county health department approval for on-site wastewater disposal and on-site potable water systems, as appropriate	<input type="checkbox"/>
9. Performance guarantee and associated paperwork, if any guarantees were authorized	<input type="checkbox"/>
10. Payments of any approved fees-in-lieu	<input type="checkbox"/>
11. Copy of the conservation and development plan, if the subdivision is a conservation subdivision	<input type="checkbox"/>
12. Documents establishing an owner's association, along with deed restrictions, covenants, and conditions, if private infrastructure or common lands are proposed	<input type="checkbox"/>
13. Stormwater permit number	<input type="checkbox"/>
14. Copy of zoning compliance permit if subdivision signs are proposed	<input type="checkbox"/>
15. Copy of the final elevation or floodproofing certificate if the development is within the special flood hazard area	<input type="checkbox"/>
16. Copy of the signed statement of voluntary compliance with the Town's residential design guidelines, if applicable	<input type="checkbox"/>
17. All required certificates and statements	<input type="checkbox"/>
18. Any additional information determined to be necessary by the Town, County, State, or federal governmental entity	<input type="checkbox"/>

## 5. PLAN REQUIREMENTS

*(Please check each box that applies to your application)*

### A. Basic Requirements for All Sheets

1. All drawings sealed, signed, and dated by a licensed land surveyor	<input type="checkbox"/>
2. Plan preparer's name, address, daytime telephone number, email address	<input type="checkbox"/>
3. Date of plan preparation and any revisions	<input type="checkbox"/>
4. Sheets shall be no larger than 36" x 24"	<input type="checkbox"/>
5. Minimum text size shall be 1/8"	<input type="checkbox"/>
6. Scale on plan view shall be no smaller than 1" = 50'	<input type="checkbox"/>
7. Each sheet shall provide a legend indicating existing and proposed lines, features, and symbols	<input type="checkbox"/>
8. Sheet number and title	<input type="checkbox"/>
9. Name of development and phase, if phased	<input type="checkbox"/>
10. Revision number and re-subdivision indicators	<input type="checkbox"/>
11. Street address of subject site (if available)	<input type="checkbox"/>
12. North arrow (north arrow shall not be oriented towards bottom of plan)	<input type="checkbox"/>



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<b>B. Basic Plan Requirements</b>	
1. A vicinity map at a scale no smaller than 1" = 200'	<input type="checkbox"/>
2. Survey showing all boundaries, monuments, and control points	<input type="checkbox"/>
3. Benchmark elevations and locations	<input type="checkbox"/>
4. The values of all bearings and angles dimensioned in degrees and minutes	<input type="checkbox"/>
5. Finalized lot lines, square footage, and dimensions to the nearest foot	<input type="checkbox"/>
6. Lot access locations if direct access from a public street is not available	<input type="checkbox"/>
7. Lot numbers and street address assigned to each lot	<input type="checkbox"/>
8. Street and alley locations, right-of-way widths, grade, surfacing material, maintenance responsibility, classification, and names	<input type="checkbox"/>
9. Angles, radii, tangents, and lengths for all street curves	<input type="checkbox"/>
10. Sidewalk, path, trail, and greenway locations, dimensions, and surfacing materials	<input type="checkbox"/>
11. Curb, gutter, storm sewers, inlets, and outfalls	<input type="checkbox"/>
12. Proposed street light locations	<input type="checkbox"/>
13. Proposed traffic control signal and signage locations	<input type="checkbox"/>
14. Proposed utility easements and dimensions	<input type="checkbox"/>
15. Proposed drainage and access easements and dimensions	<input type="checkbox"/>
16. Utility features, including water lines, fire hydrants, sanitary sewer lines, lift/pump stations, storm sewers, culverts, and water towers	<input type="checkbox"/>
17. Permanent stormwater control mechanisms	<input type="checkbox"/>
18. Guest parking, if provided outside of individual building lots	<input type="checkbox"/>
19. Perimeter landscaping buffers	<input type="checkbox"/>
20. Streetscape buffers	<input type="checkbox"/>
21. Street tree locations, if required	<input type="checkbox"/>
22. Tree protection areas, including size and percentage of the development site	<input type="checkbox"/>
23. Method for complying with single-family residential architectural compatibility requirements, if applicable	<input type="checkbox"/>
24. The location and dimensions of open space set-aside	<input type="checkbox"/>
25. Type of open space set-aside provided (active, passive, urban)	<input type="checkbox"/>
26. Cluster mailbox location, if provided	<input type="checkbox"/>
27. Streams, riparian buffers, lakes, ponds, and wetlands, if applicable	<input type="checkbox"/>
28. Dams and bridges, if provided	<input type="checkbox"/>



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## 6. APPLICANT SIGNATURE

I certify that the information provided on this application form 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: \_\_\_\_\_

### 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):



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Notes/Comments: