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

APPLICATION PAGE 1 OF 6

APPLICATION LAST UPDATED: 11.5.2021

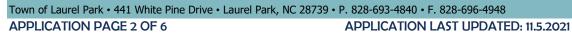


#### 1. THINGS TO KNOW ABOUT THE FINAL PLAT PROCEDURE

- 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

Α.	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):	
В. І	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:	





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?	
3. Is any land proposed for dedication to the Town?	
4. Does this subdivision include any public infrastructure?	
5. Does this subdivision include any private infrastructure?	
6. Does this application include a request for a performance guarantee?	
7. Does this application include a request for a fee-in-lieu?	
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:	ı
10. Is the subdivision a conservation subdivision? $\square$ Yes $\square$ No	
11. Is open space set-aside provided?	
12. If the subdivision includes single family detached, single-family attached, or duplex dwelling units lots, the land owner agree to comply with the Town's residential design guidelines?	did 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	

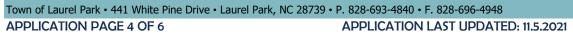
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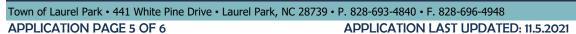


5.	Deeds and other applicable paperwork associated with dedication of land to the Town, if applicable	
6.	As-builts of all completed private site features, if required	
7.	As-builts of all completed public infrastructure, if public infrastructure is installed	
8.	Copy of county health department approval for on-site wastewater disposal and on-site potable water systems, as appropriate	
9.	Performance guarantee and associated paperwork, if any guarantees were authorized	
10.	Payments of any approved fees-in-lieu	
11.	Copy of the conservation and development plan, if the subdivision is a conservation subdivision	
12.	Documents establishing an owner's association, along with deed restrictions, covenants, and conditions, if private infrastructure or common lands are proposed	
13.	Stormwater permit number	
14.	Copy of zoning compliance permit if subdivision signs are proposed	
	Copy of the final elevation or floodproofing certificate if the development is within the special flood hazard area	
16.	Copy of the signed statement of voluntary compliance with the Town's residential design guidelines, if applicable	
	All required certificates and statements	
18.	Any additional information determined to be necessary by the Town, County, State, or	
	federal governmental entity	
5.	PLAN REQUIREMENTS	
(Pl	PLAN REQUIREMENTS ease check each box that applies to your application)	
(Pl	PLAN REQUIREMENTS	
(Pl	PLAN REQUIREMENTS  ease check each box that applies to your application)  Basic Requirements for All Sheets	
(Pl	PLAN REQUIREMENTS  ease check each box that applies to your application)  Basic Requirements for All Sheets  All drawings sealed, signed, and dated by a licensed land surveyor	
(Pl. A. 1. 2. 3.	PLAN REQUIREMENTS  ease check each box that applies to your application)  Basic Requirements for All Sheets  All drawings sealed, signed, and dated by a licensed land surveyor  Plan preparer's name, address, daytime telephone number, email address	
(Pl. A. 1. 2. 3.	PLAN REQUIREMENTS  ease check each box that applies to your application)  Basic Requirements for All Sheets  All drawings sealed, signed, and dated by a licensed land surveyor  Plan preparer's name, address, daytime telephone number, email address  Date of plan preparation and any revisions	
(PI) A. 1. 2. 3.	PLAN REQUIREMENTS  ease check each box that applies to your application)  Basic Requirements for All Sheets  All drawings sealed, signed, and dated by a licensed land surveyor  Plan preparer's name, address, daytime telephone number, email address  Date of plan preparation and any revisions  Sheets shall be no larger than 36" x 24"	
(PI A. 1. 2. 3. 4.	PLAN REQUIREMENTS  ease check each box that applies to your application)  Basic Requirements for All Sheets  All drawings sealed, signed, and dated by a licensed land surveyor  Plan preparer's name, address, daytime telephone number, email address  Date of plan preparation and any revisions  Sheets shall be no larger than 36" x 24"  Minimum text size shall be 1/8"	
(PI A. 1. 2. 3. 4. 5.	PLAN REQUIREMENTS  Plan Requirements for All Sheets  All drawings sealed, signed, and dated by a licensed land surveyor  Plan preparer's name, address, daytime telephone number, email address  Date of plan preparation and any revisions  Sheets shall be no larger than 36" x 24"  Minimum text size shall be 1/8"  Scale on plan view shall be no smaller than 1" = 50'	
(PI A. 1. 2. 3. 4. 5. 6.	PLAN REQUIREMENTS  asse check each box that applies to your application)  Basic Requirements for All Sheets  All drawings sealed, signed, and dated by a licensed land surveyor  Plan preparer's name, address, daytime telephone number, email address  Date of plan preparation and any revisions  Sheets shall be no larger than 36" x 24"  Minimum text size shall be 1/8"  Scale on plan view shall be no smaller than 1" = 50'  Each sheet shall provide a legend indicating existing and proposed lines, features, and symbols	
(PI A. 1. 2. 3. 4. 5. 6. 7. 8.	PLAN REQUIREMENTS  ease check each box that applies to your application)  Basic Requirements for All Sheets  All drawings sealed, signed, and dated by a licensed land surveyor  Plan preparer's name, address, daytime telephone number, email address  Date of plan preparation and any revisions  Sheets shall be no larger than 36" x 24"  Minimum text size shall be 1/8"  Scale on plan view shall be no smaller than 1" = 50'  Each sheet shall provide a legend indicating existing and proposed lines, features, and symbols  Sheet number and title	
(PI A. 1. 2. 3. 4. 5. 6. 7. 8. 9.	PLAN REQUIREMENTS  Planse check each box that applies to your application)  Basic Requirements for All Sheets  All drawings sealed, signed, and dated by a licensed land surveyor  Plan preparer's name, address, daytime telephone number, email address  Date of plan preparation and any revisions  Sheets shall be no larger than 36" x 24"  Minimum text size shall be 1/8"  Scale on plan view shall be no smaller than 1" = 50'  Each sheet shall provide a legend indicating existing and proposed lines, features, and symbols  Sheet number and title  Name of development and phase, if phased	





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





# 6. APPLICANT SIGNATURE

certify that the information provided on this application form is complete and accurate to the best of my	
nowledge. I hereby authorize Town officials to enter the subject property for the purposes of determini ompliance.	ng
there are multiple land owners or applicants, a signature is required for each.	
and Owner or Authorized Signature:	
Date:	
and Owner or Authorized Signature:	
	_
Date:	
and Owner or Authorized Signature:	
Date:	
OFFICE USE ONLY	
roject #:	
ssociated Project #:	
eceived By:	
ling Date:	
ccepted as Complete By:	
omplete Date:	
ecision:	
ecision By:	
ecision Date:	
re-application Conference Date (if conducted):	



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Notes/Comments: