



PRELIMINARY PLAT APPLICATION FORM

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: 11.13.2021

1. THINGS TO KNOW ABOUT THE PRELIMINARY PLAT PROCEDURE

1. The preliminary plat review procedure is described in Section 6.3.14 of the Town of Laurel Park Unified Development Ordinance.
2. Any division of land involving two or more lots along with the extension of public utilities (streets, water, sewer, etc.) requires approval of a preliminary plat.
3. A preliminary plat must be approved prior to land disturbance or the installation of infrastructure.
4. No lots may be sold or building permits issued for development within a preliminary plat until after a final plat is recorded unless the subdivider is approved to submit a performance guarantee.
5. Conservation subdivisions are required to undergo preliminary plat review following approval of a conservation and development plan.
6. A preliminary plat must be prepared by a licensed land surveyor, professional engineer, or professional landscape architect.
7. 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.
8. 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. 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:

2. Date of pre-application conference:

3. Is the project phased? Yes No
If so, please identify this phase and if there are any subsequent phases:

4. Is any land proposed for dedication to the Town? Yes No
If so, for what purpose:

5. Does this subdivision include any public infrastructure? Yes No
If so, please list all forms of public infrastructure provided:

6. Does this subdivision include any private infrastructure? Yes No
If do, please list all forms of private infrastructure provided:

7. Does this application include a request for a fee-in-lieu? Yes No
If so , for what features?

8. Is this subdivision subject to an approved variance or administrative adjustment? Yes No
If so, please describe:

9. Is the subdivision a conservation subdivision? Yes No

10. 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):

11. Does this subdivision include any lots that have geologic hazards, steep slopes, or very steep slopes?
 Yes No If yes, please indicate how many lots:

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. Preliminary plat application form

2. Application fee

3. Written legal description of the site

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



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5. Transportation impact analysis, if required	
6. Copy of county health department approval for on-site wastewater disposal and on-site potable water systems, as appropriate	<input type="checkbox"/>
7. Copy of the conservation and development plan, if the subdivision is a conservation subdivision	<input type="checkbox"/>
8. Copy of zoning compliance permit if subdivision signs are proposed	<input type="checkbox"/>
9. Copy of the signed statement of voluntary compliance with the Town's residential design guidelines, if applicable	<input type="checkbox"/>
10. All required certificates and statement blocks	<input type="checkbox"/>
11. Any additional information determined to be necessary by the Town, County, State, or federal governmental entity	<input type="checkbox"/>
5. PLAN REQUIREMENTS	
<i>(Please check each box that applies to your application)</i>	
A. Basic Requirements for All Sheets	
1. All drawings sealed, signed, and dated by a licensed land surveyor, professional engineer, or professional landscape architect	<input type="checkbox"/>
2. Plan preparer's name, address, daytime telephone number, email address	<input type="checkbox"/>
3. Landowner's name, address, daytime telephone number, email address	<input type="checkbox"/>
4. Date of plan preparation and any revisions	<input type="checkbox"/>
5. Sheets shall be no larger than 36" x 24"	<input type="checkbox"/>
6. Minimum text size shall be 1/8"	<input type="checkbox"/>
7. Scale on plan view shall be no smaller than 1" = 100'	<input type="checkbox"/>
8. Each sheet shall provide a legend indicating existing and proposed lines, features, and symbols	<input type="checkbox"/>
9. Sheet number and title	<input type="checkbox"/>
10. Name of development and phase, if phased	<input type="checkbox"/>
11. Revision number and re-subdivision indicators	<input type="checkbox"/>
12. Street address of subject site (if available)	<input type="checkbox"/>
13. North arrow (north arrow shall not be oriented towards bottom of plan)	<input type="checkbox"/>
B. Existing Conditions Sheet	
1. Plat book or deed book references to proposed site	<input type="checkbox"/>
2. Tax map, block, and lot numbers	<input type="checkbox"/>
3. A vicinity map at a scale no smaller than 1" = 200'	<input type="checkbox"/>
4. Town limits and other jurisdiction lines	<input type="checkbox"/>
5. Acreage in tract	<input type="checkbox"/>



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6. Existing land uses on site and adjacent properties	<input type="checkbox"/>
7. Names of adjoining landowners	<input type="checkbox"/>
8. Base and overlay zoning district designations on the subject site	<input type="checkbox"/>
9. Base and overlay zoning district designations on all abutting lots or sites	<input type="checkbox"/>
C. Subdivision Configuration Sheet	
1. Total number of lots proposed	<input type="checkbox"/>
2. Proposed lot lines, square footage, and dimensions to the nearest foot	<input type="checkbox"/>
3. Existing lot lines to be changed (shown as dashed lines)	<input type="checkbox"/>
4. Lot numbers and street address assigned to each lot	<input type="checkbox"/>
5. Setbacks and unbuildable areas	<input type="checkbox"/>
6. Lot access locations if direct access from a public street is not available	<input type="checkbox"/>
7. Existing and proposed topography of the subject site and beyond showing existing contours at intervals of no greater than five feet – identify at least two contour elevations	<input type="checkbox"/>
8. Designated common areas, open space set-aside, and lands used for tree retention or reforestation	<input type="checkbox"/>
9. Lands indicated for dedication to the Town for use as greenways or trails	<input type="checkbox"/>
10. Proposed easement locations and widths (drainage, access, utilities, etc.)	<input type="checkbox"/>
11. Cluster mailbox locations, if provided	<input type="checkbox"/>
12. Method for complying with single-family residential architectural compatibility requirements, if applicable	<input type="checkbox"/>
13. Guest parking, if provided outside of individual building lots	<input type="checkbox"/>
D. Street Data Sheet	
1. Existing and proposed right-of-way lines on the subject property	<input type="checkbox"/>
2. Existing and proposed right-of-way lines abutting the subject property	<input type="checkbox"/>
3. Pavement width, curb lines, street names, and cul-de-sac radii for existing and proposed streets	<input type="checkbox"/>
4. Street profiles of proposed streets	<input type="checkbox"/>
5. Angles, radii, tangents, and lengths for all street curves	<input type="checkbox"/>
6. Driveways adjacent to the site, including distances between closest off-site driveways and streets or drives providing ingress or egress	<input type="checkbox"/>
7. Railroad rights-of-way	<input type="checkbox"/>
8. Proposed bridges and dams	<input type="checkbox"/>
9. Location and configuration of sidewalks, including crosswalks and greenway connections	<input type="checkbox"/>
E. Utility Data Sheet	



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- 1. Existing and proposed utility layout, showing connections to existing sewer systems, proposed line sizes, materials, and direction of flow for sanitary sewer
- 2. Existing and proposed utility layout, showing connections to existing potable water systems, proposed line sizes, and materials
- 3. Proposed fire hydrant locations and connections
- 4. Storm drainage features, including culverts, inlets, and outfalls

F. Environmental Features Sheet

- 1. Locations of all streams, drainageways, ponds, lakes, wetlands, and water bodies
- 2. Locations of jurisdictional waters and wetlands
- 3. Locations of stream crossings, including proposed grading and stream impacts
- 4. Riparian buffers, including zones
- 5. FEMA regulated floodway, floodplain, and flood fringe
- 6. 100-year base flood elevation
- 7. Finished floor/floodproofing elevation of structures in special flood hazard areas
- 8. Type and location of all permanent stormwater control measures, including inlets & outlets
- 9. Perimeter landscaping buffers
- 10. Streetscape buffers
- 11. Street tree locations, if required

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: