

APPENDIX B
REQUIREMENTS FOR SUBDIVISION SUBMISSION

This information is to be submitted with all applications for sketch, preliminary and final subdivision approvals.

A. General Rules for all Mapping and Graphics (Amended 2/26/14)

1. All maps and graphics shall be dated and drawn to scale and the scale shall not exceed 1"=100';
2. All maps and graphics shall have a site specific legend with only elements that are related to the project and present on the graphic or map
3. Prints may be blue-line or black-line, and map size shall be 24"x36", except that final plats shall conform to the dimensional requirements of the Moore County Review Officer and Register of Deeds;
4. All preliminary and final plats shall be prepared by a registered land surveyor or Professional Engineer of the State of North Carolina in accordance with North Carolina General Statutes 47-30.

B. Information Required on a Sketch Plan:

1. The sketch plan shall show existing and tentative street layouts, other right-of-ways and easements, lot arrangements, existing structures, water courses, wetlands, sites to be deeded for open space, schools, religious uses, and other public uses.
2. Data shall be given regarding the total acreage in the tract, minimum lot size, estimated number of lots and acreage for open space and for other uses.
3. The sketch plan showing the relationship between the subdivision and the surrounding area shall also be submitted.

C. Information Required for Preliminary Plat: In addition to any other requirement set forth in this ordinance, the following information shall be submitted: (Amended 4/16/14)

1. Title block containing the name of the subdivision. Include previous names for approved subdivisions (if any), date and revision date(s), North arrow and scale;
2. Name and owner of the tract, surveyor, engineer, soil scientist and/or land planner, their addresses, business telephone and fax numbers, and professional registration numbers (if any);
3. Acreage of tract, and location(s) of all proposed on and off-site septic systems;

4. Table of open space calculations per type, and acreage, and open space acreage noted at each location;
5. The total number of Lots proposed, and smallest Lot;
6. Total linear feet in streets as measured along the center line;
7. Setbacks: Provide a table of minimum building setbacks, including:
 - (a) Front yard setback;
 - (b) Side yard setbacks;
 - (c) Any required landscaped or wetland or watershed buffers;
 - (d) Rear yard setback;
 - (e) Corner yard setback;
 - (f) Minimum road frontage
8. Buildable area per Lot, in square feet;
9. Area to be covered by impervious surface for the project.
10. The location and/or delineation on the property of all existing property lines, political boundary lines, streets, buildings, wetlands, water courses, railroads, transmission lines, sewers, bridges, culverts and drain pipes, water mains, underground phone and/or cable lines and properties of historic significance;
11. The location of floodplains as shown on the effective Moore County FIRM and the High Quality Water designation, as appropriate.
12. The boundary areas that could be impacted by the breach of any existing dam.
13. Indicate the names of adjoining property owners or subdivisions;
14. Indicate the zoning and existing land use of all adjoining property;
15. Indicate the location of all property lines, lot numbers, and lot dimensions. Indicate the location of the existing property boundaries and the location of intersecting lines of adjoining properties by metes and bounds and any existing or proposed easements, and stream or wetland buffers;
16. Existing conditions map and a final conditions map showing vegetative cover that will be preserved.
17. Indicate the location of proposed parks, school sites, or other open space, and the access areas for each. Indicate if the property is private or public. Indicate if the space is proposed to be dedicated to the Village.
18. Indicate proposed streets, sidewalks, traffic control devices, street names, rights-of-way, roadway widths and approximate grades. Indicate if the streets are to be public or private. Show typical cross sections;

19. A lighting plan as described in Section 9.7.3
20. Provide a grading plan delineating existing ground contours at two (2) foot intervals relative to sea level and proposed contours and swales to be followed as part of the development plan.
21. Submit a sketch vicinity map showing the proposed subdivision in relationship to surrounding property and streets;
22. Provide a plan showing the location, type, and plantings required in the perimeter buffer, streetscape, and other required landscaping;
23. A traffic analysis shall be submitted with each major preliminary subdivision proposal;
24. When public water and/or sewage is to be provided, a sketch plan showing the proposed system(s) shall be provided. Where on-site sewage treatment systems are to be provided the application shall include the information specified in Section 4.7
25. Declaration of covenants and restrictions that govern a homeowners association or similar legal entity when a homeowners association or similar entity is proposed
26. Any other information the Administrator may deem reasonable and necessary to determine compliance with this Ordinance.

D. Number and Type of Maps to be Submitted for Preliminary Plat review:

1. Initial review by the Administrator: 3 prints 1 digital copy
2. Review by the Planning Board: 7 prints
3. Review by the Village Council: 5 prints
4. Village file as approved: 1 print 1 digital copy
5. Review by Moore County Health Department: 3 prints

E. Information Required for Final Plat:

1. Title block containing subdivision name; vicinity map; legal description including township, county and state; the date of any revisions to the plat; a North arrow and deflection; scale in feet per inch; the name and address of the owner(s); and the name, address, registration number and seal of the engineer, surveyor, and soil scientist;
2. Exact boundary lines of tract in heavy line, full dimensions of lengths and bearings, and intersecting boundaries of adjoining lands;

3. Street names, rights-of-way lines, pavement widths of tract and adjacent streets, and the location and dimensions of all easements;
4. Accurate descriptions and locations of all monuments, and control points;
5. Location, purpose, and dimensions of all open space, buffers and areas to be used for other than residential purposes;
6. Sufficient engineering data to determine readily and reproduce on the ground every straight or curved boundary, street, and setback line including dimensions, bearings, or deflection angles, radius, central angles, and tangent distances for the centerline of curved streets and curved property lines that are not the boundary of curved streets. All dimensions shall be measured to the nearest tenth and angles to the nearest minute;
7. Boundaries of floodways, flood hazard boundary areas, wetlands and wetland buffers, and the water supply watershed designation;
8. Lots numbered consecutively throughout the subdivision;
9. The names of owners of adjoining properties;
10. Building setbacks (in table format);
11. Site calculations, including:
 - (a) Total acreage;
 - (b) Total number of Lots;
 - (c) Acreage in Lots;
 - (d) Acreage in street rights-of-way;
 - (e) Linear feet of each individual street;
 - (f) Open Space calculation per type.
12. Information required by Section 4.7 shall be included with the application for final plat approval.
13. The developer shall also submit copies of the results of the plat review by Moore County Health Department indicating the capacity for off-site septic drain fields labeled with the lot numbers being served and system design approval. If the development requires a system that would treat a flow in excess of 3,000 GPD a letter from the State approving the system design is also be required prior to final plat approval via Moore County Health Department.
14. Documentation of required approvals from all state and federal agencies.

F. Number and Type of Map to be Submitted for Final Plat:

1. Initial review by the Administrator: 3 prints;

- 2. Village file as approved: 1 original signed copy, 2 reproducible copies and a digital copy in pdf format.

G. Information Required for Subdivision and Site Plan Construction:

Construction plans and “as built” plans shall be provided.

H. Certificates to be Shown on the Final Plat as Appropriate:

Certificates of Approval for Recording

Watershed Administrator Certificate

I certify that the plat shown hereon complies with the Moore County Watershed Protection Ordinance and is approved by myself, as agent for the Watershed Review Board for recording in the Moore County Register of Deeds Office.

Date Watershed Administrator

*Notice: This property is located within a Public Water Supply Watershed. Development Restrictions may apply.

Water Supply Watershed Regulations Certificate

I certify that the plat shown hereon complies with the Water Supply Watershed Regulations and is approved by the Village Council for recording in the Moore County Register of Deeds office.

Date Planning & Zoning Administrator

Certificate of Ownership and Dedication

I (We) hereby certify that I am (we are) the owner(s) of the property shown and described hereon and that I (we) hereby adopt this plan of subdivision with my (our) free consent, establish minimum building lines, and dedicate all streets, and _____

for public (private) uses as noted. Further, I (we) certify the land as shown hereon is within the platting jurisdiction of the Village of Whispering Pines, North Carolina.

Date Owner

Licensed Surveyor Certificate

I hereby certify that under my direction and supervision this plat, shown and described hereon, was drawn from an actual survey of land, that the Error of Closure is calculated by latitudes and departures and with an accuracy of at least 1:7500, (Actual Error of Closure 1: _____) that the boundaries not surveyed are shown as broken lines, that this plat was prepared in accordance with G.S. 47-30 as amended. Witness my hand and Seal this ____ day of _____, 20____.

Registered Engineer of Land Surveyor

License or Registration Number

Soil Scientist Certificate

I hereby certify that the lot(s) on this plat have been evaluated under the current provisions of Title 15A NCAC 18A.1900 et seq., and have found to have adequate space for an on-site individual private water source and an on-site subsurface sewage treatment disposal system. NOTE: Due to variations in citing specific uses and potential for changes in regulation or soil conditions, issuance of a Well Permit or Improvement Permit by Moore County Environmental Health is not guaranteed.

Date

Licensed Soil Scientist

License Number

Certificate of Approval by the Village Council

I _____, Mayor of the Village of Whispering Pines, NC, do hereby certify that said Council fully approved the final plat of the subdivision entitled _____ on the _____ day of _____, 20____, and such approval is recorded in the Village Council Minutes dated _____, 20____.

Mayor