



TOWN OF AYDEN FINAL PLAT APPLICATION

Planning Department
4061 East Ave., Ayden, NC 28513
Phone: (252) 481-5828 Fax: (252) 558-0747

PROCESS INFORMATION

Final plats are required for major and minor subdivisions. The final plat process is administrative. The applicant must submit a complete application to the Administrator. The Administrator will review and approve or deny the final plat.

The final plat shall be prepared by a professional land surveyor, licensed to practice in the State of North Carolina and shall be drawn to a scale no less than 1 in. = 100 ft., and shall meet the requirements of GS 47-30.

Final plats constitute an accurate survey of the entire phase as shown on the approved plan and shall include all relevant notes and certifications.

FILING INSTRUCTIONS

- Fees:** The applicant must remit fees upon application submittal. See the Town's current fee schedule for information.
- Materials:** Each application shall include the following documents:
 - One complete application form signed by the property owner or his/her authorized agent.
 - One hard copy of the final plat at least 18" by 24"

REQUIRED CERTIFICATIONS

Certificate of Ownership and Dedication

I hereby certify that I am the owner of the property shown and described hereon, which is located in the subdivision jurisdiction of the Town of Ayden and that I hereby adopt this plan of subdivision with my free consent and establish minimum building setback lines, and dedicate all streets, utilities, alleys, walks, parks, open space, and other sites and easements to public or private use as noted and where applicable.

Owner: _____ Date: _____

Certificate of Survey and Accuracy

I, _____, certify that this plat was drawn under my supervision from an actual survey made under my supervision (deed description recorded in Book _____, Page _____, etc.); that the boundaries not surveyed are shown as broken lines plotted from information found in Book _____, Page _____; that this plat was prepared in accordance with NCGS 47-30 as amended. Witness my original signature, registration number and seal this _____ day of _____, A.D. 20_____.

Surveyor: _____

I, _____, Professional Land Surveyor, certify to one or more of the following as indicated:

- 1. That the survey creates a subdivision of land within the area of a county or municipality that has an ordinance that regulates parcels of land.
- 2. that the survey is located in such portion of a county or municipality that is unregulated as to an ordinance that regulates parcels of land.
- 3. That the survey is of an existing parcel or parcels of land.
- 4. That the survey of another category such as the recombination of existing parcels, a court-ordered survey, and other exception to the definition of a subdivision.
- 5. That the information available to the surveyor is such that the surveyor is unable to make a determination to the best of his or her professional ability as to provisions contained in 1 – 4 above.

Seal or Stamp: _____

Registration Number: _____

Notarization

North Carolina, _____ County

I, a Notary Public of the County and State aforesaid, certify that _____, a registered land surveyor, personally appeared before me this day and acknowledged the execution of the foregoing instrument. Witness my hand and official stamp or seal, this

_____ day of _____, 20_____

Notary Public _____

Seal or Stamp: _____

My Commission expires: _____.

Certificate for Approval for Recording

I _____, Administrator and Review Officer of Pitt County, certify that this plat creates a subdivision subject to an in accordance with the Town of Ayden Unified Development Ordinance, and that it meets all statutory requirements for recording in the Office of the Register of Deeds of Pitt County.

Administrator / Review Officer _____ Date _____

OTHER CERTIFICATIONS

Certificate of Approval of the Design and Installation of Streets, Utilities, and Other Required Improvements

I hereby certify that all streets, utilities, and other required improvements have been installed in accordance with NC Department of Transportation and Town of Ayden inspections and specifications and standards, or that guarantees of the installation of the required improvements in an amount and manner satisfactory to the Town of Ayden has been received, and that the filing fee for this plat as set forth in the Town's fee schedule, has been paid.

Administrator: _____

Date: _____

Certificate of Disclosure; Pitt County Floodplain Management Regulations

I (we) hereby certify that prior to entering any agreement or any conveyance with a prospective buyer, I (we) shall prepare and sign, and the buyer of the subject real estate shall receive and sign a statement which fully and accurately discloses that the subject real estate, or a portion of the subject real estate, is located within a flood hazard area and that the buyer must satisfy the requirements of the Pitt County floodplain management regulations prior to the issuance of building permits.

Owner's Signature: _____

Date: _____

Acknowledgement of Compliance (Private Developments)

I, _____, (name of developer and / or seller) hereby certifies that the streets, parks, open space, or other areas delineated hereon and dedicated to private use, and all traffic markings and control devices shall not be the responsibility of the public or the municipality, acting on behalf of the public, to maintain. Furthermore, prior to entering any agreement or any conveyance with any prospective buyer, I shall prepare and sign, and the buyer of the subject real estate shall receive and sign, an acknowledgement of receipt of a disclosure statement. The disclosure statement shall fully and completely disclose the private areas and include an examination of the consequences and responsibility as to the maintenance of the private areas, and shall fully and accurately disclose the party or parties upon whom the responsibility for construction and maintenance of such private areas shall rest.

Signature of Developer and/or Seller _____

Date _____

Street Maintenance Disclosure

Maintenance of public street(s) shown on this plat is (are) intended to be the responsibility of the NCDOT or Town of Ayden, provided that all requirements for acceptance or met. Until such time as the NCDO or Town of Ayden, provided that all requirements for the acceptance are met. Until such time as the NCDOT or Town of Ayden accepts the street(s), I (we) will provide for necessary maintenance. (Note: This statement shall not serve as a substitute for any other statutory disclosure requirements.)

Owner's or Owners' Signature: _____

Date: _____

REQUIRED INFORMATION

Title Block Containing:

- Property Designation
- Name of Owner
- Location (including township, county, and state)
- Date or dates survey was conducted and plat prepared
- A scale of drawing in feet per inch listed in words or figures
- A bar graph
- Name, address, registration number, and seal of the Registered Land Surveyor

The name of the subdivider

A sketch vicinity map showing the relationship between the proposed subdivision and surrounding area.
Scale: 1" = 400'

Corporate limits, township boundaries, county lines if on the subdivision tract

The names, addresses, and telephone numbers of all owners, mortgagees, registered land surveyors, land planners, architects, landscape architects, and professional engineers responsible for the subdivision

The registration numbers and seals of the professional engineers

Date of plat preparation

North arrow and orientation

The boundaries of the tract or portion thereof to be subdivided, distinctly and accurately represented with all bearings and distances shown

The names of owners of adjoining property

The names of any adjoining subdivisions of record or proposed and under review

Building line minimum

The zoning classifications of the tract to be subdivided and adjoining properties

Scale: 1" = 100' or less

Proposed lot lines, lot and block numbers, and approximate dimensions

The lots numbered consecutively throughout the subdivision

100-year floodplain delineation

The exact location of the flood hazard, floodway, and floodway fringe areas from the FIRM

The following data concerning streets:

-Proposed public streets

-Proposed private streets

-Existing and platted streets on adjoining properties and in the proposed subdivision

-Rights-of-way, location, and dimensions in accordance with the UDO

-Pavement widths

-Approximate grades

-Design engineering data for all corners and curves

-Typical street cross-sections

-Street names

Information:

–Type of street dedication; all streets must be designated “public.” The subdivider must submit all public street plans to the Administrator for approval prior to preliminary plat approval. Where public streets are involved which will not be dedicated to the Town of Ayden, the subdivider must submit the following documents to the NC Department of Transportation District Highway Office for review: a complete site layout, including any future expansion anticipated; horizontal alignment indicating general curve data on site layout plan; vertical alignment indicated by percent grade, PI station and vertical curve length on site plan layout; the District Engineer may require the plotting of the ground profile and grade line for roads where special conditions or problems exist; typical section indicating the pavement design and width and the slopes, widths, and details for either the curb and gutter or the shoulder and ditch proposed; drainage facilities and drainage areas

–Where streets are dedicated to the public, but not accepted into the Town of Ayden system or the state system before lots are sold, a statement explaining the status of the street in accordance with this Ordinance

–Utility and other easements

–Riding trails

–Natural buffers

–Pedestrian or bicycle paths

–Parks and recreation areas with specific type indicated

–Areas to be dedicated to or reserved for public use

–Areas to be used for purposes other than residential with the zoning classification of each stated

–Acreage in total tract to be subdivided

–Sufficient engineering data to determine readily and reproduce on the ground every straight or curved line, street line, lot line, right-of-way line, easement line, and setback line, including dimensions, bearings, or deflection angles, radii, central angles, and tangent distance for the center line of curved property lines that are not the boundary line of curved streets. All dimensions shall be measured to the nearest one-tenth of a foot and all angles to the nearest minute

–The accurate locations and descriptions of all monuments, markers, and control points

–A copy of any proposed deed restrictions or similar covenants. Such restrictions are mandatory when private recreation areas or open space areas are established

–404 wetland areas as determined by the Wilmington District office of the U.S. Army Corps of Engineers

–All certifications required in Section 710.150 – Certifications for Final Plats in the UDO.

–All mapping shall comply with NCGS 47-30

FOR TOWN OF AYDEN OFFICIAL USE ONLY

Fee Paid \$ _____ Date _____

ADMINISTRATOR

Date Reviewed by the Administrator: _____

Decision by the Administrator

Preliminary Plat Approved _____ Preliminary Plat Denied _____

Comments _____

Date _____ Administrator, Town of Ayden _____