



TOWN OF AYDEN MAJOR SUBDIVISION PRELIMINARY PLAT APPLICATION

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

PROCESS INFORMATION

Applicability: The Town of Ayden defines a major subdivision as any subdivision of land into eleven (11) or more lots.

Process: The applicant must submit a complete application to the Administrator. The submittal will proceed to the Technical Review Committee (TRC). The Administrator will then present the proposal to the Planning Board. The Planning Board will make a recommendation of approval or denial to the Board of Commissioners. The Board will hold a public hearing and approve, deny or approve with conditions. If the major subdivision preliminary plat is part of a Conditional Zoning District, see Section 810.100 – Conditional Zoning Districts of the UDO for process procedures. If the major subdivision preliminary plat is **NOT** part of a Conditional Zoning District, Section 810.050 of the UDO requires the compliance of the findings of fact listed on this checklist. The applicant should demonstrate in factual statements how the proposed master plan will comply with each finding.

Public Notification: A major subdivision preliminary plat review is a quasi-judicial process that requires public notification and a public hearing. A general notice must be published in a newspaper, and a notice must be mailed to adjacent property owners.

FILING INSTRUCTIONS

- Pre-Application Conference:** The applicant must complete a pre-application conference with the Administrator. The conference includes discussion of the review process and assistance in the preparation of the application.
- 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 existing conditions map.
 - One list of all adjoining property owners within one hundred (100) feet of the proposed request with mailing addresses
 - Three 18" x 24" copies of the master plan.
 - Twelve 11" x 17" copies of the master plan.

EXISTING CONDITIONS MAP

An existing conditions map identifies existing manmade and natural features including, but not limited to, the following:

- | | |
|--|---|
| <input type="checkbox"/> Rights-of-way and existing structures | <input type="checkbox"/> Streets with pavement width |
| <input type="checkbox"/> Cemeteries | <input type="checkbox"/> Existing easements |
| <input type="checkbox"/> Bridges or culverts | <input type="checkbox"/> Natural features such as large stands of trees, water features, and special flood hazard areas |
| <input type="checkbox"/> Utilities | <input type="checkbox"/> Soil types |
| <input type="checkbox"/> Driveways and curb cuts | <input type="checkbox"/> Existing topography |
| <input type="checkbox"/> Sidewalks and surface parking and loading areas | |

MASTER PLAN

A master plan is a detailed, two-dimensional drawing illustrating all required site features including:

- Buildings & parking areas
- Streets locations, street sections, sidewalks and new and existing rights-of-way
- Property lines and setbacks
- Required or proposed buffers
- Conceptual landscaping & open space areas
- All related development calculations (e.g., density, proposed building areas, number of parking spaces, estimated impervious surface) in enough detail to show compliance with the UDO ordinance.
- Detailed engineering drawings such as subsurface utilities (e.g., water and sewer) and on-site stormwater facilities are not required for Master Plans, except that horizontal water and sewer locations shall be indicated as required by the utility provider.



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QUASI-JUDICIAL REVIEW

**This section only applies to major site plans that are NOT part of a Conditional Zoning District request.*

Section 810.040 of the Town of Ayden UDO Article 8 requires compliance of the following findings of fact for the Board of Commissioners to grant approval. The applicant should provide a statement demonstrating that the proposed major subdivision preliminary plat will comply with each of these findings.

(1) The plat conforms to the applicable provisions of the UDO.

STATEMENT BY APPLICANT: _____

(2) The plat proves adequate infrastructure (transportation, utilities, etc.) to support the as plan as proposed.

STATEMENT BY APPLICANT: _____

(3) The plat will not be detrimental to the use or development of adjacent properties.

STATEMENT BY APPLICANT: _____

Proposed conditions offered by applicant: _____

COVER SHEET DETAIL

The major subdivision preliminary plat cover sheet should include the following detail:

FOR TOWN OF AYDEN USE ONLY

BOARD OF COMMISSIONERS REVIEW DATE: _____ ACTION: APPROVED DENIED

ADMINISTRATOR'S SIGNATURE _____

FOR TOWN OF AYDEN OFFICIAL USE ONLY

Fee Paid \$ _____ Date _____

TECHNICAL REVIEW COMMITTEE

Date Presented to the Technical Review Committee _____

PLANNING BOARD

Date Presented to the Planning Board _____

Date and Decision of the Ayden Planning Board _____

In reference to the petition filed by _____

proposing a major subdivision preliminary plat for the property located at _____

the Ayden Planning Board makes the following recommendations

Recommended for Approval _____ Recommended for Denial _____

The decision of the Planning Board was based on the following considerations:

Date _____ Chairperson, Ayden Planning Board _____

BOARD OF COMMISSIONERS

Date of Board of Commissioners Hearing _____

Dates of Publication of Notices of Public Hearing _____

Dates Notices to Owners of Adjacent Properties, per County Tax Listing _____

Certification of Mailing _____

Date Property Posted (> 10 days prior to hearing) _____

Decision of the Board of Commissioners, Town of Ayden

Preliminary Plat Approved _____ Preliminary Plat Denied _____

Comments _____

Date _____ Mayor, Town of Ayden _____