



TOWN OF AYDEN MINOR SITE PLAN OR MINOR SUBDIVISION PLAN APPLICATION

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

PROCESS INFORMATION

Submission Requirement: The minor site plan/subdivision plan review process is an administrative procedure. The applicant must submit a complete application to the Administrator for review. Once an application is deemed complete by the Administrator, the Administrator and Technical Review Committee shall review the application and approve, deny, or approve with conditions the Minor Site Plan based on compliance with the standards contained in the Unified Development Ordinance (UDO).

Applicability: The **Minor Site Plan** process shall apply to development applications which do not require a Transportation Impact Analysis (TIA) according to Article 7 – Subdivisions and Infrastructure of the UDO. The **Minor Subdivision Review** process is required for those divisions of land which contains ten (10) or fewer lots.

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.
 - Three 18" x 24" copies of the plan.

BUILDING ELEVATIONS

In order to reasonably evaluate the building, it may be necessary to submit scaled drawings of each elevation visible from a public street. These drawings should be in color and should accurately represent the building heights, floor levels, and building materials. Please contact the Administrator for applicability.

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 | |

MINOR SUBDIVISION 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

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

MINOR SITE PLAN INFORMATION

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

- Buildings and parking areas
- Streets locations, street sections, and new and existing rights-of-way
- Lines and setbacks
- Required or proposed buffers
- Conceptual landscaping
- 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.

FOR TOWN OF AYDEN OFFICIAL USE ONLY

Fee Paid \$ _____ Date: _____

TECHNICAL REVIEW COMMITTEE

Date Presented to the Technical Review Committee: _____

Decision of the Technical Review Committee

Plan Approved: _____ Plan Denied: _____

Comments: _____

Date: _____ Administrator, Town of Ayden: _____