



TOWN OF AYDEN SUBDIVISION CONSTRUCTION PLAN APPLICATION

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

PROCESS INFORMATION

Submission Requirement: A construction plan provides a full and complete set of engineered drawings necessary for final permitting and construction.

Process: Construction plan approval is an administrative process. The applicant must submit a complete application to the Administrator. The submittal will proceed to the Technical Review Committee (TRC). The TRC will review the plan. The TRC may approve, deny, or approve with conditions the minor site or minor subdivision plan based on UDO compliance.

Validity: Construction plan approvals are valid for 2 years from the date of approval. A final plat shall be recorded prior to the end of this 2-year period.

FILING INSTRUCTIONS

- Pre-Application Conference:** The applicant is encouraged to complete a pre-application conference with the Administrator.
- 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.
 - Three hardcopies and one digital copy of the existing conditions map
 - Three hardcopies and one digital copy of plans scaled at least 1 in. = 50 ft.

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 | |

CONSTRUCTION PLAN DETAILS

Construction Plans shall constitute a full and complete set of engineered drawings necessary for final permitting and construction.

All plans shall be submitted at a scale not less than 1 in. = 50 ft. unless otherwise authorized by the Administrator

All streets, utilities, and stormwater, and other infrastructure systems shall be designed and constructed in accordance with the adopted Town of Ayden Specifications and utilities provider requirements where applicable.

SITE INFORMATION

- Site data information (i.e. zoning, land use, tax pin number, setbacks, acreage)
- Development Calculations and illustrations of density, lot lines, sizes and dimensions, and impervious surface area calculations.
- Location of all parking, loading areas and impervious surface area calculations (if applicable)
- Location of sidewalks and pedestrian ways
- Proposed plan and illustration of useable and natural open space areas and means of ownership and maintenance

- Location, description, and height of all retaining walls and fences
- Property lines and setback lines
- Watercourse, land use, and screening buffer areas
- Landscaping and street tree plan
- Location and dimensions of all easements on and abutting the property
- Location of all Special Flood Hazard Areas (if applicable)

STREET TRAFFIC INFORMATION

- Street and/or right-of-way locations with street sections and names
- Provisions and designs of all on and offsite road improvements
- All traffic control signage
- Plan-profile drawings at a scale of 1 in. = 50 ft. showing street grades and cross sections
- All other infrastructure system details per the Town of Ayden, Pitt County or NCDOT specifications

UTILITY AND GRADING INFORMATION

- Linear footage of all storm drainage facilities
- Detailed stormwater, grading, and erosion control information
- Detailed water and sewer information
- Tree save areas and protection measures
- All other utility and grading infrastructure system details per the Town of Ayden, Pitt County, or NCDOT specifications

COVER SHEET DETAIL

The construction plan cover sheet should include the following details:

1.

FOR TOWN OF AYDEN USE ONLY	
THESE PLANS HAVE BEEN APPROVED FOR CONSTRUCTION BY THE TOWN OF AYDEN.	
PLANNING	DATE _____
PUBLIC WORKS	DATE _____
DRAINAGE AND EROSION CONTROL	DATE _____
UTILITIES	DATE _____

- 2. ALL PUBLIC FACILITIES, INCLUDING UTILITIES, SIDEWALKS, AND HANDICAP RAMPS ARE TO BE CONSTRUCTED ON ALL STREETS AS SPECIFIED BY TOWN OR NCDOT STANDARDS. THESE FACILITIES HAVE BEEN APPROVED BY THE TOWN OF AYDEN AND SHALL BE SO INSTALLED UNLESS A CHANGE IS APPROVED BY THE TOWN OF AYDEN.
- 3. OWNER HEREBY CERTIFIES AND AGREES TO TAKE SUCH ACTION AS MAY BE REQUIRED BY THE TOWN OF AYDEN TO CORRECT ANY ERRORS, OMISSIONS OR NON-COMPLIANCE WITH TOWN STANDARDS AND/OR CONDITIONS DESCRIBED IN THIS CONSTRUCTION PLAN, INCLUDING RE-SUBMISSION OR RE-EXECUTION OF THIS CONSTRUCTION PLAN WITH THE APPROPRIATE CORRECTIONS AND/OR REVISIONS.

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: _____