



# Major Subdivision Application

Montgomery County Central Permitting - *Planning Department*

444 North Main Street, Troy, NC 27371  
Office: (910) 572-3304 Fax: (910) 576-0043

**CASE NUMBER:** \_\_\_\_\_

**Proposed Title of Plat:** \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Acreage of parent tract: \_\_\_\_\_ acres

PIN(s): \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Surveyor License Number: \_\_\_\_\_

### Fee Amount

Preliminary Plat - \$350.00 - Receipt # \_\_\_\_\_ Date Received \_\_\_\_\_ Initials \_\_\_\_\_

Final Plat - \$200.00 - Receipt # \_\_\_\_\_ Date Received \_\_\_\_\_ Initials \_\_\_\_\_

### **Applicant and Property Owner** *(list all property owners and/or applicants – use back or additional sheet if needed.)*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Subdivider Signature (if different): \_\_\_\_\_ Date: \_\_\_\_\_

### **Surveyor or Engineer**

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Surveyor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***All plats shall be prepared by a registered land surveyor. Plats shall conform to the provisions for plats, subdivisions, and mapping requirements set forth in G.S. 47-30 and the manual for practice of land surveying in North Carolina.***

**Major Subdivision – Any division of property not covered under Sec. 34-75 or Sec. 34-78 shall be considered a major subdivision and subject to all requirements of Sec. 34-79 and Article IV.**

**All major subdivisions must abide by the Required Improvements, Dedication, Reservation and Minimum Standards of Design (Article IV) of the Montgomery County Subdivision Ordinance. Please review and become familiar with this article prior to submittal.**

**Approval Process of Major Subdivisions (Sec. 34-79.1)**

- a) The approval of a major subdivision requires both preliminary plat approval and final plat approval by a majority vote of the Montgomery County Planning Board. All items required for preliminary plat approval (Sec. 34-79.3) must be received no later than **sixty (60) days** before being heard at a regular scheduled meeting of the Planning Board. Final approval must be granted within **twelve (12) months** of preliminary plat approval unless an extension is granted by the Planning Board.
- b) The subdivider shall have **sixty (60) days** from the date of final plat approval to record the final plat with the Montgomery County Register of Deeds. If not recorded in this time frame, the final approval shall expire and become void. The date of such expiration shall appear on the required Certificate of Approval.
- c) No plat shall be approved until it meets the minimum requirements set forth, all required fees have been properly paid (as applicable) and certificates required by this ordinance to appear on the final plat have been properly filled out, dated, and signed.
- d) Plats disapproved by the Planning Board may be revised and resubmitted. Resubmittals may be subject to resubmission fees per the Montgomery County Fee Schedule.
- e) **A public hearing is required for preliminary plat approvals.**

**Major Subdivision Preliminary Plat Requirements (Section 34-79.3)**

The subdivider shall submit a minimum of: **seven (7) hard copies** of the preliminary plat and all other required information pursuant to this section; **one (1) digital copy** of the preliminary plat and other required information. Submission shall be made to the Planning Director.

The preliminary plat shall be prepared by a registered land surveyor currently licensed and registered in the State of North Carolina. The preliminary plat shall conform to the provisions for plats, subdivisions, and mapping requirements set forth in G.S. 47-30 and the Manual of Practice for Land Surveying in North Carolina. The preliminary plat shall be clearly marked as **“preliminary – not for sale or conveyance”**.

**Preliminary Plat Checklist**

The preliminary plat shall show all of the following information

- Parcel Identification Number
- Proposed name of subdivision or subdivider & contact information (address & phone number)
- Plat preparation date and revision
- Acreage and square footage of each proposed lot
- Deed reference for tract being subdivided
- Owner(s), Parcel Identification Number(s) and Deed Reference(s) of adjacent parcels
- Name of professional land surveyor with address and phone number
- Existing and proposed structures and their current or proposed use
- Zoning classification
- Building setback lines delineated on each lot (building envelope)
- Lot lines and lot numbers
- Floodplain statement (zone, panel number, effective date, type of flood hazard)

- Label the type of plat
- Proposed deed restrictions or similar covenants (if applicable)
- All visible or proposed apparent rights-of-way, watercourses, ponds or lakes, and shall be labeled as such
- Proposed streets, existing and platted streets on adjoining properties and in the proposed subdivision, rights-of-way, pavement widths, approximate grades, design engineering data for all corners and curves, and typical cross sections
- Existing and proposed lines, both on the tract to be subdivided and on adjoining properties, buildings or other structures, water courses, railroads, bridges, culverts, and storm drains.
- The name(s) of the township(s), county, and state in which the division is located
- Topographic map showing vertical contours every ten (10) feet
- All utility power lines shall be labeled (power company name)
- Any remaining total acreage

### **Consultation with Permitting Agencies (Section 34-79.4)**

The Planning Director will assist the subdivider in procuring additional information and permits which may be required by other agencies and necessary for approval of the proposed subdivision. The number of items required and the steps necessary to obtain those permits will vary depending on the size and location of the subdivision. The following information, if applicable, shall be provided along with other information required by the Planning Director.

- a) A statement from the Montgomery County Environmental Health Department reporting any known environmental health issues affecting public health and safety in the immediate area of the proposed subdivision.
- b) A statement from the Montgomery County Public Utilities Department determining the distance from the proposed subdivision to public water and sewer systems, owners of said public systems, available County system capacities, and a preliminary list of permits required for County system extensions.
- c) A statement from the Montgomery County 911 Addressing Department indicating the necessary forms have been filed for naming new streets and supplying 911 addresses for lots.
- d) Comments and permits, when applicable, by the North Carolina Department of Transportation regarding proposed streets, highways, driveway access, and drainage systems.
- e) Erosion control permits from the North Carolina Department of Environmental and Natural Resources, Division of Energy, Mineral, and Land Resources.

A copy of any correspondence with the aforementioned agencies should be included with the preliminary plat submission if such information has been obtained by the subdivider.

### **Infrastructure Installation (Section 34-79.6)**

Prior to the twelve (12) month deadline for final plat approval from the Planning Board, the subdivider must install all infrastructure as detailed on the approved preliminary plat; receive Board of County Commissioner adoption of road names and 911 parcel addresses for each lot. An extension may be granted by the Planning Board pursuant to Sec. 34-79.2 (A).

### **Final Plat Approval (Section 34-79.7)**

**Seven (7) paper copies** of the final plat (containing as-built utility locations, road names, and 911 addresses for each lot in addition to previous requirements for the preliminary plat (Sec. 34-79.3)), **one (1) digital copy** of the final plat, and **one (1) mylar** final plat suitable for reproduction shall be submitted to the Planning Director at least **fifteen (15) days** prior to the planning board meeting at which the subdivider desires the planning board to approve the final plat.

