



SUBDIVISION APPLICATION



Instructions: An application for subdivision approval is required for the preliminary approval of the following types of plans: Major and Minor Subdivisions, Sketch Plans, Dedication Plats, Access Easements Plats, and Combination/Recombination Maps.

APPLICATION MATERIALS CHECKLIST:

- Application Fee.**
- A Completed and signed application form.**
- Five Sets of Plans.** Maximum sheet size shall be 24" x 36". Plans must be to engineering scale (1" = 20', 1" = 100', etc.). All plans shall be scaled to no less than one (1) inch equals one hundred (100) feet; If all lots are greater than three (3) acres in size, a smaller scale (i.e. 1" = 200') may be used. Plans may be drawn on multiple sheets with appropriate match lines. Preliminary plans do not require an engineer's, surveyor's, or landscape architect's seal.*

(This side of form to be completed by applicant, except where noted.)

TYPE OF APPLICATION		SUB# (staff to complete):
major subdivision:	minor subdivision:	sketch plan:
dedication plat:	access easements plat:	combination/recombination map:

PROPERTY INFORMATION	
development name (title of plat):	
location:	
township:	map number:
tax map parcel number:	lot number:
plat book number:	page number:
zoning district:	total acres:
total number of lots:	section or phase number:

APPLICANT INFORMATION	
surveyor/representative:	phone number:
mailing address:	
email:	
owner's name (if different than above):	
owner's address:	
zip code:	phone number:



COMPLETE SUBMISSION CHECKLIST (WHEN APPLICABLE):

SOIL EVALUATION (SELECT AT TIME OF SUBMITTAL):

- Environmental Health Department Evaluation
- Community System (NCDEHNR approval required)

REQUIREMENTS FOR SKETCH AND PRELIMINARY SUBDIVISION PLANS:

Sheet size

- The preliminary subdivision plan shall be drawn on sheets no greater than 24" x 36";
- All plans shall be submitted scaled to no less than one (1) inch equals one hundred (100) feet;
- If all lots are greater than three (3) acres in size, a smaller scale (i.e. 1"=200') may be used;
- Plans may be drawn on multiple sheets with appropriate match lines.

Title Block and General Site Data

- (1) Name of development;
- (2) Type of map or plan (Sketch, Preliminary, Combination/Recombination);
- (3) Owner's name, address, and daytime telephone number;
- (4) Location, including town, township, county, state;
- (5) Date(s) map or plan was prepared or revised;
- (6) Name, address, and daytime telephone number of preparer of map;
- (7) Zoning district(s) within/adjacent to property (Note: if the zoning is Conditional Use, list case number and all zoning conditions);
- (8) Names of adjoining property owners or subdivision names with Plat Book or Deed Book references;
- (9) Acreage in total tract;
- (10) Tax map, block, and parcel number of tract(s) to be subdivided;
- (11) A vicinity sketch at a scale of two thousand (2000) feet equal to one inch, showing the position of the subdivision in relation to surrounding streets (with state road numbers) and jurisdictional boundaries, and oriented in the same direction as the plan;
- (12) Total number of lots proposed;
- (13) * Plat Book and/or Deed Book reference(s);
- (14) * Bar Graph;
- (15) * Linear feet in streets;
- (16) * Acreage in public or private greenways or open space;
- (17) * Acreage in newly dedicated right-of-way.

Planimetric Elements

- (1) True north arrow with reference, generally oriented to the top of the sheet;



- (2) Proposed lot lines and dimensions with bearings and distances;
 - (3) Minimum and Maximum building lines, as determined by zoning district;
 - (4) Corporate limits, county lines, and other jurisdiction boundaries on the tract;
 - (5) Existing property lines on tract to be subdivided. If property lines are to be changed or removed dash and label old lines;
 - (6) Dimension, location, and use of all existing and proposed buildings, with distances between buildings measured at the closest point and distance from buildings to closest property line;
 - (7) Address of existing structure or lot;
 - (8) Areas designated as common elements or open space to be controlled by an owners association;
 - (9) Location, dimension, and type of existing and proposed easements;
 - (10) Proposed building locations for twin home developments;
 - (11) Existing and proposed signs, with location, dimension, height, and area;
 - (12) Location, dimension and details of proposed clubhouses, pools, tennis courts, or other common recreation facilities;
 - (13) Railroad lines or rights-of-way;
 - (14) * Lots sequenced or numbered consecutively;
 - (15) * Square footage of all proposed lots less than one acre in size, acreage for all lots greater than one acre in size;
 - (16) * Source of property boundaries signed or sealed by a registered surveyor, architect, or engineer;
 - (17) * Boundaries of tract to be developed tied to nearest street intersection (300 ft) or USGS tie (2,000 ft);
 - (18) * Boundaries of the tract to be developed showing location of intersecting boundary lines or adjoining properties;
 - (19) * The name and location of any property or building on the National Register of Historic Places or locally designated historic property;
 - (20) * Areas to be dedicated or reserved for the public.
- Environmental Elements**
- (1) Water courses, ponds, lakes, or streams;
 - (2) Location of floodway and floodway fringe from Flood Hazard Boundary Maps, with cross-section elevations;
 - (3) Existing and proposed topography of tract and 100 feet beyond property showing existing contour intervals of no greater than 5 feet (2 feet were available) labeling at least two contours per map and all others at 10 ft intervals from sea level;
 - (4) Designated Watershed noted, with applicable Watershed Critical Tiers shown;
 - (5) Existing septic and well location;
 - (6) * Marshes, swamps, or other wetlands;
 - (7) * Drainage Easement calculations. Include delineated drainage area on a 2' contour topographic map, run-



off coefficients and intensity, or curve numbers and rainfall.

Major Subdivisions with a Designated Watershed

- (1) * Area to be disturbed with number of acres graded and percentage of site noted
- (2) * Area to be left undisturbed with number of acres, type of ground cover and percentage of site noted, including percentage of natural or stabilizing vegetation along drainage way
- (3) * Percentage of slope prior to any grading
- (4) * Total impervious surface area, including streets, roofs, patios, parking areas, sidewalks, and driveways
- (5) * Shortest distance to the nearest applicable Floodway identified on a Federal Emergency Management Agency Map
- (6) * Permanent erosion control and watershed protection controls including ponds, maintenance and access easements or natural infiltration areas
- (7) * Soil types as defined in Table 7 of the Guilford County Soil Survey
- (8) * Engineering certification statement if required by Ordinance

Street Data

- (1) Show right-of-way lines and dimensions based on Summerfield Thoroughfare Plan or Development Ordinance standards, including centerline, within and adjacent to property;
- (2) Existing and proposed streets showing edge and dimensions of pavement or curb lines;
- (3) Existing and proposed cul-de-sac pavement radius;
- (4) Existing street names and state road numbers;
- (5) Proposed street names;
- (6) Sight Distance triangles at each intersection (10 x 70).

Utility Data

- (1) * Water line layout showing connections to existing systems, line sizes, material of lines, fire hydrants, blow-offs, valves, manholes, etc.;
- (2) * Sewer line layout, showing connections to existing systems, line sizes, material of lines, direction of flow, manholes, force mains, etc.;
- (3) * Storm water line layout, showing connections to existing systems, line sizes, material of lines, catch basins, direction of flow, etc.;
- (4) * Utility layout showing connections to existing systems for natural gas, electric, cable TV, phone, etc.;
- (5) * Twenty (20) foot utility easement shown on front of each lot or note indicating utilities are available from the street right-of-way;
- (6) * Easements for existing and proposed electric, telephone, cable, natural gas or other utilities;
- (7) * Utility Plan, if alternate utility locations are proposed;
- (8) * If removing utility easements, must provide letter from appropriate electric, gas, cable, and telephone utility.

Documents to be Provided in Special Circumstances



SUBDIVISION APPLICATION



- (1) * Copies of previous Board of Adjustment action, Special Use Permit or Certificate of Appropriateness
- (2) * Combination deed
- (3) * Detailed flood elevation study documents

(The following is to be completed by the Summerfield Planning Department)

FEE	
amount <i>(staff to complete)</i> :	receipt number <i>(staff to complete)</i> :

PLANNING DEPARTMENT CERTIFICATION	
<i>The Town of Summerfield Planning Department certifies that the information provided is a complete application and will be processed either by the Zoning Administrator or Planning Board.</i>	
town official:	date: