

# APPENDIX 1: MAP STANDARDS

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## APPENDIX 1: MAP STANDARDS

### A. Number of Review and Filing Copies to be Submitted

Type of Map	Review # of Prints	Filing (after plan approval)		# of Mylar As-Builts
		# of Prints	# of Mylars	
Sketch Plan	9	4	-	-
Preliminary Plan	9	4	-	-
Final Plat	9	9	1	1
Exclusion Plat	4	4	-	-
Plot Plan	3	-	-	-
Site Plan/Group Developments Including: <ul style="list-style-type: none"> <li>• Site Layout</li> <li>• Water and Sewer Utility</li> <li>• Grading/Watershed Development Plan</li> <li>• Landscaping Plan</li> </ul>	9 Sets	4 Sets	-	-
Street and Utility Construction Plans And Profiles	10 Sets	7 Sets	-	1 Set

### B. Required Information on Minor and Major Subdivisions, Exclusions, Annexations, Plot Plans, and Site Plans/ Group Developments

Submission of all maps and/or plans shall contain the following information before submitted to the Planning Department for review. An "X" indicates required information.

Information required on Site Plan sheets are indicated by the following codes:

- "A"**: to be included on **All Sheets**,
- "S"**: to be included on **Site Layout Sheet**,
- "U"**: to be included on **Utility Sheet**,
- "E"**: to be included on **Soil and Erosion Control Sheet**
- "L"**: to be included on **Landscaping Sheet**
- "G"**: to be included on **Grading Sheet**
- "W"**: to be included on **Watershed Development Plan**.

Depending on the scale or complexity of the development any or all the sheets may be combined. Additional information may be required for approval of the Site Plan. The Summerfield Planning Board may waive items required for Sketch Plans if it is judged that they are not necessary to complete the review at the Sketch Plan stage. The site layout meeting the requirements of Article 3.B.6. of this Ordinance may serve as the preliminary subdivision plat.

Type of Plan Information	Minor and Major Subdivisions			Exclusion Plat	Plot Plan	Site Plan/ Group Develop
	Sketch Plan	Preliminary Plan	Final Plat			
<b>Map or plan size:</b>						
Maps submitted shall not exceed a maximum size of 24" by 36"	X	X				A
Maps of plans may be drawn on more than one sheet with appropriate match lines	X	X	X	X		A
Standard 18" by 24" sheet for plats to be recorded, 1/2" border on all sides			X	X		
Original drawn on drafting film, matte both sides with a thickness of 0.003 to 0.004 mil, map to be recorded.			X	X		
<b>Title Block containing:</b>						
Name of Development	X	X	X	X	X	A
Name of map or plan (sketch plan, preliminary plan, etc.)	X	X	X	X	X	A
Owner's name with address and daytime phone #	X	X	X	X	X	A
Location (including address, town, township, county and state)	X	X	X	X	X	A
Date(s) map(s) prepared or revised	X	X	X	X	X	A
Scale of drawing in feet per inch. Drawing shall be at a scale of not less than 1" equal to 100'. If all lots are greater than 3 acres a smaller scale may be used.	X	X	X	X		A
Scale of drawing in feet per inch. Drawing shall be at a scale of not less than 1" equal to 40', if all lots are greater than 3 acres, only the building site needs to be shown.					X	
Scale of drawing in feet per inch. Drawing shall be at a scale of not less than 1" equal to 60', if required for an Improvement Permit.					X	
Bar Graph		X	X	X	X	A
Name, address, and telephone # of preparer of map (licensed surveyor, engineer, or architect)	X	X	X	X	X	A
Developer's name, address, and daytime phone number (if different from owner's)	X	X	X	X	X	A

Type of Plan Information	Minor and Major Subdivisions			Exclusion Plat	Plot Plan	Site Plan/ Group Develop
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Plan Endorsement Block		X				A
Zoning district(s) within the property and adjacent properties	X	X	X	X	X	S,L
Existing land use within the property and on adjacent properties	X	X				S,L
Plat book or deed book reference, if any.		X	X	X	X	S
Names of adjoining property owners (or subdivisions or developments of record with plat book reference)		X	X	X		S
Tax map, block, and parcel(s) number	X	X	X	X		S,E,W
Vicinity map showing location of site relative to surrounding area (typically drawn in upper right hand corner), at a scale of 1" = 2000'	X	X	X	X		A
Corporate limits, county lines, and other jurisdiction lines, if any, on the tract	X	X	X	X		A
Registration and seal of land surveyor		X	X			S
North arrow and orientation (north arrow shall not be oriented towards bottom of map)	X	X	X	X	X	A
Source of property boundaries signed or sealed by registered land surveyor, architect, landscape architect, or engineer		X			X	S,W
Boundaries of the tract to be subdivided or developed: distinctly and accurately represented and showing all distances		X	X	X	X	A
tied to nearest street intersection (within 300') or U.S.G.S.(within 2000')		X	X	X		S
showing locations of intersecting boundary lines or adjoining properties		X	X	X		S
Location and descriptions of all monuments, markers, and control corners			X		X	S
Existing property lines on tract to be subdivided. If existing property lines are to be changed, label as "old property lines" and show as dashed lines.	X	X	X	X		S
Dimensions, location and use of all existing and proposed buildings; distances between buildings measured at the closest point; distance from buildings to closest property lines	X	X		X	X	S
The name and location of any property or building on the National Register of Historic Places or locally designated historic property		X	X	X		S

Type of Plan Information	Minor and Major Subdivisions			Exclusion Plat	Plot Plan	Site Plan/ Group Develop
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Railroad lines and right-of-ways	X	X	X	X	X	A
Water courses, pond, lakes or streams	X	X	X	X	X	A
Marshes, swamp and other wetlands		X			X	A
Areas to be dedicated or reserved for the public or a local jurisdiction		X	X	X	X	A
Areas designated as common area or open space under control of an Owners Association	X	X	X		X	S,L,W
Proposed building locations for twin home or zero lot-line developments	X	X			X	
Location of manufactured dwelling spaces and whether they are designated for single or double wide dwellings					X	S
Typical diagram of manufactured dwelling space						S
Location of designated recreation areas and facilities						
Location of floodway and floodway fringe from Flood Hazard Boundary Maps and cross-section elevations	X	X	X	X	X	A
Existing and proposed topography of tract and 100' beyond property showing existing contour intervals of no greater than 5' (2' where available) and labeling at least two contours per map and all others at 10' intervals from sea level	X	X				A
Proposed lot lines and dimensions	X	X	X	X	X	A
Square footage of all proposed lots under an acre in size and acreage for all lots over an acre in size		X	X	X	X	S
Lots sequenced or numbered consecutively		X	X	X	X	S
Method of Sewage Treatment and Location of Water Supply... 1) Denied lots or lots not evaluated or certified shall be crosshatched and labeled "NO IMPROVEMENT PERMIT HAS BEEN ISSUED FOR THIS LOT" or "NO CERTIFICATION FOR SEWAGE TREATMENT HAS BEEN ISSUED FOR THIS LOT," whichever is appropriate		X	X		X	S
2) The location of Special Purpose Lots or common area for Off-site or Community Sewage treatment Systems and Community Wells.	X	X	X		X	X

Type of Plan Information	Minor and Major Subdivisions			Exclusion Plat	Plot Plan	Site Plan/ Group Develop
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3) The location of the proposed facility and appurtenances for the proposed sewage treatment system and the location of water supplies and surface waters.					X	
4) The specific location of existing facilities and appurtenances for sewage treatment system(s).		X			X	
5) The specific location of existing facilities and appurtenances for all water supplies.		X			X	
<b>Site calculations including;</b>						
acreage in total tract	X	X	X	X		S,E,W
acreage in public greenways and other open space		X	X			S,L
total number of lots proposed	X	X	X			S
linear feet in streets		X	X			S
area in newly dedicated right-of-way		X	X			S
Show dimensions and location of all parking areas, total provided and minimum required number of parking spaces, driveways, service areas, off-street loading facilities and pedestrian walkways					X	S,L
Within parking areas clearly indicate each parking space, angle of parking and typical size					X	S
<b>Street Data illustrating:</b>						
Existing and proposed rights-of-way lines within and adjacent to property	X	X	X	X	X	S
Existing and proposed rights-of-way within and adjacent to property showing...						
total right-of-way width dimension	X	X	X	X		S
right-of-way width dimension from centerline of existing public streets		X	X	X	X	S
Existing and proposed streets showing...						
pavement or curb lines	X	X		X		S,W
pavement width dimension (face-to-face)	X	X		X		S,W
cul-de-sac pavement radius	X	X		X		S,W
existing and proposed street names (refer to Section 3.B.8.)	X	X	X	X		A
Location, dimension and type of all easements	X	X	X	X	X	A

Type of Plan Information	Minor and Major Subdivisions			Exclusion Plat	Plot Plan	Site Plan/ Group Develop
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<b>Watershed Information</b> shall include:						
Watershed name and classification	X	X				W
Watershed boundaries, WCA boundaries, and WC Tier lines.	X	X	X		X	W
Riparian stream buffers as required under the Jordan Lake Watershed requirements of Section 9.D.	X	X	X		X	W
Total built-upon area shown with total # of acres and percentage of total area noted.	X	X			X	W
The shortest distance to the nearest applicable floodway identified on the applicable Federal Emergency Management Agency (FEMA) map.		X				W
Average % of slope, prior to development.		X				W
Undisturbed area (See definition in Section 9.H.) shown with number of acres and percent noted.		X				W
Permanent runoff control structures shown and properly labeled.	X	X	X			W
Note type of sewage disposal used.		X			X	W
Existing and proposed utilities that may conflict with runoff control structures.		X				W
Maintenance responsibility note for permanent runoff control structures, when used.	X	X	X			W
Engineer's certification of runoff control, when required by Ordinance.	X	X				W
<b>Utility Layout Plan</b> showing connections to existing systems, line sizes, material of lines, location of fire hydrants, blow offs, valves, manholes, catch basins, force mains, etc. for the following types of utility lines...						
sanitary sewer		X			X	U
water distribution		X			X	U
storm sewer		X			X	U,G,W
natural gas, electric, cable T.V. etc.		X			X	U

Type of Plan Information	Minor and Major Subdivisions			Exclusion Plat	Plot Plan	Site Plan/ Group Develop
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<b>Erosion Control Plans</b> shall include: scale of the drawing shall be no smaller than One (1) inch equals one hundred (100) feet						E
construction sequence		X				E
area to be disturbed with number of graded acres and percentage noted		X				E
temporary sediment control measures, including the design, locations, dimensions and calculations		X				E
permanent erosion controls, including design, locations, dimensions, and calculations. Proposed ponds should have the drainage area and impervious surface area draining to the pond noted.		X	X			S,E
permanent watershed protection controls including ponds, maintenance and access easements and natural filtration and infiltration areas		X	X			S,E,W
stormwater network, including swales, culverts, inlet and outlet structures with grades, elevations, dimensions and hydraulic calculations.		X				U,E
seeding specifications, including seedbed preparation, soil type and amendments, seeding rates and schedule		X				E
soil types as defined in Table 7 of the Guilford County Soil Survey		X				E,W
<b>Landscaping Plan</b> shall include: Location of required Street Planting Yard, Planting Yard and/or Parking Lot Plantings.		X				S,L
Location and type of exterior lighting.						L
Location and screening of dumpsters/compactors (show pad dimensions)						S,L
Location, species, size (caliper or DBH), number, spacing, height of trees and shrubs in required planting area. (If existing vegetation is to be preserved, indicate approximate height and species mix.)						L
Size of planting yard, walls, berms and fences.		X				S,L
Provisions for watering, soil stabilization, plant protection and maintenance access.						L
Location and description of barriers to protect any vegetation from damage both during and after construction.						L



Type of Plan Information	Minor and Major Subdivisions			Exclusion Plat	Plot Plan	Site Plan/ Group Develop
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Location and dimensions of central mail structure(s).						S
Existing and proposed signs (location, height and area).		X				S
Location, dimensions and details of proposed clubhouses, pools, tennis courts, tot lots or other common area recreation facilities.		X				S,L
Front, side and rear elevations of proposed building(s)						If required by TRC
<b>Certificates and Endorsements:</b> (See Article 1.C <i>Map Certificates</i> for wording. Certificates and endorsements should be placed along left border of map.)						
Certificate of Survey Accuracy signed by surveyor and attested by Notary Public.			X	X		
Certificate of Ownership and Dedication signed by owner(s)			X	X		
Certificate of Approval by Division of Highways of the North Carolina Department of Transportation			X	X		
Certificate stating that no approval is required by Division of Highways of the N.C. Department of Transportation.			X	X		
Certificate of Local Jurisdiction Approval for Recordation			X	X		
Certificate of Purpose for Plat as required by NCGS 47-30			X			
Certificate of Review Officer			X			
Certificate of Review By Licensed Soil Scientist (If Sewage Treatment Approval By Soil Scientist)			X			

**C. Map Certificates**

**1. CERTIFICATE OF SURVEY ACCURACY:**

I, xxxxxxxxxx, certify that this plat was drawn under my supervision from (an actual survey made under my supervision) (deed description recorded in Book xxx, Page xxx, etc.) (Other); that the boundaries not surveyed are clearly indicated as drawn from information found in Book xxx, Page xxx; that the ratio of precision as calculated is 1:xxxxx; this plat was prepared in accordance with G.S. 47-30 as amended. Witness my original signature, registration number and seal this xxx day of xxx, A.D. 20xx.

SEAL OR STAMP

xxxxxxxxxxxxxxxxxxxxxx  
Surveyor  
xxxxxxxxxxxxxxxxxxxxxx  
Registration Number

**2. CERTIFICATE OF REVIEW OFFICER:**

State of North Carolina  
County of Guilford

I, \_\_\_\_\_, Review Officer of Guilford County, certify that the map or plat to which this certification is affixed meets all statutory requirement for recording.

xxxxxxxxxxxxxxxxxxxxxx  
Review Officer  
Date xxxxxxxxxx

**3. CERTIFICATE OF OWNERSHIP AND DEDICATION:**

The undersigned hereby acknowledge(s) that the land shown on this plat is within the subdivision regulation jurisdiction of the Town Council of the Town of Summerfield and this plat and allotment to be xxx free act and deed and hereby dedicate(s) to public use as streets and easements, forever all areas so shown or indicated on said plat.

Signed xxxxxxxxxxxxxxxxxxxxxx  
Attest xxxxxxxxxxxxxxxxxxxxxx

**4. CERTIFICATE OF APPROVAL BY DIVISION OF HIGHWAYS, NC DEPARTMENT OF TRANSPORTATION:**

Department of Transportation  
Division of Highways  
Proposed Subdivision Road  
Construction Standards Certificate

Approved xxxxxxxxxxxxxxxxxxxxxx  
District Engineer  
Date xxxxxxxxxx

**5. CERTIFICATE STATING NO APPROVAL IS REQUIRED BY DIVISION OF HIGHWAYS, NC DEPARTMENT OF TRANSPORTATION:**

This plat does not require certificate of approval by the Division of Highways as provided in N.C.G.S. 136-102.6, subsection (g).

Signed xxxxxxxxxxxxxxxxxxxxxx  
Planning Director  
Date xxxxxxxxxx

**6. CERTIFICATE OF LOCAL JURISDICTION APPROVAL FOR RECORDATION:**

Approved by the Planning Department of Town of Summerfield, North Carolina on the xxxx day of xxxxx, 20xx pursuant to Article V of the Town of Summerfield Development Ordinance.

Signed xxxxxxxxxxxxxxxxxxxxxxxxxxxx  
Planning Director

**7. CERTIFICATE OF PURPOSE OF PLAT:**

The Final Plat shall contain one of the following surveyor’s certificate, signed and sealed by the surveyor:

- a. This survey creates a subdivision of land within the area of a county or municipality that has an ordinance that regulates parcels of land;
- b. This survey is located in a portion of a county or municipality that is unregulated as to an ordinance that regulates parcels of land;
- c. Any one of the following:
  - 1. This survey is of an existing parcel or parcels of land and does not create a new street or change an existing street;
  - 2. This survey is of an existing building or other structure, or natural feature, such as a watercourse; or
  - 3. This survey is a control survey.
- d. This survey is of another category, such as the recombination of existing parcels, a court-ordered survey, or other exception to the definition of subdivision; or
- e. The information available to the surveyor is such that the surveyor is unable to make a determination to the best of the surveyor’s professional ability as to provisions contained in (a) through (d) above.

Signed: xxxxxxxxxxxxxxxxxxxxxxxxxxxx SEAL  
Surveyor  
Date: xxxxxxxxxx

**8. CERTIFICATE OF REVIEW BY LICENSED SOIL SCIENTIST:**

I hereby certify that lot(s) xxxxxxxxxxxxxxxxxxxx shown on this plat have been reviewed as appropriate and with respect to minimum lot requirements set forth in \_\_\_\_\_ of the regulations governing sewage treatment and disposal systems in Town of Summerfield as amended from time to time. As of this date and based on this review of existing site conditions the lots numbered above on this plat will presumably meet these regulations.

I hereby certify that lot(s) xxxxxxxxxxxxxxxxxxxx shown on this plat have been reviewed as appropriate and with respect to alternative requirements set forth in \_\_\_\_\_ of the regulations governing sewage treatment and disposal systems in Town of Summerfield as amended from time to time. As of this date and based on this review of existing site conditions the lots numbered above on this plat will presumably meet these regulations.

This certification does not represent approval or a permit for any site work, nor does it guarantee issuance of an improvement permit for any lot. Final site approval for issuance of improvement permits is based on regulations in force at the time of permitting and is dependent on satisfactory completion on individual site evaluations following application for an improvement permit detailing a specific use and siting. Any change in use or any site alteration may result in suspension or revocation of certification.

xxxxxxxxxxxxxxxxxxxxxxxxxxxx  
NC Licensed Soil Scientist SEAL  
xxxxxxxxxxxxxxxxxxxx  
Date

Information	Building	Sign	Use/Location	Event	Floodplain	Grading
Plot Plan, for requirement see...	App. 1	App. 1	App. 1		Section 9.7	
Address of job	X	X	X	X	X	X
Name, Address and Telephone of... Property Owner	X	X	X	X	X	X
Building Contractor	X	X	X			
Grading Contractor						X
Name of Subdivision or Development	X		X		X	X
Plat Book and Page Number	X		X		X	X
Tax Map Number	X		X		X	X
Township		X		X		X
Type of Sewage Disposal (i.e. Public Sewer, Septic Tank etc.)	X		X	X		
Type of Water Supply (i.e. Public Water, Private Well etc.)	X		X	X		
Proposed Use (i.e. single family, church, garage etc.)	X		X	X		
Application Type (new, addition, alteration or installation)	X	X	X			
Construction Plans, as required by...	NC Building Code	Article 6.I	NC Building Code			
Erosion Control Plan, if disturbing greater than one acre	X		X		X	X
Watershed Development Plan, if job is located in designated watershed	X		X		X	X
Heated Square Feet	X					
Unheated Square Feet	X					
Number of Stories	X					
Number of Rooms, do not count baths, foyer, etc.	X					
Number of Baths	X					
Type of Heat and Air Conditioning	X					

Information	Building	Sign	Use/Location	Event	Floodplain	Grading
Subcontractor(s) Name and License Number:						
Electrical	X	X	X			
Plumbing	X		X			
Mechanical	X					
Electrical Power Company	X	X	X			
Gas Power Company	X					
Type of Sign		X				
Dimensions of Sign		X				
Sign Illumination (electrical contractor)		X				
Master Sign or Common Sign Plan, if required		X				
Name, Address and Telephone Number of Sponsor or Organizer				X		
Dates of Event				X		
Financial Responsibility/Ownership Form						X
Manufactured Dwelling only... Year and Model Name			X			
Name, Address and Telephone Number of Setup Contractor			X			
If to be located in Manufactured Dwelling Park Name of Park			X			
Space Number			X			