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Albemarle, NC 28002-0190

**CITY OF ALBEMARLE
APPLICATION FOR SUBDIVISION REVIEW**

PROJECT INFORMATION

Subdivision Project #: _____ **Application Date:** _____

Subdivision, Property Name, Address, Etc.: _____

Original/Parent Property Stanly County Tax ID: _____

Current Property Owner's Name: _____

Applicants Name (if different): _____

Mailing Address: _____

Phone #: _____ Email: _____

Type of subdivision or legal change to property and administrative fee (please check one):

Exempt Recombination 2-10 Lot "Minor" Subdivision 11+ Lot "Major" Subdivision
"EXSR" (\$50 + \$25/Lot) "MNSR" (\$50 + \$25/Lot) "MJSR" (\$500 + \$25/Lot)

Please provide a brief description of the proposed subdivision or legal change to property:

I, the undersigned owner or authorized representative, hereby submit this application with the attached information required by the subdivision administrator in accordance with City Ordinance. I have the legal authority to request this action be taken. I understand that sale or transfer of any land referencing this or any other plat prior to formal approval is considered a Class 1 misdemeanor. The information and documents provided are complete and accurate to the best of my knowledge.

DATE

SIGNATURE OF APPLICANT

TO BE COMPLETED BY THE SUBDIVISION ADMINISTRATOR

REQUIREMENTS:

_____ **Sketch Plan Submittal** (optional): **Date:** _____

Notes: _____

_____ **Preliminary Plat Submittal (for all Major subdivisions):** **Date:** _____

_____ Location of existing and platted property lines, streets, buildings, watercourses, railroads, transmission lines, sewers, bridges, culverts, and drainpipes, water mains, city limit lines, and any public utility easements.

_____ Boundaries of tract shown with bearings, distances, and closures.

_____ Delineation of wooded areas, marshes, and any other physical or environmental condition present on or affecting the site.

_____ Names of adjoining subdivision or property owners.

_____ Zoning classification, if any, on the land to be subdivided and on adjoining lands.

_____ Proposed streets, street names, rights-of-way, pavement widths, approximate grades.

_____ The location (layout) of proposed utilities (sewer, water, gas, electricity) showing connections to existing systems or location plans for individual water supply, sewage disposal, storm drainage, and the like.

_____ Other proposed right-of-way or easements, location, widths, and purposes.

_____ Proposed lot lines, lot and block number, and approximate dimensions.

_____ Proposed minimum building setback lines.

_____ Proposed parks, school sites, or other public open spaces, if any.

_____ Title (Name of development), date, north point, and graphic scale.

_____ Name of owner, surveyor, engineer, or land planner.

_____ Sketch vicinity map showing relationship between subdivision and surrounding area.

_____ Statement of the existence of environmental conditions on site, including regulated wetlands, FEMA floodplains, regulated watersheds and others as applicable.

_____ Site data included in chart.

- (1) Acreage in total tract.
- (2) Acreage in park or other land usage.
- (3) Average lot size.
- (4) Total number of lots.
- (5) Lineal feet in streets.

Notes: _____

ACTIONS OF THE PLANNING BOARD (Major Subdivisions):

PUBLIC HEARING DATE (Major Subdivisions): _____

Final Plat Submittal Date (First plat for Exempt-Minor Subdivision): _____

- _____ The lines and names of all streets and roads.
- _____ Lot lines and lot and block numbers.
- _____ Minimum building setback lines.
- _____ Reservations, easements, alleys, and any areas to be dedicated to public uses or sites for other than residential use with notes stating their purpose and any limitations.
- _____ Sufficient data to determine readily and reproduce on the ground the location, bearing, and length of every street line, lot line, boundary line (with errors of closure), block line, and building line, whether curved or straight, and including true north point. This should include the radius, central angle, point of tangent, tangent distance, and arcs and chords of all curved streets and curved streets and curved property lines.
- _____ All dimensions should be to the nearest 1/10 of a foot and angles to nearest minute.
- _____ Accurate location and description of all monuments and markers.
- _____ The names and locations of adjoining subdivisions and streets, and the location and ownership of adjoining subdivided property.
- _____ Title, date, name and location of subdivision, and graphic scale.

_____ Name of subdivider, registered surveyor, engineer, or land planner.

_____ Utility layouts.

- (1) Water.
- (2) Gas.
- (3) Sanitary sewer.
- (4) Storm drainage.
- (5) Electrical lines.

_____ Forms for final certification. The following certificates as shown in Ordinance section 91.15 shall be lettered or rubber stamped on the final plat.

- (1) Certificate of approval by the Planning Board. (Major subdivisions)
 - (2) Certificate of ownership and dedication.
 - (3) Certificate of accuracy.
 - (4) Insite septic tanks.
 - (5) Certification of the approval of the installation and construction of streets, utilities, and other required improvements.
 - (6) Certificate of approval for recording plan and acceptance of dedications.
 - (7) Other certificates required by Subdivision Administrator _____
-

ACTION OF SUBDIVISION ADMINISTRATOR (Exempt/Minor subd):

Approved/Denied: _____

Signed: _____

Date: _____

NOTIFICATION OF ACTION SUBMITTED TO APPLICANT ON:

Date: _____

ADDITIONAL NOTES: _____
