

Preliminary Plat Checklist

Subdivision Name _____

File No. _____

Owner/Developer _____

Checked by: _____

Information required by Sec 61 (B) (SO)		Yes	No	N/A	Comments
1	Title block containing subdivision name				
2	Location including township, county, state				
3	North arrow/Bar graph scale/Scale reduction note				
4	Name, address, and registration number of surveyor, engineer, or architect				
5	Date of survey				
6	Name of the subdivider or developer (owner)				
7	Sketch vicinity map				
8	Boundaries of the tract to be subdivided including existing boundary of adjoining property lines				
9	Sufficient engineering data to determine all data				
10	Locations and description of monuments and markers				
11	Names of owners of adjoining properties and deed book and page number				
12	Names of any adjoining subdivision of record or proposed and under review				
13	Front building setback line				
14	Zoning classification of the tract to be subdivided and adjoining properties				
15	Existing structures, water courses, utility and street rights-of-way or easements, railroads, bridges, both on the land to be subdivided and land adjoining				
16	Lots numbered throughout the subdivision in a manner using only numeric symbols				
17	Show master plan if developed in phases				
18	Ponds, lakes, streams or stream beds, and any other natural features affecting the site				
19	Proposed roads and existing and platted roads on adjoining properties within 20 feet of the subdivision				
20	Road names				
21	Type of road dedication				
22	Location and dimensions of all utility and other easements, riding trails, and their purpose				
23	Location of floodplain & floodway / non-ench zone				
24	Location of Water Point				
25	Acreage of parcel & residual outside road easements and right-of-ways, floodway, and railroad right-of-way				
26	Site data including acreage in tract to be subdivided, acreage in open space or recreation areas excluding street right-of-ways, total number of lots created, total combined acreage of all lots, acreage shown for each lot in the subdivision, and linear feet in streets				
27	A topographic information with contour intervals no greater than 10 feet at a scale of no less than 1" = 200'				
28	Road Plans and Profiles submitted to NCDOT				
29	Erosion Control Plans submitted to Planning Dept.				
Lot specifications Sec 21-84 (ZO)		Yes	No	N/A	Comments
1	Size				
2	Depth				
3	Width at front setback				
4	Frontage				
5	Orientation of lot lines				
6	Setbacks				
Certifications and Notations		Yes	No	N/A	Comments
1	Certificate of survey and accuracy				
2	Certificate of ownership and dedication				
3	Certificate of approval by subdivision administrator				
4	Certificate of review officer				
5	Certificate of road maintenance				
6	Flood Zone notation				
7	Plans for water supply and sewage disposal				
8	10 foot utility easement on all side and rear lines				
9	Watershed information				
10	Tax Map & Parcel number & Deed Book Page number				