

Subdivision Name: _____



**TOWN OF MOREHEAD CITY
SUBDIVISION APPLICATION**

SUBDIVISION NAME: _____

PROPERTY OWNER INFORMATION:

Name: _____
Address: _____
Phone Number: _____
Email Address: _____

APPLICANT INFORMATION (if different from property owner):

Name _____
Address _____
Phone # _____
Email Address _____

**NOTE: Applications are due 28 days prior to the Planning Board meeting.
Incomplete applications will not be accepted and will be returned.**

An application is deemed complete if it contains:

- **Required # of copies of the plat that contains all information.
(25 sketch / 18 preliminary / 12 final)**
- **Filing fee.**
- **List of state/federal permits required (sketch)**
- **Copies and/or status of state/federal permits required (preliminary)**
- **Copies of all state/federal permits. (final)**

I understand that if the application is not complete that I will have to resubmit and this item will not be scheduled as a Planning Board agenda item until the application is complete.

Applicant Signature & Date

+++++

To Be Completed by Staff:

Application Received On: _____
Application Status: _____ Complete _____ Incomplete Filing Fee Paid: _____ (initial)
Application Review Completed by: _____ Date: _____

Subdivision Name: _____

PROPERTY INFORMATION:

Owner's Name _____

Tax PIN#(s) _____

Total Acreage _____

Flood Zone(s) _____

Zoning Designation(s): _____

Corporate Limits (Check one):

_____ Property is located within Morehead City limits.

_____ Property is located in Morehead City's extraterritorial jurisdiction.

_____ Annexation application submitted and annexation is pending.

_____ Annexation proposed but application has not yet been submitted.

SUBDIVISION INFORMATION:

Type of Subdivision (check all that apply):

Number of Lots/Units

_____ Single Family Residential

_____ Duplex

_____ Planned Development

_____ lots/ _____ multifamily units

_____ Commercial

_____ Industrial

Total # of Lots:

Minimum Lot Size: _____ Average Lot Size: _____ Density/Acre: _____

Water/Sewer Service:

_____ Morehead City Water and Sewer

_____ Septic Tank and Well

_____ Other (please explain) _____

State/Federal Permits Required

	Yes	No	Status
• DOT Driveway Permit	_____	_____	_____
• State Sedimentation/Erosion Control	_____	_____	_____
• State Stormwater	_____	_____	_____
• Federal Wetlands Permit	_____	_____	_____
• Septic Tank Permit	_____	_____	_____
• Water/Sewer Extension Permit	_____	_____	_____

Recreation Information for Residential Subdivisions (if not applicable, skip to next item)

Developer is proposing to: _____ pay fee in lieu of dedication.
_____ provide a recreation area of _____ sq. ft.

(Note: Waterfront developments are required to provide public water access in addition to the required recreation area. This is not optional.)

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The following items shall be included on the plat. The required elements for each approval are identified. **(Please initial that it is included or mark n/a if not applicable for the plat approval being requested):**

	Sketch	Preliminary	Final
Title Block	^	^	^
Vicinity Map	^	^	^
Corporate Boundaries	^	^	^
Surveyor/Engineer Contact Info	^	^	^
Surveyor/Engineer Registration #	^	^	^
Surveyor/Engineer Seal	^	^	^
North Arrow/Orientation	^	^	^
Bearings/Distance of Subdivision Boundaries	^	^	^
Names of Adjoining Property Owners or Subdivisions	^	^	^
Existing Property Lines on Tract and Abutting Tract	^	^	^
Total Acreage	^	^	^
Total # of Lots	^	^	^
Minimum Lot Size	^	^	^
Total Acreage in Parks/Recreation Areas and other non-residential uses	^	^	^
Minimum Building Setback Lines	^	^	^
Zoning Classification of Tract and Adjoining Parcels	^	^	^
Existing buildings or other structures	^	^	^
Location of storm drains, culverts, etc.	^	^	^
Consecutively numbered lots	^	^	^
Approximate lot lines	^	^	
Exact lot lines and dimensions			^
Location of CAMA AECs, 404 Wetlands, Flood Hazard Areas and Natural Features	^	^	^
Variance Request Statement, if applicable	^		
Topographic Data with contour intervals no greater than 2' at a scale of not less than 1"=100' for existing and finished grades		^	
Square footage of wetlands and upland areas per lot		^	^
Detailed Street Data, including: proposed layout, ROW location/width, street cross-section, street names, type of dedication, site distances, street length, street disclosure statement, engineering data for all corners/curves.		^	^
Location/Dimensions of all easements, buffers, park/recreation areas, public private water/sewer lines (including profiles), etc.		^	^
Name/location of National Register of Historic Places/Districts, if applicable.	^	^	

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	Sketch	Preliminary	Final
DOT Driveway Permit, if required		^	
Identification of Phases		^	
Water/Sewer Utility Plans		^	
Proposed Deed Restrictions/Covenants		^	
Final Deed Restrictions/Covenants			^
Stormwater Permit		^	
Septic Tank Permit		^	
Erosion/Sedimentation Control Permit		^	
Appropriate Certifications			^

If you are requesting SKETCH plan review, please indicate that you have read and understand the following statements by initialing each.

No grading, clearing, construction, or installation of improvements shall commence until the preliminary plat has been approved and all plans and specifications required by the Ordinance have been approved by the appropriate authorities. _____

The subdivision process is a three-step approval process and the land is not considered subdivided until final plat approval is granted and the plat is recorded in the Carteret County Register of Deeds. _____

No property may be transferred until the plat is officially recorded. _____

If subdivision is proposed to be completed in phases, then the developer must submit a proposed schedule for completion for all improvements that are proposed for the benefit of the entire subdivision. Once the schedule is approved, no lots shall be sold unless it complies with the schedule. _____

Street lights will be provided at a rate of 1 per 400 linear feet of street, at intersections and major street realignments. _____

Underground utilities are required in subdivisions when the smallest lot size is less than 40,000 square feet. _____