

APPLICATION FOR SUBDIVISION APPROVAL



TOWN OF ORIENTAL
PO Box 472, 507
Church Street, Oriental, NC 28571
(252) 249-0555 Fax (252) 249-0208
manager@townoforiental.com

Please submit the following information *in addition* to a completed and signed application form (Please reference the Growth Management Ordinance, available online at www.townoforiental.com, for more detailed information on the specific requirements):

1. Five (5) copies of the plat (preliminary or final) and any supplemental materials. That plat must contain all the information listed on page three of this application.
2. A copy of the deed restrictions or restrictive covenants proposed for the project.
3. *For Final Plats only:*
 - Certification by a Professional Engineer that the proposed improvements have been completed as designed and approved **OR** an improvement guarantee in the form of a letter of credit or performance bond pursuant to Section 160 (3) of the Growth Management Ordinance (GMO); and
 - A bond guaranteeing all improvements against defects for one year.
 - A maintenance agreement explaining the status of any proposed streets.

Failure to provide all of the above required information will result in the return of the application.

Please submit the complete application to Town Hall for review. All applicable fees must be paid at the time the application is submitted.

Preliminary Plat Applications are reviewed by the Subdivision Administrator, Pamlico County Departments, and relevant State Agencies for compliance with all local and state regulations. The plat is then reviewed by the Planning Board who prepares a recommendation to the Board of Commissioners. The Board will then review and approve, conditionally approve, or disapprove the plat.

Application for Final Plat must be within 12 months of the approval of the Preliminary Plat. Final Plat Applications are reviewed by the Subdivision Administrator and approved or disapproved by the Planning Board.

The applicant will be notified of the dates and times of meetings where the project is to be considered.

APPLICATION FOR SUBDIVISION APPROVAL

| | | |
|---|--------------------|-----------------|
| 1. Application for (circle one): | Preliminary | Final |
| Name of subdivision: _____ | | |
| Location: _____ | | |
| 2. Applicant: | _____ | _____ |
| Name | _____ | Phone |
| Mailing Address, City, State, Zip | _____ | Alternate Phone |
| E-mail Address | _____ | Fax |
| 3. Owner: | _____ | _____ |
| Name | _____ | Phone |
| Mailing Address, City, State, Zip | _____ | Alternate Phone |
| E-mail Address | _____ | Fax |
| 4. Contact: | _____ | _____ |
| Name | _____ | Phone |
| Mailing Address, City, State, Zip | _____ | Alternate Phone |
| E-mail Address | _____ | Fax |
| 5. Located in the following Zoning District(s): _____ | | |
| 6. Total acreage or tract: _____ Total number of lots: _____ | | |
| 7. Total open space: _____ Total Linear feet of streets: _____ | | |
| 8. Minimum Lot Area: _____ sq. ft. Minimum Lot Width: _____ ft. | | |
| 9. Minimum Setbacks: Front _____ Side: _____ Rear: _____ Waterfront: _____ | | |
| 10. Will any proposed improvements be completed in phases? <input type="checkbox"/> YES <input type="checkbox"/> NO | | |
| I certify that I am the property owner or that I am authorized to act on the property owner's behalf. | | |
| _____ | | _____ |
| Signature | | Date |

| | | |
|---------------------------------------|--|----------------------|
| OFFICE USE ONLY | | <i>Revised 10/10</i> |
| Received by: _____ | Reviewed for Completeness By: _____ | |
| Date: _____ | Date Deemed Complete and Accepted: _____ | |
| Date Reviewed by Administrator: _____ | Date Approved: _____ | |
| Date Reviewed by Planning Bd.: _____ | Date Approved: _____ | |
| Date Reviewed by Commission: _____ | Date Approved: _____ | |

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Town of Oriental Preliminary Plat Requirements (GMO Section 157)

1. Scale of one (1) inch to one-hundred (100) feet or larger
2. Existing property lines, streets, buildings, water courses, utilities, bridges, and culverts on and adjoining the site.
3. Site boundary dimensions with all bearings and distances.
4. Wooded areas, marshes and other natural features.
5. Names of adjoining property owners or subdivisions.
6. Zoning classification of site and adjoining properties.
7. Proposed streets, street names, right of way, typical street cross sections, pavement widths and approximate grades.
8. Proposed utility and storm water management facilities showing connections.
9. Proposed right of way or easements indicating width and purpose.
10. Proposed minimum setback lines.
11. Contours with vertical intervals of two feet or less.
12. Proposed location and size of any proposed parks, school sites or other public open spaces.
13. Title, date, North arrow and graphic scale.
14. Name(s) of owner(s), developer(s), mortgagee and professional surveyor or engineer.
15. Total acreage of tract.
16. Total acreage in parks or other land use.
17. Total number of lots.
18. Linear feet of proposed streets.
19. Vicinity map indicating site location.

Town of Oriental Final Plat Requirements (GMO Section 160)

1. Scale of one (1) inch to one-hundred (100) feet or larger
2. The exact boundary lines fully dimensioned by length and bearings and the location of intersecting boundary lines of adjoining lands, with adjacent subdivisions identified by official names.
3. The Location and description of all monuments, markers and control points.
4. Sufficient data to determine and reproduce every boundary line, street line, lot line, right-of-way line, easement line, and setback line.
5. The location of all right-of-way, easements, and areas to be dedicated to public use with the purpose of each stated.
6. The location of purpose and dimensions of areas to be used for purposes other than residential and public.
7. Blocks consecutively numbered throughout the entire subdivision and lot numbers consecutive through each block.
8. Right-of-way lines, widths and names of all streets and location and widths of all adjacent streets and easements.
9. The name of the subdivision and the names and addresses of the owner and surveyor.
10. The date of the survey and plat preparation, graphic scale, and a north arrow.
11. Areas of special flood hazard as indicated by the current Flood Insurance Rate Maps.
12. A statement explaining the status of any proposed streets.
13. Signed certificates as indicated in Appendix A of the Growth Management Ordinance.
14. Any other information considered by either the subdivider or the Planning Board to be pertinent to the review of the plat.