

Town of Leland
Public Works Department
102 Town Hall Drive
Leland, NC 28451
Phone: (910) 332-4652
Fax: (910) 371-1073



Improvement Dedication Application

Date: _____

Owner and Company Name: _____

Representative Name and Contact Information: _____

Name of Project: _____

Street Names with Deed Book and Page Numbers: _____

Dedication Includes:

- Streets: _____
- Sidewalks: _____
- Streetlights: _____
- Drainage: _____
- Water: _____
- Sewer: _____
- Other: _____

Checklist of Required Information:

- Letter of Request:** Simple letter from the developer requesting that the Town officially accept dedicated improvements.
- Contractors/Subcontractors Release and Waiver of Liens:** These are forms signed by both the contractor and subcontractor releasing the developer of any debts owed to them for work done on the project.
- Developers Affidavit of Payment of Debts and Claims and Release of Liens:** This is a form signed by the developer affirming that all obligations for the project have been paid in full and that the developer has provided lien waivers signed by the contractor and all subcontractors.
- Developers Warranty and Guarantee and Assignment of All Warranties and Guarantees:** This form is a warranty given by the developer to the Town warranting the construction and materials for a period of one (1) year from the date of acceptance by the Town and assigning all warranties given to the developer to the Town.
- Developers Bill of Sale:** This is a bill of sale whereby the developer conveys all interest held by him in the pipes, pumps and other personal property comprising the assets to be accepted by the Town.

- Valuation Figures:** These are the monetary values of the dedicated improvements. Basically, how much did they cost to have installed. (Materials and labor included). Totals should be broken down BY STREET into four categories:
 - STREETS (includes: base, asphalt, concrete curbs, signage, sidewalks, striping)
 - DRAINAGE (includes: pipe, manholes, catchbasins)
 - WATER (includes: pipe, valves, fittings, hydrants, laterals up to and including meters and boxes)
 - SEWER (includes: pipe, manholes, laterals up to and including cleanouts)
- Core Bore Report:** A core bore report showing the type and thickness of asphalt and base material is required for all roadway dedications. The sample locations shall be coordinated with the Public Works Department.
- As-Built Drawings:** Record drawings by the Engineer or Surveyor showing all streets and utilities dedicated as public. These drawings include information relative to type of materials, pipe sizes, hydrants, valves, fittings, casings, invert, rims, horizontal location, slope of sewer lines and any other pertinent construction information. The Town needs two (2) paper prints and one (1) mylar.
- Final Plat:** Required to be recorded at the Register of Deeds Office and to show all street dedications and all easements, noted public or private.
- Engineers Certification:** The Engineer responsible for design and installation of any utilities must submit a certification letter to the State, certifying the design and installation of the utilities. The Town requires a copy of this letter.
- Deeds of Easement:** These are documents prepared by the Town attorney's office giving the right to the Town to go on to private property for the purpose of maintaining all dedicated public improvements. Required if any dedicated public improvements are provided on private property outside of a publicly dedicated right-of-way.
- Title Opinion:** The Town requires a title opinion of the property prepared by the developer's attorney, and AN OVERALL MAP OF DEDICATION SHOWING ALL EASEMENTS AND RIGHTS-OF-WAY. In cases of very small easements a written metes and bounds description will suffice.
- Structures Map:** Provide a map showing the location of all bridges in the dedication area. Detailed plans of each structure must be provided as well. A "bridge" is defined as a structure including supports erected over a depression or an obstruction, such as water, highway or railway, and having a passageway for carrying highway traffic and having an opening measured along the center line of the roadway more than twenty feet between under copings of abutments (clear opening, face to face of caps or abutments) or spring lines of arches or extreme ends of openings for multiple boxes. It may also include multiple pipes, where the clear distance between openings is less than half of the smaller of contiguous (adjacent) openings.

Signature of Owner: _____

Printed Name: _____

Date: _____

Letter Requesting the Town of Leland to Officially Accept Improvements Dedicated as Public and Constructed to Town Standards, for Ownership, Operation and Maintenance as Public Systems

Date: _____

Town of Leland
102 Town Hall Drive
Leland, NC 28451

RE: _____
(Name of Project/Development)

Location: _____

I/We hereby respectfully request that the Town of Leland Officially Accept dedicated improvements, as constructed to Town standards and in accordance with approved plans, within subject project/development, consisting of:

Street Names with Deed Book and Page Numbers: _____

Dedication Includes:

Streets: _____
Sidewalks: _____
Streetlights: _____
Drainage: _____
Water: _____
Sewer: _____
Other: _____

Sincerely,

Name: _____

Title: _____

Company: _____

Contractor's/Subcontractor's Release of Liens

STATE OF NORTH CAROLINA
COUNTY OF BRUNSWICK

TO: Contractor ¹
and
Town of Leland
102 Town Hall Drive
Leland, NC 28451

Name, Location, and Description of Project: _____

Street Names with Deed Book and Page Numbers: _____

The undersigned contractor/subcontractor, hereby acknowledges and certifies that he has received full payment for all work, labor, skill and material furnished, delivered, supplied or performed in connection with the project described above and carried out on behalf of the general contractor or owner, as appropriate, or anyone in any manner in connection with the project referenced above; and for value received hereby waives and releases all rights and liens which the undersigned may now or hereafter claim or assert for all or any work, labor, skill or materials furnished, delivered or performed in connection with the project referenced above, against said contractor, the town, any fund of or in possession or control of said contractor or the town, or any natural person or against said improvement, land or buildings thereon and appurtenances thereof.

IN TESTIMONY WHEREOF, the undersigned has hereunto set his hand and seal this ____ day of _____, 20__.

CONTRACTOR/SUBCONTRACTOR:

(Type name of Contractor/Sub- contractor)

Address:

By: _____

Title: _____

Sworn and subscribed to before me this
____ day of _____, 20__.

Notary Public

My Commission Expires: _____ (SEAL)

¹ This document should be completed by the General Contractor and each Subcontractor that worked on the Project.

Developer's Affidavit of Payment of Debts and Claims and Release of Liens

STATE OF NORTH CAROLINA
COUNTY OF BRUNSWICK

TO: Town of Leland
102 Town Hall Drive
Leland, NC 28451

Name, Location, and Description of Project: _____

Street Names with Deed Book and Page Numbers: _____

The undersigned, as a condition precedent to the acceptance of said (insert description of utilities to be conveyed to Town) _____

by the Town of Leland, does hereby certify that he has paid in full or has otherwise satisfied all obligations for all materials and equipment furnished, for all work, labor and services performed, and for all known indebtedness and claims against the Developer for damages arising in any manner in connection with the performance of the Project referenced above for which the Developer or his property might in any way be held responsible.

In addition, the undersigned further certifies that to the best of his knowledge, information and belief, the Releases or Waivers of Liens attached hereto include the Contractor, all Subcontractors, all suppliers of materials and equipment, and all performers of work, labor or services who have or may have any claims against the Developer arising in any manner out of the performance of the Project referenced above

IN TESTIMONY WHEREOF, the undersigned has hereunto set his hand and seal this ____ day of _____, 20__.

Developer:

(Type name of Developer)

Address:

By: _____

Title: _____

Sworn and subscribed to before me this
____ day of _____, 20__.

Notary Public

My Commission Expires: _____ (SEAL)

Developer's Warranty and Guarantee and Assignment of All Warranties and Guarantees

STATE OF NORTH CAROLINA
COUNTY OF BRUNSWICK

TO: Town of Leland
102 Town Hall Drive
Leland, NC 28451

Name, Location, and Description of Project: _____

Street Names with Deed Book and Page Numbers: _____

The undersigned, as a condition precedent to the acceptance of said (insert description of utilities to be conveyed to Town) _____

(herein "Project") by the Town of Leland, does hereby warrant and guarantee to the Town that all goods, equipment, and materials of whatsoever kind, furnished, delivered or used for or in said project referenced above have been installed in accordance with all requirements of the Town and the respective manufacturers and that the undersigned will warrant such goods, equipment and materials in the operation thereof for a period of one year from the date of their acceptance by the Town.

Further, the undersigned does hereby assign, transfer, grant and convey unto the Town of Leland all its rights, title and interest in and to all warranties, express or implied, covering, warranting, applying or pertaining to all goods, equipment, and materials of whatsoever kind, furnished, delivered or used for or in said Project referenced above. The undersigned agrees that the assignment of the warranties as expressed in this paragraph shall in no way relieve the undersigned of the warranties and guarantees given in the preceding paragraph.

Also, the undersigned does hereby certify that to the best of his knowledge, information and belief the warranties attached hereto include all warranties of the developer, contractor, all subcontractors, and all suppliers of materials and equipment furnished, delivered or used for or in said project referenced above.

IN TESTIMONY WHEREOF, the undersigned has hereunto set his hand and seal this ____ day of _____, 20__.

Developer:

(Type name of Developer)

Address:

By: _____
Title: _____

Sworn and subscribed to before me this ____ day of _____, 20__.

Notary Public

My Commission Expires: _____

(SEAL)

Developer's Bill of Sale

STATE OF NORTH CAROLINA
COUNTY OF BRUNSWICK

TO: Town of Leland
102 Town Hall Drive
Leland, NC 28451

Name and Location of Project: _____

The undersigned, in consideration of the acceptance of:

- Streets: _____
- Sidewalks: _____
- Streetlights: _____
- Drainage: _____
- Water: _____
- Sewer: _____
- Other: _____

by the Town of Leland, does hereby give, grant, bargain, sell and convey to the Town of Leland, its successors and assigns, all right, title and interest of the undersigned in all pipes, pumps, generators, electrical fixtures and connections, and personal property of any kind whatsoever, comprising a part of:

Street Names with Deed Book and Page Numbers: _____

_____ together with all appurtenances and attachments thereto.

The undersigned, for itself, its successors and assigns, covenants to and with the Town of Leland that it is seized in fee of the above granted and described property; that it has good right to sell and convey the same; that the same are free and clear from any and all encumbrances of any kind whatsoever and that it will, and its successors and assigns shall, warrant and defend the title to the same against the lawful claims and demands of any and all persons whomsoever.

IN TESTIMONY WHEREOF, the undersigned has hereunto set his hand and seal this ____ day of _____, 20__.

Developer:

(Type name of Developer)

Address: _____

By: _____
Title: _____

Sworn and subscribed to before me this ____ day of _____, 20__.

Notary Public

My Commission Expires: _____ (SEAL)