



Preliminary Subdivision Plan Application Town of Leland

Developmental Services Department
102 Town Hall Drive
Leland NC 28451
Phone: (910) 371-3390
www.townofleland.com
Fax: (910) 371-2546

Minor Plat -- \$40.00 (Includes Preliminary & Final Plat Review)

Major Plat -- \$100.00 (Includes only the Preliminary Review)

File Number: SB-- ____ -- ____

Please read this application thoroughly before completing. Please print or type all information on this form.

(All associated fees are due upon submittal of application)

Section A. Using the Application Form:

- ❑ Eighteen (18) complete copies of the application and plans must be submitted for review and comment to the Developmental Services Department. An electronic PDF copy of the site plan is required either on CDR or via e-mail.

NOTE: *You are encouraged to arrange an informal pre-application conference with the Developmental Services Department staff at least three (3) weeks prior to the date upon which you intend to submit an application. By attending this conference, you will improve your chances of submitting a complete and acceptable application. You should bring a rough sketch of your proposal to this conference. Staff will point out any significant design problems, advise you regarding the required approval letters, and generally assist you in preparing an acceptable application.*

- ❑ The property owner or his authorized agent should complete the application. Where an agent is making it, written authorization should be shown on the face of the draft plan.
- ❑ It is the responsibility of the owner to research and evaluate the site and the proposal to ensure that the development will conform with the interests of the health, safety and welfare of the future residents.
- ❑ The subdivision process period begins when your completed application form has been accepted by the Developmental Services Department. Acceptance means that the application has been stamped received and given a file number from staff. **Further, a complete application includes the appropriate fees and supporting documentation. All incomplete applications will be returned to the applicant with a letter outlining its deficiencies.**
- ❑ Please make sure that you have obtained a copy of the Town of Leland Subdivision Ordinance (Codified Version) and have complied with the requirements of Division 3. Design Standards Sec. 22-141 through Sec. 22-148.

Section B. Getting Started

In accordance with the requirements of the Town of Leland Subdivision Ordinance, there is submitted herewith for approval a preliminary plan of the following subdivision:

Applicant Information

Date: _____

Applicant: _____

Mailing Address: _____ Telephone: _____

City: _____ State: _____ Zip: _____

E-mail Address: _____

Have Current Business Privilege License? Yes _____ Lic. # _____ No _____

Property Owner: _____

Mailing Address: _____ Telephone: _____

City: _____ State: _____ Zip: _____

Development Information

Name: _____

Phase: _____ Section: _____

Location: _____

Section C. Statistical Summary

_____ Number of proposed lots in this section	_____ Minimum lot size (square feet)
_____ Current Zoning	_____ Maximum lot size (square feet)
_____ Total Acreage	_____ Average lot size (square feet)
_____ Acreage in recreation/open space (Note: Dedicated Open Space must be at least 5% of the total gross acreage)	Homeowners Association? Yes <input type="checkbox"/> No <input type="checkbox"/>

Section D. Roads

Public Private Both

(If you checked "Public," provide the total gross linear footage of all public roads below)

Total Linear Feet: _____

Sidewalks Provided Yes No

Streetlights Provided Yes No

Note: All roads will have a speed limit of 35 mph. unless otherwise approved by Town Council.

Section E. Water & Sewer

Water Source: Well N. Brunswick Sanitary District Other

Gallons Per Day (Water): _____

Sewage Treatment: Septic Tank Sewer System – NBSD or Town of Leland (please circle)

Gallons Per Day (Sewer): _____

Please Note: All requests from a prospective sewer user whose allocation will come from the Town of Leland that is in excess of 2,000 gallons of wastewater per day must be approved in advance by the Leland Town Council. All prospective sewer users whose allocation will come from the NBSD must have an allocation acceptance letter from the Director. Please check with Developmental Services staff when completing this application if you have any questions.

Section F. Existing and Proposed Use of Land to be Subdivided

Current use of Land: _____

Proposed use of Land (Check all that apply):

Residential, single family Residential, multiple family

Types of multiple family structures and numbers of each (e.g. duplex): _____

Condominium (No. of units: _____) Commercial or Industrial

Other (please describe) _____