

FINAL PLAT APPLICATION



102 Town Hall Dr., Leland, NC 28451
www.townofleland.com

Planning and Inspections Department
Phone 910-371-3390 Fax 910-371-1158

FEES

Exempt \$50.00

Minor \$50.00

Major or PUD (without engineer review) \$150.00

Major or PUD (with engineer review) \$300 + \$10/lot

Final Plat Revision \$25.00

Final Plat Extension \$200.00

Instructions

- You are encouraged to arrange an informal pre-application conference with staff prior to the date upon which you intend to submit an application. By attending this conference, it will help you submit 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.
- A complete application includes the appropriate fees and supporting documentation. Please submit two reproducible Mylar's for recording purposes. All incomplete applications will be returned to the applicant with a letter outlining its deficiencies. The review process may take up to ten days.
- A final plat for subdivision of land is considered only after review and approval of a preliminary plat. The final plat shall conform to the approved preliminary plat except for adjustments deemed to be minor by Planning staff. Further, a final plat may constitute only the portion of an approved preliminary plat that is desired to be developed at that time.
- It is the responsibility of the Developer to file the final plat with Brunswick County Register of Deeds.

Project Information

Development Name: _____

Phase: _____ Section: _____

Location: _____

Owner

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone No.: _____ Cell No.: _____ Email: _____

Consultant Information

Company Name: _____ Agent's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone No.: _____ Cell No.: _____ Email: _____

Are there any deviations from the preliminary plat? YES NO If yes, please describe:

Certification

I certify that I am authorized to make this application, that the information provided is correct to the best of my knowledge, and that I am authorized to grant, and do grant, permission to the local zoning official and local building official to enter on the property described above for the purpose of inspections. I understand that if this application is approved, that failure to meet any conditions of the approval shall result in the revocation of any permit(s) based upon this certificate. Failure to do so could result in fines and/or revocations of this zoning compliance permit should it be approved.

Applicant's Signature

Applicant's Printed Name

Date

Surveyor's Signature

Surveyor's Printed Name

Date

Improvement Guarantees

No Final Plat shall be recorded until all improvements are constructed in a satisfactory manner and approved by the Planning and Inspections Department, or the developer has guaranteed their installation in lieu of by filing a Surety Performance Bond(s), Cash, or Equivalent Security.

Please fill in the blanks below where this is applicable.

Have all of the required Improvements been installed YES NO

Developers Signature: _____ Print Name _____

Engineers Signature: _____ Print Name _____

If the improvements have not been installed and you have an approved Surety Performance Bond(s), Cash, or Equivalent Security please provide the date and the dollar amount in which the improvement Guarantees were approved.

Dollar Amount _____

Date Approved _____

Final Plat Application Checklist

- Title Block Containing
 - Property designation
 - Name of owner
 - Location (including township, County and State)
 - Date or dates survey was conducted and plat was prepared
 - A scale drawing in feet per inch listed in words or figures
 - A scale bar
 - Name, address, registration number and seal of the Registered Land Surveyor
 - Name of the subdivider

- A sketch vicinity map showing the relationship between the proposed subdivision and surrounding areas

- Corporate limits, township boundaries, county lines if on the subdivision tract

- North arrow

- The exact boundary lines of the tract to be subdivided, fully dimensioned by lengths and bearings and the location of existing boundary lines of adjoining lands

- Property owners of adjoining properties

- Names of any adjoining subdivisions of record

- Proposed lot lines, lot numbers and/or block numbers and dimensions

- Lots numbered consecutively throughout the subdivision

- The approximate location of the flood hazard, floodway and floodway fringe areas from the community's FEMA maps

- Street information:
 - Right-of-ways, locations and dimensions
 - Street names

- Utility easements—location and dimensions

- Site calculations including the acreage in total tract to be subdivided

- Any historic places per the US Department of Interior's National Register of Historic Places

- Sufficient surveying data to determine readily and reproduce on the ground every straight or curved line, street line, lot line, right-of-way line, easement line, and setback line, including dimensions, bearings, or deflection angles, radii, central angles, and tangent distance for the center line of curved property lines that are not the boundary line of curved streets. All dimensions shall be measured to the nearest one-tenth of a foot and all angles to the nearest minute

- The accurate locations and descriptions of all monuments, markers and control points

- Any other information required by either the Subdivision Administrator and/or the Planning Board