

**TOWN OF MONTREAT SUBDIVISION ORDINANCE**

**APPENDIX D – FINAL PLAT CHECKLIST**

The Preliminary Plan shall meet the following requirements prior to any review of the Plat by the Planning and Zoning Commission.

Date Final Plat Submitted: \_\_\_\_\_  
Date Preliminary Plan Approved: \_\_\_\_\_

Name of Subdivision: \_\_\_\_\_  
Location: \_\_\_\_\_  
Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Surveyor Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Administrative Requirements:

- \_\_\_\_\_ The Improvements Guarantee has been accepted by the Town or Certification of Improvements has been granted by the Zoning Official and Mayor.
- \_\_\_\_\_ Final Plat submitted within twelve (12) months of Preliminary Plan approval, unless written extension has been granted by the Planning and Zoning Commission.
- \_\_\_\_\_ Final Plat conforms substantially to the Preliminary Plan as it was approved and conforms with the provisions of N.C.G.S. §47-30, as amended, and with the Standards of Practice for Land Surveying as adopted by the State board of registration for professional engineers and land surveyors.
- \_\_\_\_\_ Final Plat is either fifteen by twenty inches (15” X 20”) or twenty by thirty inches (20” X 30”) and is at a scale no greater than 1 inch = 100 feet.
- \_\_\_\_\_ Five (5) copies submitted (original and four (4) copies).

Required Information:

- \_\_\_\_\_ Title Block: Subdivision name, subdivider’s name and address, North arrow, scale (denoted graphically and numerically), date of plat preparation, location of subdivision (township, county and state), Deed Book references and name and seal of the registered surveyor responsible for the Plat..
- \_\_\_\_\_ Vicinity Map: A sketched map showing the location of the subdivision in relation to the surrounding area.

\_\_\_\_\_ Tract Boundaries: The boundaries of the tract or portion thereof to be subdivided, fully dimensioned by lengths and bearings, and the location of intersecting boundary lines of adjoining lands.

\_\_\_\_\_ Adjoining Property Owners: Names and deed references (when possible) of owners of abutting properties and abutting subdivisions which are proposed or under review.

\_\_\_\_\_ Location of Improvements: All visible and apparent rights-of-way, watercourses, utilities, roadways and other such improvements shall be accurately located where crossing and forming any boundary line of property shown.

\_\_\_\_\_ Engineering Data: Sufficient engineering data to determine readily and reproduce on the ground every straight or curved boundary line, street line, right-of-way line and easement line, including dimensions, bearings or deflections angles, radii, central angles, and tangent curved property lines that are not the boundary of curved streets. Building setback lines shall also be marked.

\_\_\_\_\_ Monuments: The accurate locations and descriptions of all monument markers and control points.

\_\_\_\_\_ Lot and Block Numbers: The blocks numbered consecutively throughout the entire subdivision and the lots numbered consecutively throughout each block.

\_\_\_\_\_ Streets: Street names and right-of-way lines of all streets.

\_\_\_\_\_ Rights-of-Way: The location and dimensions of all rights-of-way, utility or other easements, riding trails, sidewalks or pedestrian walkways, bikeways, and areas to be dedicated to public use with the purpose of each stated.

Required Certificates: The following certificates are to appear on the Final Plat in such a manner as to ensure that the said certificate will be legible on any prints made therefrom, that are to be submitted with, and recorded with the Final Plat in accordance with the provisions of this Ordinance:

\_\_\_\_\_ Certificate of Survey and Accuracy signed and dated by the surveyor.

\_\_\_\_\_ Certificate of Approval by the Planning and Zoning Commission of the Town of Montreat, including the date of the approval.

The following certificates are to accompany the Final Plat and shall be recorded with the Final Plat at the same time:

\_\_\_\_\_ Certificate of Completion and Warranty signed and dated by the subdivider.

\_\_\_\_\_ Certificate of Dedication and Maintenance signed and dated by the surveyor.

\_\_\_\_\_ Certificate of Improvements signed by the Building Inspector and Mayor