

TOWN OF MONTREAT
SUBDIVISION ORDINANCE

APPENDIX B – SKETCH PLAN CHECKLIST

Name of Subdivision: _____ Date Submitted: _____

Location: _____

Owner Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Subdivider Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

_____ Title Block: Subdivision name, subdivider’s name and address, North arrow, scale (min. 1” = 200’) denoted graphically and numerically, date of preparation, location of subdivision (township, county and state), Deed Book references and name of person or firm who prepared the Sketch Plan.

_____ 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, with all bearings and distances shown.

_____ Property Lines: Property lines and owners’ names of abutting properties and/or abutting subdivision(s).

_____ Natural Features: Significant natural features including wooded areas, marshes, major rock outcrops, lakes or streams, steep topography and other natural features affecting the site.

_____ Existing Improvements or Conditions: Existing features including buildings, streets, power lines, drainage ways, sewer and water lines, utility easements, and Town limit lines both on or adjacent to the land to be subdivided.

_____ Topographic Information: Topographic contour lines at five foot (5’) elevation intervals when the area being subdivided exceeds two (2) acres or has proposed streets which will exceed eight hundred (800) linear feet.

_____ Lot and Street Lines: All proposed lot and street right-of-way lines, lot and block numbers, all easements, designation of any dedication or reservations to be made, and proposed use of land if other than single family residences.

_____ Water and Sewer Layout: Sketch view of proposed water and sewer system (excluding individual wells and septic systems), including approximate location of manholes, pumps, hydrants, force mains and the connection of the proposed systems(s) with existing systems.

_____ Drainage System: Sketch view of proposed drainage facilities, including approximate location and dimensions of open drainage ways, storm sewers, culverts, retaining ponds or areas where water is to be diverted through grading. Reference Montreat General Ordinance Chapter K, Article III “Stormwater Management” which provides detailed requirements for approval of proposed stormwater best management practices and subsequent maintenance and inspection agreements for installed systems.

_____ Other Improvements: Proposed location and description of any other improvements including, but not limited to, riding trails, sidewalks or pedestrian walkways, reserved open space or recreational facilities, school sites, commercial areas or buffer strips.

_____ Site Data: Total acreage in tract to be subdivided, total number of lots and linear feet in streets.