

**TOWN OF MONTREAT**  
**SUBDIVISION ORDINANCE**

**APPENDIX C – PRELIMINARY PLAN CHECKLIST**

Name of Subdivision: \_\_\_\_\_ Date Submitted: \_\_\_\_\_  
Location: \_\_\_\_\_  
Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Subdivider Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

\_\_\_\_\_ Title Block: Subdivision name, subdivider’s name and address, North arrow, scale (denoted graphically and numerically), date of preparation, location of subdivision (township, county and state), Deed Book references and name and seal of the person or firm who prepared the 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. See Section 506 for more detail.

\_\_\_\_\_ 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.

\_\_\_\_\_ Lot and Street Lines: All proposed lot and street right-of-way lines with scaled dimensions, lot and block numbers, all easements, designation of any dedication or reservations to be made, a notation of building setback lines, 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 line sizes, approximate location of manholes, pumps, hydrants, force mains, the connection of the proposed

systems(s) with existing systems and sanitary sewer profiles to show the size and depth of pipe and details of construction.

\_\_\_\_\_ 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 and details of inlet construction. 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, bikeways, reserved open space or recreational facilities, school sites, commercial areas or buffer strips.

\_\_\_\_\_ Site Data: Total acreage in tract to be subdivided, smallest lot size, largest lot size, average lot size, total number of lots and linear feet in streets.