

CITY OF ASHEBORO SUBDIVISION CHECKLIST
for
SKETCH DESIGN - MAJOR SUBDIVISIONS

Major Subdivision Definition:

The division of one existing tract of land into parcels, whether contiguous or not with one or more of the following improvements proposed by the developer:

1. Creation of a new public street right-of-way or the extension of an existing public street right-of-way.
2. Installation of a water line to be maintained by the City of Asheboro.
3. Installation of a sewer line and/or sewer pump station to be maintained by the City of Asheboro.

Submittal Deadline

A sketch design plat must be received at least *twenty (20) days* prior to the regularly scheduled Planning Board meeting at which it is to be heard. The Planning Board normally meets the first Monday of every month.

CAUTION: This checklist is for reference purposes only. The adopted Subdivision Ordinance shall be used to determine compliance for subdivision approval.

<input type="checkbox"/> \$100 Review Fee (paid at time of submission)	Case Number _____
Subdivision Name: _____	Section: _____
Developer: _____	Phone: _____
Date Checked (Planning): _____ staff use	(Engineering): _____ staff use

Items for Planning Department Review:

- Sketch design plats shall be drawn at a scale that assures legibility.
- Eight (8) copies of the sketch design plat shall be submitted.
- Name of proposed subdivision.
- Name(s), address(es), and telephone number(s) of owner(s) of property included in the proposed subdivision.
- Name(s) of the City, Township(s), County, and State in which the subdivision is located.
- Scale denoted graphically and numerically.
- Date of preparation.
- Name, address, and telephone number(s) of surveyor, engineer, or landscape architect, planner, or other individual responsible for the design and layout of the proposed subdivision or for the preparation of the plat.
- Vicinity map at any convenient scale, inset on the plat, showing the location of the proposed subdivision with respect to the surrounding area, including principal highways and streets.

Items for Planning Department Review (continued):

- Zoning classification of the land to be subdivided and a 50-foot area of the property immediately adjoining it.
- Proposed riding trails, natural buffers, pedestrian, bicycle, or other rights-of-ways or other easements and their location, width, and purpose.
- Layout of lot arrangement including lot lines, lot dimensions, and lot and block numbers.

The width of a lot shall be measured across the required front setback line, provided however, that the width between side lot lines where they intersect with the street line shall not be less than eighty (80) percent of the required minimum lot width except in the case of lots on the turning circles of cul-de-sacs or at similar points of street curvature where the radius of the right-of-way line (or a circle approximately following the right-of-way line and intersecting the foremost points of the side lot lines) is less than ninety (90) feet, in which case the eighty (80) percent requirement shall not apply. However, in no case shall the required minimum lot width be less than fifty (50) percent of the required minimum lot width on the turning circles of cul-de-sacs. The minimum building line on such lots where the radius is less than ninety (90) feet will be the point where the required lot width is met.

- Proposed location and size of parks, school sites, and other recreational or open spaces accompanied by provisions concerning their future ownership.

Site Data:

- Acreage in total tract;
- Acreage in parks and other non-residential uses;
- Total number of lots;
- Average lot size.
- Linear feet of street.

Items for Engineering Department Review:

- check one
- Layout of proposed utilities (sewer, water, drainage, etc.). All major subdivisions are required to have complete access to public water and sanitary sewer services installed each to lot in the tract to be subdivided, unless:
 - The property is in the areas identified by the adopted Land Development Plan as “Watershed Residential” or “Conservation Residential.” In “Watershed Residential” and “Conservation Residential” areas, water mains and sanitary sewers may be installed if such installation includes both water and sanitary sewers. Private water and sewerage disposal systems are permissible if approved by the appropriate county and state agencies. A note that individual utilities will be provided by individual water supply and sewage disposal must be provided on the plat.
 - North arrow with indication of true grid if within 2,000 feet of grid reference.
 - Boundaries of the tract to be subdivided.

Items for Engineering Department Review (continued):

- Existing topography shown on plat.
 - Rough grading plan indicating proposed modifications to the topography, other than for street construction, at a contour of not more than five (5) feet.
 - The location of existing and platted property lines, railroads, utility transmission lines, water lines, sewer lines, bridges, culverts, storm drain pipes, city limit lines, and any easements within the boundaries of the tract to be subdivided and on land immediately adjoining it.
 - The locations of wooded areas, swamps, bogs, rock outcrops of a magnitude to cause development problems, ponds or lakes, streams or stream beds, channels, and any other natural features affecting the site of the proposed subdivision.
 - Names of proposed streets.
 - Base flood elevation data if proposed subdivision is within a flood hazard area.
 - Existing street easements or rights-of-ways shall be designated as "Public Right of Way" and shall be at least fifty (50) feet wide, or at least twenty five (25) feet wide when measured from the property line to the center of an existing street or right-of-way.
 - Triangular sight distances must be designated at intersections in accordance with the latest edition of the NCDOT Minimum Standards for Subdivision Roads.
 - The property lines along streets for property being subdivided shall be contiguous with the edge of the street's public right-of-way and no portion of the subdivided property shall extend into the street's public right-of-way or triangular sight distance area.
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