

## **CITY OF ASHEBORO SUBDIVISION CHECKLIST FOR MINOR SUBDIVISIONS**

Minor Subdivision Definition: *The division of one existing tract of land into parcels, whether contiguous or not, where each parcel or lot has the required frontage on an existing public street right-of-way or private access approved by the City of Asheboro. Minor subdivisions cannot include any improvements listed under "Major Subdivision" in the City of Asheboro subdivision ordinance.*

\$100 Review Fee (Paid at time of submission)

Subdivision Name: \_\_\_\_\_ Section(s): \_\_\_\_\_

Developer: \_\_\_\_\_ Phone: \_\_\_\_\_

Date Checked (P&Z): \_\_\_\_\_ Date Checked (Engineering): \_\_\_\_\_

### **Items for Planning & Zoning Department Review:**

- A minor subdivision plat shall be prepared by a surveyor, licensed and registered to practice in the State of North Carolina.
- Two copies of the minor subdivision shall be submitted on black or blue line paper prints.
- Name of proposed subdivision.
- Name(s), address(es), and telephone number(s) of owner(s) of the property included in the proposed subdivision.
- Name(s) of the City, Township(s), County, and State in which the subdivision is located.
- Scaled denoted graphically and numerically.
- Date of Preparation
- Name(s), address(es), and telephone number(s) of the surveyor, engineer, 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.
- Zoning classification of the land to be subdivided and of a fifty (50) foot area of the property immediately adjoining it.
- Proposed riding trails, natural buffers, pedestrian, bicycle, or other rights-of-way or other easement(s), their location, width and purpose.

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Layout of lot arrangement including lot lines, lot dimensions, and block numbers. *The width of a lot shall be measured across the required front setback line, provided, however, that width between side lot lines where they intersect with the street line shall not be less than eighty 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 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 feet, in which case the eighty percent requirement shall not apply. However, in no case shall the required minimum lot width be less than 50% on the turning circles of cul-de-sacs. The minimum building line on such lots where the radius is less than 90 feet will be point where the required lot width is met.*

Building setback lines in conformance with the Asheboro Zoning Ordinance

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

Site Data

a.) Acreage in total tract

b.) Acreage in parks and other non-residential use

c.) Total number of lots

d.) Average lot size

The following certificate shall be placed on the final plat and shall be signed by the Community Development Director:

This subdivision plat has been found to comply with the provisions of the Subdivision Ordinance of the City of Asheboro, provided that it is recorded in the Office of the Register of Deeds within sixty (60) days of the final approval of the Community Development Director.

\_\_\_\_\_ (Date) \_\_\_\_\_ Community Development Director

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## Items for Engineering Department Review:

- North arrow with indication whether true grid or magnetic and date of magnetic reading
- The tract to be subdivided shall show boundaries fully with bearings, distances, and closures indicated (the tract to be subdivided includes the original entire tract and the new tract being created), however if the residual portion of the tract that is left after all new parcels are created exceeds five (5) acres in area a survey shall not be required for that residual portion. The residual area shall be shown on the plat of the subdivision with sufficient detail to determine compliance with the subdivision and zoning ordinance either as a dashed line at the same scale or as a reduced scale map insert. A note indicating that the area is drawn from non-surveyed data, where the data was obtained and a statement that this area is not part of the final plat but is reserved for future division or use shall be placed on the plat.
- The location of existing and platted property lines, streets, structures, water courses, 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 a 50 foot area immediately adjoining it.

Layout of proposed utilities (sewer, water, drainage, etc.) showing connections to existing systems or a note that utilities will be provided by individual water supply and/or sewage disposal. Provisions for the installation of these utilities or the installation itself prior to minor subdivision plat approval.

- The following certificate shall be placed on the minor subdivision plat and signed by the owner of the subdivision:

*I (We) hereby certify that I (we) are the owner(s) of the property shown and described hereon and that I (we) hereby adopt this plan of subdivision and dedicate any right-of-way or easements as shown on the plat with our free consent.*

\_\_\_\_\_ *Date*                      \_\_\_\_\_ *Owner*

\_\_\_\_\_ *Owner*

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- The following certificate shall be placed on the minor subdivision plat and signed by the surveyor preparing the plat or under whose supervision it was prepared; the signature shall be accompanied by the seal and registration number of the above-mentioned survey.

*I \_\_\_\_\_, certify that this map was (drawn by my supervision) from (an actual survey made by made) (an actual survey made under my supervision) (deed description recorded in Book \_\_\_\_\_, page \_\_\_\_\_, Book \_\_\_\_\_, Page \_\_\_\_\_, etc.) (Other); that the surveyed are shown are broken lines plotted from information found in Book \_\_\_\_\_, page \_\_\_\_\_, that this map was prepared in accordance with GS 47-30 as amended. Witness my original signature, license number and seal this \_\_\_\_\_ day of \_\_\_\_\_ A.D.*

*Seal or Stamp*

\_\_\_\_\_

Professional Land Surveyor and License Number

- A minor subdivision plat that proposes the installation or connection(s) to public utilities such as water and sewer shall have the following certificate placed upon it and signed by the City Engineer.

*I hereby certify that the water and sewer facilities are available as shown on the plat.*

\_\_\_\_\_ (date) \_\_\_\_\_ City Engineer

- All Water supply and sewerage systems within a proposed minor subdivision shall be designed in accordance with City of Asheboro specifications and standard details.
- 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 side 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 addition of the NCDOT Minimum Standards for Subdivision Roads.
- The property lines along streets for property being subdivided shall be contiguous with the edition 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.