



TOWN OF WILSON'S MILLS

MINOR SUBDIVISION & FINAL PLAT APPLICATION

Planning Department
PO Box 448, Wilson's Mills, NC 27593
Phone: (919) 938-3885 Fax: (919) 938-1121

PROCESS INFORMATION:

Minor Subdivision Submissions: It is required that every applicant for a Minor Subdivision meet with the Development Compliance Officer prior to the submittal of an application. The purpose of this meeting is to provide clarification and assistance in the preparation and submission of plats for approval. It is recommended that the applicant provide a Sketch Plan to the Development Compliance Officer prior to or at the pre-application meeting. The provision of a sketch plan will allow the Development Compliance Officer an opportunity to review the proposal before the applicant expends funds on the preparation of a detailed Minor Subdivision Plan.

Final Plat Submissions: All plats for review by the Development Compliance Officer must conform to any applicable previously approved major subdivision or construction plans. Two (2) paper copies and a digital copy must be submitted for review that is 18" x 24" in size along with a complete application.

APPLICANT INFORMATION:

Applicant: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

PROJECT INFORMATION:

Project Address / Location: _____

Subdivision (phase / lot number): _____ Zoning District: _____

Size of Property (in acres): _____ Johnston Co. Tax PIN #: _____

Special Flood Hazard Area: ☐ Yes ☐ No *(if Yes, a Floodplain Development Permit may be required)*

Watershed Information: ☐ Critical ☐ Protected

Project Impervious Surface Area (sf): _____ Town Jurisdiction: ☐ In-Town Limits ☐ ETJ

ACKNOWLEDGEMENT:

I / we do hereby certify that all information given above is true, complete and accurate to the best of my / our knowledge. I also authorize the Town of Wilson's Mills or a contractor on behalf of the Town to conduct a site inspection to ensure compliance to this application. **If applicant is not the owner, an Owner Consent Form must also be submitted with this application.**

Applicant Print Name

Applicant Signature

Date

REQUIRED PLAT INFORMATION:

- _____ **Preparer:** All final plats shall be prepared by a professional land surveyor, licensed to practice in the State of North Carolina.
- _____ **Review:** Upon successful review, the Town of Wilson's Mills requires two (2) mylar copies of the proposed subdivision for final review & signature. One (1) mylar is to be returned to the Planning Department after recordation.
- _____ **Scale:** Plats must be drawn to a scale no less than 1 inch = 100 feet and shall meet the requirements of NCGS 47-30.
- _____ **Title Information:** Title information shall conform with NCGS 47-30 to include:
1. Name of Owner
 2. Property Designation (name of client, subdivision, shopping center, etc.)
 3. Town of Wilson's Mills, Johnston County, North Carolina
 4. Date of Survey
 5. Scale, scale ratio or bar scale
 6. Name and address of the surveyor or firm preparing the plat
- _____ **Control Corners:** A plat that is certified as NCGS 47-30(f)(11)(a) and creates or alters street geometry must have a minimum of two (2) control corners on the final plat.
- _____ **Zoning Information:** Zoning classification on the land(s) to be subdivided and on adjoining land. If applicable, reference zoning case number and overlay districts.
- _____ **Building Setback Lines:** Minimum building setback lines & dimensional requirement.
- _____ **Boundary:** Show the exact boundary lines of the tract(s) to be subdivided (fully dimensioned by lengths and bearings) and the location of intersecting boundary lines of adjoining lands, with adjacent subdivisions identified by official maps. The square footage and acreage of the resultant lots shall also be included.
- _____ **Permanent Concrete Monuments:** Permanent concrete monuments shall be placed at not less than two (2) corners of the subdivision and at all corners of all intersections.
- _____ **Names and Vicinity Map:** The name of the owner, and the surveyor, and their respective addresses and telephone numbers. Also, the name of the subdivision and a sketch vicinity map showing relationship between subdivision and surrounding areas at a legible scale.
- _____ **Streets:** The widths, and names where appropriate, of all proposed streets and alleys, and of all adjacent streets and alleys, and easements which shall be properly located. Streets shall be labeled as public or private.
- _____ **Data Box:** Plat data box should include total area, area in public right-of-way, area in each lot and Johnston Co. Tax Id No. Number(s).
- _____ **NCDOT Approval:** A plat of land that shows lots subdivided for sale on which there is a new public street or a change in an existing public street must have the approval of the local district engineer of the Division of Highways unless the street is within the Town of Wilson's Mills and off the NCDOT road system. This requirement includes new streets located outside of the municipal corporate limits but within the extra-territorial jurisdiction of Wilson's Mills.

_____ **Hydrological Information:**

- ☐ Provide FIRM panel number, effective date, and zone. Note if located in a special flood hazard area. Label all flood lines per FIRM & based flood elevation where applicable.
- ☐ Label watercourse buffers and jurisdictional wetlands on property. Note that stream buffers & wetlands shall remain natural and undisturbed except where permitted in the Wilson's Mills Development Ordinance and applicable state or federal agencies.
- ☐ Watershed Information & Impervious surface area calculations.

_____ **Deed Restrictions:** A statement indicating whether any deed restrictions exist including the applicable subject and location(s).

_____ **Easements:** The location of all easements and areas to be dedicated. Label easement widths and indicate whether Public or Private. The following notes shall be included where applicable:

- ☐ Maintenance of public drainage easements terminates at the end of the pipe / structure.
- ☐ All easements are centered on pipe / facility / utility unless otherwise noted.
- ☐ Conservation easements shall remain in natural, scenic, open or wooded conditions.

_____ **Lot Numbers and Addresses:** Label all lot numbers and addresses (To be assigned by Development Compliance Officer).

_____ **Recreation, Parks & Open Space Land:** Show the location of all open space, common areas, proposed parks and greenways, if applicable.

_____ **Improvement Guarantees & Performance Securities:** In lieu of the permanent improvements required by the WMDO, the developer shall guarantee that all such improvements will be carried out per the Town's specifications at his/her expense.

_____ **Administrative Review Fees.** Remittance of associated fee(s)* to accompany this application. (*See Town of Wilson's Mills fee schedule)

_____ **All required certifications per Article 7 of the Wilson's Mills Development Ordinance.**

For Town Use Only

Date Received: _____ Case #: _____

Fee Paid: _____ Date Paid: _____

Approved: _____ Denied: _____

Comments: _____

Planning Department Signature

Date