



APPLICATION FOR A FINAL SUBDIVISION PLAT

Instructions: Please complete the form below and include all required attachments, including the **\$100.00 application fee** and return to Town Hall, 215 Pollock Street, PO Box 390, Beaufort, NC, 28516. Incomplete applications will not be processed. Please contact Town Hall at (252) 728-2141 with any questions.

APPLICANT INFORMATION

Applicant Name: _____

Applicant Address: _____

Phone Number: _____ Email: _____

Property Owner Name: _____

Address of Property Owner: _____

Phone Number: _____ Email: _____

PROPERTY INFORMATION

Property Address: _____

15 Digit PIN: _____ Lot/Block Number: _____

Size of Property (in square feet or acres): _____

Current Zoning: _____

Date: _____

Applicant Signature

Date: _____

Property Owner Signature (if different than above)

A fee of \$100 to the Town of Beaufort must accompany this application.

OFFICE USE ONLY

Revised 11/13/07

Received by: _____

Reviewed for Completeness By: _____

Date: _____

Date Deemed Complete and Accepted: _____

Procedures of the Final Subdivision Plat

Application for a Final Plat shall include all of the items specified in Article VII, Section 4 of the Beaufort Subdivision Code and meet standards set forth in the Beaufort Subdivision Code. Submission of fourteen complete applications shall be made to the Town Planner by the first Monday of the month to schedule for review by the Planning Board at its regularly scheduled meeting on the third Monday of each month. Two of the copies shall be on medium suitable for reproduction. Applications that are incomplete on the first Monday of the month will not be scheduled for that month's Planning Board meeting. Application for a Final Plat shall be within one year of the approval of the Preliminary Plat unless an extension of this time limit is granted by the Planning Board. Staff may request additional copies of the application as needed for review.

Prior to submittal of a Final Plat application, the following items shall be executed.

1. Installation of all improvements in accordance with the Preliminary Plat or performance guarantee for improvements not complete if accepted by the Town.
2. Defects Guarantee. The Town of Beaufort Board of Commissioners shall require a bond guaranteeing improvements against defects for one year.
3. Maintenance Guarantee. The applicant shall provide the Town Clerk written certification that the subdivider shall maintain the backfill on all improvements and any ditch dug with the installation of such improvements for one year after acceptance by the Town of Beaufort.

The Planning Board shall approve or disapprove the final plat within 30 days of its first consideration. If the Planning Board disapproves the final plat, the applicant may make the changes to bring the plat into compliance with the Subdivision Ordinance and resubmit for reconsideration by the Planning Board. Failure of the Planning Board to approve or disapprove the final plat within 30 days of the first consideration shall be deemed approval and the applicant can apply for final approval to the Board of Commissioners.

After review by the Planning Board, regardless of their approval or disapproval, the Board of Commissioners shall approve or disapprove the final plat within 45 days after it has been received by the Planning Board. If approved, the original and one copy on the final plat shall be returned to the subdivider. One tracing shall be filed with the Town Clerk and one print filed with the Planning Board records. The subdivider shall file the approved final plat at the Carteret County Register of Deeds within 60 days of approval. If not, the approval shall be null and void.

COMPLETE APPLICATIONS ARE DUE 14 DAYS BEFORE A REGULAR PLANNING BOARD MEETING