



APPLICATION FOR A PRELIMINARY 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 Preliminary Subdivision Plat

PROCEDURES

Prior to submission of an application for a Preliminary Subdivision Plat, the applicant may submit a sketch design plan to the Town Planner for review and an indication of general compliance with applicable planning regulations. This review is nonbinding and not an official approval. The sketch design plan should contain the items listed in Article VII. Section 2.05 of the Beaufort Subdivision Code.

Application for a Preliminary Plat shall include all of the items specified in Article VII. Section 3 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 thirty days prior to the regularly scheduled Planning Board meeting on the third Monday of each month. Incomplete applications at this due date will not be scheduled for the Planning Board meeting.

Additional copies may be requested for referral to public agencies and officials for review and comments as needed.

The first consideration of the preliminary plat application shall be at the next Planning Board meeting after a complete application is received by the Beaufort Planner. The Planning Board may refer copies of the application to public agencies and officials for review and comments. The Planning Board shall take action to approve, approve with conditions or deny the Preliminary Plat within 30 days of its first consideration. If the Planning board disapproves the Preliminary Plat, they shall specify the reasons for denial.

If denied, the applicant may make the recommended changes to the Preliminary Plat and submit a revised Preliminary Plat to the Planning Board or may appeal the action of the Planning Board to the Board of Commissioners.

Application for Planned Building Group Developments shall meet additional submittal and review requirements.

COMPLETE APPLICATIONS ARE DUE 30 DAYS BEFORE THE REGULAR PLANNING BOARD MEETING

Requirements for Submittal of a Preliminary Plat Application Pursuant to Article VII. Procedure for review and approval of Subdivision Plats, Section 3, an application for preliminary plat shall include the following.

Signed application form.

10 copies of complete application. Additional copies may be required by Planner to distribute to officials and agencies for review.

Scale at 1 inch = 200 feet or larger.

Check to Town of Beaufort for \$100

Contents of Preliminary Plat

Proposed name of subdivision

Name address, telephone number(s) of the owner(s), mortgagee(s), surveyor(s), land planner(s), architect(s), landscape architect(s), and professional engineer(s) responsible for the subdivision.

Vicinity map showing the subdivision, parcels and rights of way in the area of the subdivision drawn at a scale of 1 inch equals 400 feet.

Scale demoted graphically and numerically

North arrow and declination

Date of plat preparation

Existing conditions

Name of township, county, state where the subdivision is located

Zoning classification of the tract(s) to be subdivided and adjoining properties.

Bearings and distances of the boundaries of the tract(s) to be subdivided and adjoining tracts

Names of adjoining subdivisions and owners of adjoining properties

Natural features of the site including wooded areas, creeks, rivers, bodies of water, marshes, swamps, ponds or lakes, streams, stream beds, and any other natural features impacting the site.

Name and location of any property within the proposed subdivision or on adjacent property that is listed in the National Register of Historic Places or that has been designated by local ordinance as a historic property or an a historic district.

Flood zone and boundary information

Property lines on parcels to be subdivided and adjoining properties

Buildings, other structures, water courses, railroads, bridges, culverts, storm drains, corporate limits, Township boundaries on property to be subdivided and adjoining parcels

Site calculations

Acreage in total tract,

Acreage in parks, open space and nonresidential uses

Total number of proposed lots,

Acreage of each lot

Linear feet in streets

Proposed features : *Proposed features shall meet Article VII. Improvement Required and Minimum Standard of Design and other applicable local, state and Federal regulations including but not limited to Beaufort Zoning Ordinance, CAMA, and State Division of Water Quality.*

Proposed lot lines, lot and block numbers, approximate dimensions and bearings, approximate lot area, minimum building setbacks,
Proposed streets, street names, designation as either public or private,
Proposed location and size of recreation area (either dedicated or reserved as applicable), school sites and other recreation and open space and future ownership and management (public, private property owners association)
Riding trails, natural buffers, pedestrian, bicycle and other rights of way
Utility and other easements with location, width and purpose
Waterfront access (as applicable)
Landscape plan (as applicable)

Street information

Proposed streets, existing and platted streets on adjoining parcels and in the proposed subdivision, right of way widths, street width, sidewalks. Include approximate grades, engineering data for all corners and curves and typical street cross section(s). If any proposed street(s) intersects a NC state maintained road, a copy of the application for a Driveway Permit is required.

Reservation of right of way (as applicable)

Utility Information

Proposed utility plans with connections to existing facilities as applicable. Plans shall indicate line locations and sizes, location of fire hydrants, blow-offs, manholes, pumps, force mains, and gate valves. Plans for proposed water and sanitary sewer lines shall include profiles based on mean sea level datum. Letters of preliminary approval by appropriate agencies shall be submitted with the application for water supply (well or public) and waste water disposal (on site, private collection and treatment, public collection and treatment.)

- Sanitary sewer
- Storm sewer
- Water distribution lines
- Natural gas
- Telephone
- Electrical

Information that may be required

Topographic information

Environmental Impact Statement may be required by the Planning Board if the development exceeds two acres in area and if the board deems it necessary due to the nature of the land to be subdivided or peculiarities in the proposed layout.

Other information pertinent to the review of the application