



APPLICATION FOR A FINAL SUBDIVISION PLAT

Instructions:

Please complete the form below and include all required attachments, including the **\$200.00 application fee** and return to the Beaufort Town Hall, 701 Front Street or P.O. Box 390, Beaufort, N.C., 28516. Incomplete applications will not be processed but **will be** returned to the applicant. Please contact Town Hall at 252-728-2141 if there are 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:** _____

Applicant Signature

Date of Signature

Property Owner Signature (if different than applicant)

Date of Signature

An application fee of \$200, either in cash, money order, or check made payable to the "Town of Beaufort" must accompany this application (a credit card payment can be made in person at Town Hall). The complete application, payment, and supporting materials must be received by Town Staff at least 15 business days prior to a Planning Board scheduled [meeting date](#).

Please refer to the Town's **Subdivision Ordinance**, [Article VII, Section 4](#) and all other pertinent sections for the information required to accompany this application. If any document(s) greater in size than 11"x17" will be submitted, please submit at least **14 copies** of the document(s).

The Town's website address is www.beaufortnc.org.

OFFICE USE ONLY

Revised

Date: _____

Reviewed for Completeness By: _____

Received by: _____

Date Deemed Complete and Accepted: _____