



# TOWN OF MOREHEAD CITY SUBDIVISION APPLICATION

**SUBDIVISION NAME:**

**PROPERTY OWNER INFORMATION:**

Name:

Address:

Phone Number:

Email Address:

**APPLICANT INFORMATION (if different from property owner):**

Name:

Address:

Phone Number:

Email Address:

**NOTE: Applications are due 28 days prior to the Planning Board meeting.  
Incomplete applications will not be accepted and will be returned.**

**An application is deemed complete if it contains:**

- \* Required # of copies of the plat that contains all information.  
(25 sketch/18 preliminary/12 final)
- \* Filing fee
- \* List of state/federal permits required (sketch)
- \* Copies and/or status of state/federal permits required (preliminary)
- \* Copies of all state/federal permits (final)

I understand that if the application is not complete that I will have to resubmit and this item will not be scheduled as a Planning Board agenda item until the application is complete.

**\*\* Check box in lieu of signature to indicate**

**agreement with the above statement if submitting electronically.**

\_\_\_\_\_  
Applicant Signature & Date

**To be completed by Staff:**

Date Application Received: \_\_\_\_\_ Application Status: \_\_\_ Complete \_\_\_ Incomplete  
Application Review Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Filing Fee Paid: \_\_\_\_\_ (initial)

**Subdivision Name:** \_\_\_\_\_

**PROPERTY OWNER INFORMATION:**

Owner's Name:

Tax PIN #(s):

Total Acreage:

Flood Zone(s):

Zoning Designation(s):

Corporate Limits:

**SUBDIVISION INFORMATION:**

**Type of Subdivision** (Check All That Apply):

**Number of Lots/Units**

- Single-Family Residential \_\_\_\_\_
- Duplex \_\_\_\_\_
- Planned Development \_\_\_\_\_ lots/ \_\_\_\_\_ multifamily units
- Commercial \_\_\_\_\_
- Industrial \_\_\_\_\_

**Total # of Lots:**

**Minimum Lot Size:** \_\_\_\_\_ **Average Lot Size:** \_\_\_\_\_ **Density/Acre:** \_\_\_\_\_

**Water/Sewer Service:**

- Morehead City Water and Sewer
- Septic Tank and Well
- Other (please explain) \_\_\_\_\_

**State/Federal Permits Required:**

	Yes	No	Status
DOT Driveway Permit	<input type="radio"/>	<input type="radio"/>	_____
State Sedimentation/Erosion Control	<input type="radio"/>	<input type="radio"/>	_____
State Stormwater	<input type="radio"/>	<input type="radio"/>	_____
Federal Wetlands Permit	<input type="radio"/>	<input type="radio"/>	_____
Septic Tank Permit	<input type="radio"/>	<input type="radio"/>	_____
Water/Sewer Extension Permit	<input type="radio"/>	<input type="radio"/>	_____

**Recreation Information for Residential Subdivisions (if not applicable, skip to next item)**

- Developer is proposing to:  pay fee in lieu of dedication
- provide a recreation area of \_\_\_\_\_ sq. ft.

*Note: Waterfront developments are required to provide public water access in addition to the required recreation area. This is not optional.*

**Subdivision Name:** \_\_\_\_\_

The following items shall be included on the plat. The required elements for each approval are identified.  
**Please check that item is included or indicate N/A if not applicable for the plat approval being requested.**

	<b>Sketch</b>	<b>Preliminary</b>	<b>Final</b>
Title Block	^	^	^
Vicinity Map	^	^	^
Corporate Boundaries	^	^	^
Surveyor/Engineer Contact Information	^	^	^
Surveyor/Engineer Registration #	^	^	^
Surveyor/Engineer Seal	^	^	^
North Arrow/Orientation	^	^	^
Bearings/Distance of Subdivision Boundaries	^	^	^
Names of Adjoining Property Owners or Subdivisions	^	^	^
Existing Property Lines on Tract and Abutting Tract(s)	^	^	^
Total Acreage	^	^	^
Total # of Lots	^	^	^
Minimum Lot Size	^	^	^
Total Acreage in Parks/Recreation Areas and other non-residential uses	^	^	^
Minimum Building Setback Lines	^	^	^
Zoning Classification of Tract and Adjoining Parcels	^	^	^
Existing buildings or other structures	^	^	^
Location of storm drains, culverts, etc.	^	^	^
Consecutively numbered lots	^	^	^
Approximate lot lines	^	^	
Exact lot lines and dimensions			^
Location of CAMA AECs, 404 Wetlands, Flood Hazard Areas and Natural features	^	^	^
Variance Request Statement, if applicable	^		
Topographic data with contour intervals no greater than 2' at a scale of not less than 1"=100' for existing and finished grades		^	
Square footage of wetlands and upland areas per lot		^	^
Detailed Street Data, including: proposed layout, ROW location/width, street cross-section, street names, type of dedication, site distances, street length, street disclosure statement, engineering data for all corners/curves.		^	^
Location/Dimensions of all easements, buffers, park/recreation areas, public/private water/sewer lines (including profiles), if applicable	^		
Name/location of National Register of Historic Places/Districts, if applicable	^	^	
DOT Driveway Permit, if required		^	
Identification of Phases		^	
Water/Sewer Utility Plans		^	
Proposed Deed Restrictions/Covenants		^	
Final Deed Restrictions/Covenants			^
Stormwater Permit		^	

**Subdivision Name:** \_\_\_\_\_

	<b>Sketch</b>	<b>Preliminary</b>	<b>Final</b>
Septic Tank Permit		^	
Erosion/Sedimentation Control Permit		^	
Appropriate Certifications			^
Major CAMA Permit, if required		^	
Digital copy of map (i.e., PDF, JPEG)	^	^	^
Landscaping Plan		^	^

**If you are requesting SKETCH plan review, please indicate that you have read and understand the following statements by entering your initials in the space provided.**

\_\_\_\_\_ No grading, clearing, construction, or installation of improvements shall commence until the preliminary plat has been approved and all plans and specifications required by the Ordinance have been approved by the appropriate authorities.

\_\_\_\_\_ The subdivision process is a three-step approval process and the land is not considered subdivided until final plat approval is granted and the plat is recorded in the Carteret County Register of Deeds.

\_\_\_\_\_ No property may be transferred until the plat is officially recorded.

\_\_\_\_\_ If subdivision is proposed to be completed in phases, then the developer must submit a proposed schedule for completion for all improvements that are proposed for the benefit of the entire subdivision. Once the schedule is approved, no lots shall be sold unless it complies with the schedule.

\_\_\_\_\_ Street lights will be provided at a rate of 1 per 400 linear feet of street, at intersections and major street alignments.

\_\_\_\_\_ Underground utilities are required in subdivisions when the smallest lot size is less than 40,000 square feet.