



Application # SUB-_____

Application for Subdivision

Applicant_____ Date_____

Address_____ Phone_____

Location of Property_____

PIN #_____ Zoning District_____ Size of Property_____

Watershed Overlay District_____

Please attach to this application the following documents:

Preliminary Plat Requirements from Town of Highlands Unified Development Ordinance

All applications for subdivisions shall be addressed and submitted to the Planning Board and shall be delivered to the office of the Planning and Development Director. For all subdivisions, the subdivider shall submit an electronic copy along twenty (20) copies (24" x 36") of the preliminary plat with the application. Additional copies may be required during the preliminary plat review process if deemed necessary by the Planning Board and/or the Board of Commissioners. The deadline for subdivision applications shall be ten (10) working days prior to the regular monthly meeting of the Planning Board; applications made after that deadline shall not be considered except upon majority vote of the members of the Planning Board at the meeting.

- A.** An application for subdivisions shall be made per the requirements of Section 4.2.3, Application Requirements, and shall at a minimum contain the information listed below:
- 1.** A plat prepared by professional land surveyor (name, seal, and registration number);
 - 2.** The preliminary plat shall be 24" x 36" in size and clearly and legibly drawn to a scale of not less than two hundred (200) feet to one (1) inch and shall be drawn on as large a sheet as is acceptable to the Register of Deeds of Macon County and/or Jackson County;
 - 3.** Title Block, showing subdivision name; subdivider's name; north arrow; scale (denoted graphically and numerically), date of plat preparation; location of subdivision (township, county, and state);
 - 4.** Town of Highlands "Preliminary Plat" Label of Certification, as amended, shall be completed in full. The label of certification shall be lettered or rubber-stamped on the one (1) reproducible copy in such a manner as to insure that said label will be legible on any prints made therefrom and on the two additional copies;

5. A sketch vicinity map, showing the location of the subdivision in relation to the surrounding area;
6. The exact boundary lines of the tract to be subdivided, fully dimensioned by lengths and bearings, and the location of intersecting boundary lines of adjoining lands;
7. The underlying zoning and any applicable overlay district, including watershed overlay district;
8. All proposed lot lines, with approximate dimensions; lot and block numbers; all setbacks; lot sizes complying with this Ordinance, including minimum Watershed Overlay District lot size requirements; designation of any dedication of reservations to be made; and proposed use of land if other than single-family residences. See also Sec. 4.4.9, Planned Cluster Developments, for additional requirements if clustering is proposed;
9. All proposed or required easements shall meet the requirements of Sec. 10.1.4, Required Easements, including a letter from the public service or utility provider with the preliminary plat submittal, noting the required easement width;
10. The names and deed references (when known) of owners of adjoining properties, as well as adjoining subdivisions of record, including those proposed or under review;
11. Significant natural features, including wooded area, marshes, major rock outcrops, lakes or streams, or other natural features affecting the site;
12. Existing physical features, including buildings, streets, power lines, drainageways, sewer and water lines, utility easements, and Town Limit lines both on or adjacent to the land to be subdivided;
13. Drainage system, including sketch plan of proposed drainage ways, storm sewers, culverts, retaining ponds, or areas where water is to be diverted through grading, and other evidence necessary to assure that the proposed method of drainage will meet the objectives of Article 10, Infrastructure, and Article 12, Natural Resources and Environmental Protection;
14. Topographic contour lines at five foot intervals, when the area to be subdivided exceeds two (2) acres or has proposed streets which will exceed eight hundred (800) lineal feet; or, alternatively, a statement by the surveyor on the plat that no roads within the subdivision exceed fourteen percent (14%) in grade;
15. Suitability of land to be subdivided (measures taken to correct flooding, drainage, erosion, slides, or other dangers);
16. Sidewalks, where required;
17. Proposed streets showing, but not limited to the following: pavement width, street grades, street classifications, street lengths, street paving material, street centerline, proposed entrances including islands or short medians, proposed

driveways and access to all lots and rights-of-way to be designated per the requirements of Article 10, Infrastructure;

18. Proposed designation of streets to be “public” or private (see additional requirements under "FINAL PLAT" below);
19. Subdivision street approval: A letter of approval for the proposed street plan, indicating that street plans have been reviewed and approved in the following manner:
 - a. Plans for all subdivision streets within the Town of Highlands shall conform to the standards and specifications of the Town, as set forth in Article 10, Infrastructure and the Public Works Specifications Manual and shall have said streets reviewed and approved as outlined in Sec. 4.11, Infrastructure Approvals;
 - b. Plans for all subdivision streets which are located outside of the corporate limits, but within the subdivision regulation jurisdiction, shall have said street plans, including driveway curb cuts and proposed entrance islands or medians, reviewed and approved by the District Engineer of the North Carolina Department of Transportation (NCDOT) prior to preliminary plat approval. See also, Sec. 4.11, Infrastructure Approvals; and
 - c. A letter of approval from Macon County or Jackson County, depending on jurisdictional location, indicating that street names have been reviewed and approved.
20. Required landscape and riparian buffers, to meet the requirements of Sec 4.13, Landscape Plan Permits;
21. Land-disturbing activity approval: A letter of approval for the proposed land-disturbing activity, indicating that proposed land-disturbing activity has been reviewed and approved, as set forth in Sec. 4.14, Land-Disturbing Activity Permits, and Article 12, Natural Resources and Environmental Protection;
22. Utilities approval: A letter of approval for the proposed water, sewer, and electrical, per the requirements of Sec. 4.11, Infrastructure Approvals; and
23. Proposed phasing, if any; including a complete Phased Development Plan and Phasing Schedule, including the date upon which construction is expected to begin and the date within which it is expected to be completed.

Final Plat Requirements from the Town of Highlands Unified Development Ordinance

The final plat shall constitute only that portion of the preliminary plat which the subdivider proposes to develop at the time of submission. No final plat shall be approved unless and until the subdivider shall have installed in that area represented on the final plat all improvements required by this Ordinance, or shall have guaranteed their installation as provided in Sec. 4.4.3, Performance Guarantee. See also Sec. 10.6, Improvements and Installation. The subdivider shall submit one (1) mylar copy consistent with N.C.G.S. 47-30, and twenty (20) additional copies (24” x 36”) of the final plat, to the Planning Board with the application. Additional copies may be required during the

final plat review process if deemed necessary by the Planning Board and/or Board of Commissioners. The final plat shall contain all of the information required in this section.

- A.** A request for final plat review shall be made per the requirements of Section 4.2.3, Application Requirements, and Section 4.4.7, Final Plat Review Procedures and shall at a minimum contain the information listed below:
- 1.** Title Block, showing subdivision name; subdivider's name; north arrow; scale (denoted graphically and numerically), date of plat preparation; location of subdivision (township, county, and state); and name, seal, and registration number(s) of professional land surveyor preparing plat;
 - 2.** Town of Highlands "Final Plat" Label of Certification, including Mayor, Planning Board Chairman, and Zoning Administrator signature blocks, as amended, including notarized signatures as required, shall be completed in full. The label of certification shall be lettered or rubber-stamped on the one (1) mylar copy in such a manner as to insure that said label will be legible on any prints made therefrom and on the two (2) additional copies, all 24"x 36" in size;
 - 3.** The exact boundary lines of the tract to be subdivided, fully dimensioned by lengths and bearings, and the location of intersecting boundary lines of adjoining lands;
 - 4.** The names and deed references (when known) of owners of adjoining properties, as well as adjoining subdivisions of record, including those proposed or under review;
 - 5.** All visible and apparent rights-of-way, watercourses, utilities, roadways, and other such improvements accurately located where crossing or forming any boundary line of the property shown; locating offset or traverse lines shall be plotted in broken lines with azimuths or courses and distances shown on the map;
 - 6.** Sufficient engineering data to determine readily and reproduce on the ground every straight or curved boundary line, street line, lot line, right-of-way line, and easement line, including dimensions, bearings, or deflection angles; radii; central angles; and tangent distances for the centerline of curved streets and for curved property lines that are not the boundaries of curved streets;
 - 7.** The accurate locations and descriptions of all monument markers and control points;
 - 8.** The blocks numbered consecutively throughout the entire subdivision, and the lots numbered consecutively throughout each block;
 - 9.** Street names and right-of-way lines of all streets and location and width of all adjacent streets and easements. Designation shall be made as to whether said streets are to be public or private, and all streets shall conform to the standards and specifications of the Town, as set forth in Article 10, Infrastructure and the Public Works Specifications Manual;

10. Written report by the subdivider's duly qualified design professional as outlined in Sec. 10.6, Improvements and Installations;
11. Maintenance of subdivision streets shall be as outlined in the requirements of Sec. 10.2.3, Responsibility for Maintenance. See also Item 10 above.
 - a. IF PUBLIC, the Subdivider or POA is responsible for maintenance until roads are EXPLICITLY ACCEPTED FOR MAINTENANCE by the Town.
 - b. IF PRIVATE, an agreement must be recorded with the final plat providing for perpetual ownership and maintenance by the POA.
12. The location and dimensions of all rights-of-way, utility or other easements, riding trails, natural buffers, pedestrian or bicycle paths, and areas to be dedicated to public use, with the purpose of each stated; and
13. The exact location of all stormwater management BMPs and drainage and utility easements shall be shown on final plats prepared by a registered surveyor. These plats shall contain the following statement: "This plat contains a stormwater management measure that must be maintained by the owner(s) of this land in accordance with the recorded Operations and Maintenance Agreement." See also Sec. 4.16, Stormwater Management Permit, for additional as-built requirements.

I certify that all of the information presented in this application is accurate to the best of my knowledge, information, and belief; and I hereby request that a duly advertised public hearing be held at the Highlands Community Building at 71 Poplar Street, Highlands, NC, by the Zoning Board of Adjustment, on the following date and time, for the purpose of presenting evidence and arguments in support of this application.

If required, the Planning Board will review this application prior to the Zoning Board of Adjustment meeting at the location above on the following date and time for the purpose of providing recommendations to the Zoning Board of Adjustment.

Planning Board Review

Date _____ Time _____

Town of Highlands Board of Commissioners

Date _____ Time _____

Signature of Petitioner

Date

PLEASE ATTACH PETITION FEE OF **\$500.00**.