



Application for Subdivision Preliminary Plat TOWN OF CAROLINA BEACH, N.C.

Each application must be printed or typewritten and have all information answered. Incomplete or illegible applications will not be accepted. **All plans must be folded to 8 ½ X 11.** No application will be accepted unless accompanied by a drawing of the proposed lot development drawn to scale with the requirements indicated in Chapter 12 Article III.

The Technical Review Committee, Planning and Zoning Commission and/or Town Council reserves the right to require additional information if needed to assure that the use in its proposed location will be harmonious with the area in which it is proposed to be located and in accordance with the Code of Ordinances of the Town of Carolina Beach. Applications must be reviewed by the Planning Department for completeness prior to acceptance. A fee payable to the Town of Carolina Beach must accompany this application. Fees are nonrefundable after review by the Technical Review Committee.

Minor Subdivision \$350.00

Major Subdivision \$800.00

In accordance with the requirements of the **Town of Carolina Beach Subdivision Ordinance**, there is submitted herewith for approval a preliminary plan of the following subdivision:

Name of Subdivision: _____ # of Lots Proposed: _____

Tax Parcel(s) #: _____

Acreage and/or square footage: _____ Existing Zone: _____

Name of Applicant: _____
(Phone Number)

Signature of Applicant: _____

Owner Name and Address: _____
(Print Name) (Address)

(City, State, Zip) (Email Address)

This preliminary plan contains all the information required by Chapter 12 Section 12-74 of the Town Code. I certify that this application package contains all requirements of the Town of Carolina Beach Code of Ordinances. The registered Engineer, Landscape Architect or Surveyor under whose supervision this subdivision is being developed is:

(Engineer, Architect, or Surveyor) (Contact Name)

(Telephone Number) (E-Mail Address)

Signature of Owner: _____ Date: _____

Final Plat Procedure

Submittal, authorization, and recording.

Subsequent to the review and approval of preliminary subdivision plans and construction plans the developer shall submit final plats for recording to the Planning Department. The plat to be recorded in the office of the New Hanover County Register of Deeds shall contain all information required by Chapter 12 Section 12-78 of the Town Code. One (1) copy of this plat shall be signed and sealed by a registered surveyor and submitted on mylar material. Four paper copies of the plat shall be submitted to the Planning Director for review by other Departments of the Town. The Planning Director shall review the final plat and compare it to the approved preliminary subdivision plan and conditions of approval. After review the Planning Director may then:

- a. Certify the plat for recording, in writing on the mylar copy; or,
- b. Request revisions of the plat to complete information required by Town Code or to cause the plat to conform to the preliminary subdivision plan.

Fees

Each plat to be recorded and recombination by recorded instrument must be accompanied by a fee of twenty-five dollars (\$25.00) or fifty cents (\$0.50) for each new lot created, whichever is greater, payable to the Town. This fee is a service fee, charged to partially cover the cost to the Town for: (1) checking the adequacy of utility lines; (2) the location and width of streets, as they relate to the general street plan of the Town; (3) the inspections to see that the final plat conforms to the ordinances of the Town and that construction is carried out in conformity with the preliminary subdivision plan and construction plans.