

**REQUEST FOR SUBDIVISION PLAT REVIEW**

City of Brevard, North Carolina

**Minor or Recombination Subdivision Plat Review**

Name of Subdivision: \_\_\_\_\_

Name, address and telephone number of property owner: \_\_\_\_\_

Name, address and telephone number of agent: \_\_\_\_\_

Parcel Size (total acreage) \_\_\_\_\_ County Tax PIN \_\_\_\_\_

Total Number of Lots: \_\_\_\_\_ Zoning Classification \_\_\_\_\_

Does subdivision plat propose new City streets? Yes \_\_\_\_\_ No \_\_\_\_\_

Proposed Water System: Public (City) \_\_\_\_\_ Private \_\_\_\_\_

Proposed Wastewater System: Public (City) \_\_\_\_\_ Private \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\* \* \* \* \*

***Planning Department Office Use Only***

Application Received: \_\_\_\_\_ Plat Review Fees Paid: \$ \_\_\_\_\_ Receipt # \_\_\_\_\_

\_\_\_\_\_ Plat and Certificate requirements are met.

\_\_\_\_\_ Minor or Recombination Plat (circle plat type) approved by Planning Staff review on \_\_\_\_\_  
By: \_\_\_\_\_

\_\_\_\_\_ Planning staff decision was to forward Subdivision plat to Planning Board for review and approval.

TRC Review Date: \_\_\_\_\_ PB Review Date \_\_\_\_\_

\_\_\_\_\_ TRC Recommendations included within PB file.

Plat Approved by PB on \_\_\_\_\_. Did Board recommend conditions or contingencies? \_\_\_\_\_  
If so, attach listing.

PLAT RECORDED: Date \_\_\_\_\_ File # \_\_\_\_\_ Slide # \_\_\_\_\_

## City of Brevard

### Procedure for the Review of Category I Minor Subdivision Plats & Recombination Plats

#### Introduction:

A "recombination" is the combination or recombination of portions of previously subdivided and recorded lots where the total number of lots is not increased and the resultant lots are equal to or exceed the standards of the city as shown in the subdivision regulations. A "minor subdivision" is the division of an established parcel of land into 25 or fewer parcels of land.

Recombination and Minor Subdivision plats must be reviewed to ensure compliance with setback regulations and other applicable provisions of City Code. Category I recombinations and minor subdivisions do not involve the installation of new public infrastructure (i.e, sewer / potable water infrastructure, streets, etc.) and may be approved by the Planning Director. Minor subdivisions resulting in the establishment of condominium buildings, lots or spaces, town homes, and other projects for which zero lot line development is proposed are considered Category II developments that must be approved by the Technical Review Committee (see form "Procedure for the Review of Category II Subdivisions & Group Developments").

Where applicable, the dedication of rights-of-way or easements for transportation or utility infrastructure may be required as part of any recombination or minor subdivision plat approval. In such cases, also see the form "Procedure for the Dedication of Public Improvements".

#### Review Schedule:

Review timeframe for dedication submittals varies with the size and complexity of the development.

#### Fees:

- Recombination Plat: No Charge
- Minor Subdivision: \$75 + \$20 per lot (check payable to the City of Brevard)
- Recordation costs (checks made out to the Transylvania County Register of Deeds)
  - Mylar plats (18"x24"): \$23 per sheet
  - The developer may request that the City provide certified copies of all recorded documents. Copies of recorded plats are \$2 per sheet, and certified copies of recorded dedication / warranty agreements are \$5 for the first page and \$2 per additional page.

#### Plat Requirements:

1. Items to be submitted:
  - One mylar plat.
  - Checks to cover applicable fees.
  - Completed application form.
  
2. Plat requirements:
  - Prepared by a registered land surveyor, licensed to practice in the State of North Carolina.
  - Drawn to a scale no less than 1" = 100 feet.
  - Printed on document no larger than 18" x 24" mylar sheet and meeting any applicable requirement of the Transylvania County Register of Deeds Office.
  - **The exact boundary of the tract of land being subdivided showing clearly the disposition of all portions of the tract.** The plat shall depict all portions of the site proposed for subdivision or recombination.
  
3. No Final Plat shall be approved unless and until the subdivider has installed in the platted area all improvements required by this Ordinance or has posted Improvement Guarantees in accordance with Chapter 11. The Final Plat shall contain the following:
  - A. Scale denoted both graphically and numerically with north arrow and declination. A vicinity map showing the location of the subdivision with respect to adjacent streets and properties.
  
  - B. As built drawings and plans of all water, sewer, and storm drainage system facilities, illustrating their layouts and connections to existing systems. Such plans shall show all easements and rights-of-way, to demonstrate that the facilities are properly placed and the locations of all fire hydrants, blow-off valves, manholes, pumps, force mains, and gate valves are indicated. This information shall not be placed on the final plat but must be submitted at the time of request for final plat approval or release of any surety for required improvements, whichever comes later.
  
  - C. Sufficient data to determine readily and reproduce accurately on the ground the location, bearing, and length of every street, alley line, lot line, building line, easement line, and setback line. All dimensions shall be measured to the nearest one-hundredth of a foot and all angles to the nearest second.
  
  - D. The lines and names of all streets, alley lines, lot lines, lot and block numbers, lot addresses, building setback lines, easements, reservations, protected areas or required open space (steep slope areas, surface water protection areas, floodways and non-encroachment areas, etc.), the special flood hazard area, on-site demolition landfills and areas dedicated to public purpose with notes stating their purposes. The final plat shall contain the following statement:

“Areas delineated upon this plat or plan as a protection area or Special Flood Hazard Areas is subject to limitations upon development as set forth Chapter 6 of the City of Brevard Unified Development Ordinance, and any development, disturbance, or encroachment is prohibited except in accordance therewith.”
  
  - E. The accurate locations and descriptions of all monuments, markers, and control points.

- F. Underground and aerial utility easements shall be shown.
- G. The name of the city in which the subdivision is located, the name of the subdivision, the name of the owner, the name, registration number, and seal of the registered surveyor under whose supervision the plat was prepared, and the date of the plat.
- H. Submittal of payment in lieu of dedicated open space (if applicable).
- I. All the following certifications must appear on the Final Plat:

**Certificate of Survey and Accuracy.** I, \_\_\_\_\_, certify that this map was (drawn by me)(drawn under my supervision) from (an actual survey made by me)(an actual survey under my supervision)(deed description recorded in Book\_\_\_\_, Page\_\_\_\_, Book\_\_\_\_, Page\_\_\_\_, etc)(other); that the error of closure as calculated by latitudes and departures is 1:\_\_\_\_, that the boundaries not surveyed are shown as broken lines plotted from information found in Book\_\_\_\_, Page\_\_\_\_; that this map was prepared in accordance with G.S. 47- 30 as amended. Witness my hand and seal this \_\_\_ day of \_\_\_\_\_, A.D., \_\_\_\_\_ (year).

\_\_\_\_\_  
Surveyor

\_\_\_\_\_  
License or Registration Number

Official Seal

**Certificate of Ownership and Dedication.** I hereby certify that I am the owner of the property shown and described, which is located in the subdivision jurisdiction of the City of Brevard and that I hereby adopt this plan of subdivision with my free consent, establish minimum building setback lines, preserve and protect all significant trees over 15 inches diameter in the tree and root protection area, and plant supplementary trees as required. Furthermore, I hereby dedicate all streets, alleys, walks, parks, and other sites and easements, to public or private uses as noted. Furthermore, I hereby dedicate all sanitary sewer, storm sewer, and water lines that are located in public utility easements or rights-of-way to the City of Brevard. Furthermore, I hereby set aside in perpetuity for permanent preservation, all Regulatory Floodways, Stream Corridor Protection Areas, and other protected natural areas as shown, described, or otherwise noted hereupon.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner(s)

**Certificate of Approval of the Design and Installation of Streets, Utilities, and Other Required Improvements.** I hereby certify that all streets, utilities, and other required improvements have been installed in an acceptable manner and according to City of Brevard Specifications and Standards or that guarantees of the installation of the required improvements in an amount and manner satisfactory to the City of Brevard has been received.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Planning Director, City of Brevard

\_\_\_\_\_  
Date

\_\_\_\_\_  
Public Services Director, City of Brevard

**Certificate of Approval for Recording.** I hereby certify that the subdivision plat shown hereon has been found to comply with the Regulating Ordinance for Brevard, North Carolina, and that this plat has been approved by the City of Brevard for recording in the Office of the Register of Deeds of Transylvania County. I further certify that the City Council only accepts the dedication of the public open space as shown, if such parks are located within the corporate limits of Brevard, but assumes no responsibility to open or maintain the dedicated open space until, in the opinion of the City Council it is in the public interest to do so.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Review Officer, City of Brevard

**OR**

(The following certificate shall appear on all plats which do not meet the definition of subdivision as defined in this Ordinance, but which need approval from the City for recording at the Transylvania County Register of Deeds Office. This Certificate is to be used in lieu of 4a. above.)

**Certificate of Approval for Recording.** I hereby certify that the subdivision plat shown is exempt from the subdivision provisions of the Brevard Regulating Ordinance, and is therefore exempt from its provisions. The plat has been found to comply with the zoning regulations of the Brevard Regulating Ordinance, and has been approved by the City of Brevard for recording in the Office of the Register of Deeds of Transylvania County.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Review Officer, City of Brevard

The following Certificate shall be placed on the final plat only when the proposed subdivision is not to be connected to publicly owned and operated water supply and sewage disposal systems.

**Certification of Approval of Water Supply and Sewage Disposal Systems.** I hereby certify that the water supply and sewage systems installed or proposed for installation in \_\_\_\_\_ Subdivision meet necessary public health requirements and are hereby approved.

\_\_\_\_\_  
Date County Health Officer or Authorized Representative

**Review Officer Certification.** State of North Carolina, County of Transylvania  
I, \_\_\_\_\_, Review Officer of Transylvania County, certify that the map or plat to which this certification is affixed meets all the statutory requirements for recording.

\_\_\_\_\_  
Date Review Officer

**North Carolina Department of Transportation Certification.  
Division of Highways**

Proposed Subdivision Road  
Construction Standards Certification

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
District Engineer