



# Final Plat Application

Pitt County Planning Department  
Telephone: (252) 902-3250  
Fax: (252) 830-2576

1717 West Fifth Street  
Greenville, NC 27834

Visit us at our web site:  
[www.pittcountync.gov/depts/planning](http://www.pittcountync.gov/depts/planning)

## Section A. SUMMARY INFORMATION

DEVELOPMENT NAME: \_\_\_\_\_  
LOCATION: \_\_\_\_\_  
PITT COUNTY PARCEL IDENTIFICATION NUMBER: \_\_\_\_\_  
ZONING DISTRICT: \_\_\_\_\_ TOTAL ACRES: \_\_\_\_\_ TOTAL # OF LOTS: \_\_\_\_\_  
STORMWATER BMP's: \_\_\_\_\_ REQUIRED \_\_\_\_\_ NOT REQUIRED

CLIENT (Owner or Developer):

Name(s) \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_ ZIP \_\_\_\_\_  
Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

CONSULTANT (Person to contact regarding questions or revisions to the plan):

Company \_\_\_\_\_  
Contact Name(s) \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_ ZIP \_\_\_\_\_  
Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

**NOTE!!! A DIGITAL OR REDUCED COPY OF THE PLAN IS TO BE SUBMITTED OR INCLUDED WITH ALL FINAL PLAT SUBMITTALS.** A digital copy of the overall plan should be forwarded to the Planning Department. The purpose of this image is to illustrate the basic character of the preliminary plan. It should contain only such basic information as: building outline, landscaping, parking and drives, stormwater facilities, lot boundary. The digital image should be saved in any of the following formats, listed in order of preference: **dwg or .dxf (AutoCad), .jpg, .gif, .pdf**, either on a CD, 3 1/2" disk or e-mailed as an attachment. If the plan was not digitally created, provide an 8 1/2" x 11" reduction of the plan. (REQUIREMENT PENDING APPROVAL OF AMENDMENT)

**ALL ITEMS ON THIS APPLICATION MUST BE ADDRESSED PRIOR TO SUBMITTAL.**

**ALL INCOMPLETE SUBMITTALS WILL BE RETURNED.**

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## Section B. SUBMITTAL CHECKLIST AND PROCEDURE

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**(1) THIS APPLICATION IS FOR THE FINAL APPROVAL OF THE FOLLOWING PLANS:**

Subdivisions and Mobile Home Parks. If you do not know what category your proposal falls into, call us at 902-3250.

**(2) PLANS MAY BE SUBMITTED TO THE PLANNING DEPARTMENT, DEVELOPMENT SERVICES BUILDING, 1717 WEST FIFTH STREET.**

**(3) WITHIN FORTY FIVE DAYS, A PLANNER WILL TAKE ACTION ON THIS PLAN.**

Once the plan has been reviewed the planner will either approve or disapprove the plan. Following approval a mylar copy of the plan will be recorded creating the new lots. If the plan is disapproved the planner will send a letter stating why the disapproval was necessary. Revisions of the plan may be made and resubmitted.

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**PLEASE INCLUDE ALL OF THE FOLLOWING (CHECK OFF).** Please check the list below carefully before you submit:

- FOR FINAL PLATS: FIFTEEN (15) SETS OF PROPOSED PLANS.**  
Plans must be to engineering scale (Minimum scale 1" =100').  
Plans must be folded to fit in 8 ½" x 11" hanging file folder with title block showing.
  - APPROPRIATE RECORDING FEE'S FOR THE FINAL PLAT**
    - For amounts refer to the adopted Pitt County Register of Deed's fee schedule.
    - Checks may be made out to the "Pitt County Register of Deed's".
  - NECESSARY STORMWATER DOCUMENTS AND RECORDING FEE'S**
    - Ownership and Maintenance Agreement
    - Homeowners' Association Articles of Incorporation, By-Laws, and Covenants
      - For amounts refer to the adopted Pitt County Register of Deed's fee schedule.
      - Checks may be made out to the "Pitt County Register of Deed's".
  - LOT EVALUATIONS COMPLETED**
  - PROFESSIONAL ENGINEER OR REGISTERED SURVEYOR'S CERTIFICATION THAT THOSE REQUIRED IMPROVEMENTS WHICH HAVE BEEN COMPLETED ARE IN COMFORMANCE WITH APPROVED PLANS.**
  - PREVIOUSLY APPROVED COST ESTIMATE AND FINANCIAL GUARANTEE FOR INCOMPLETE IMPROVEMENTS**
  - STREET IMPROVEMENTS**
    - Public: Public street design approved and final plat signed by NCDOT District Engineer
    - Private: Copy of Homeowners' Association Articles of Incorporation, By-Laws, and Covenants
  - ROAD NAME SIGN AND TRAFFIC CONTROL SIGN ORDER PLACED WITH PITT COUNTY PLANNING DEPARTMENT OR SIGNS PREVIOUSLY INSTALLED**
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## **Section C.** DATA TO BE SHOWN ON PLANS\*

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### **(a) Sheet size.**

The preliminary subdivision plan shall be drawn on a sheet size not larger than eighteen (18) by twenty-four (24) inches.

### **(b) Key Information.**

- (1) A vicinity sketch or key map at a scale of not more than one thousand (1000) feet to the inch, showing the position of the subdivision with its relation to surrounding streets and properties, and oriented in the same direction as the remainder of the preliminary subdivision plan;
- (2) True north arrow, with north being at the top of the map;
- (3) Scale of the map using engineer's scale (Scale of 1" = 100" or less) and date of preparation, including all revision dates;

### **(c) Summary Information.**

- (1) The name of the development, name of the owner and agent, name, address and telephone number and fax number of the designer who prepared the plan;
- (2) All information included in Section A. of this application.
- (3) For properties in a conditional use zoning district, list of zoning conditions should appear on the plan;
- (4) Total acreage, number of lots linear feet of streets, acreage of reserved open spaces.

### **(d) Property Information.**

- (1) Boundary lines of the proposed development, referenced to nearest State Road intersection;
- (2) New and existing lot lines with bearings distances;
- (3) Monuments and Markers;
- (4) Individual lots numbers;
- (5) Reserved or special parcels and their intended use;
- (6) Existing and proposed easements including width dimensions for natural and manmade features;
- (7) Street right-of-way lines and other property lines, drawn to scale and with tentative dimensions;
- (8) Zoning district information;
- (9) Adjoining properties and owners names;

### **(e) Building Information**

- (1) Existing buildings, their dimensions from existing and proposed property lines, and any building to be removed or demolished;
- (2) Setback dimensions from all streets;

**(f) Street Information.**

- (1) Existing street names, with state road numbers if applicable;
- (2) Names of proposed streets and “public” or “private” designation;
- (3) Street right-of-way dimensions and centerline curve data;
- (4) Sight distance triangles shown as rights-of-way;
- (5) Proposed private streets;

**(g) Stormwater and Floodplain Information.**

- (1) Drainage swales, ditches channels, watercourses, and direction of flow;
- (2) Impoundment or retention / detention structures for stormwater, if required;
- (3) Flood hazard boundaries, indicating source of information;
- (4) Identified wetland boundaries.

**(j) Certificates.**

- (1) Notarized certificate of ownership and dedication;
- (2) Certificate of approval for recording;
- (3) Certificate of County acceptance and dedication;
- (4) Notarized certificate of survey accuracy;
- (5) NCDOT approval of public street design;
- (6) Street ownership and maintenance disclosure statement;
- (7) Water Supply Watershed Compliance (When applicable).

**\* PLEASE REFER TO THE PITT COUNTY SUBDIVISION ORDINANCE  
FOR A COMPLETE LISTING OF FINAL PLAT REQUIREMENTS.**