



# 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: \_\_\_\_\_

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

**ALL INCOMPLETE SUBMITTALS WILL BE RETURNED.**

**\*\*A DIGITAL COPY OF THE PLAN IS TO BE INCLUDED WITH ALL SUBMITTALS. \*\***

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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.** 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 30 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: FIVE (5) SETS OF PROPOSED PLANS AND A DIGITAL (.pdf) COPY.**  
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 FEES FOR THE FINAL PLAT**
    - For amounts refer to the adopted Pitt County Register of Deeds fee schedule.
    - Checks may be made out to the "Pitt County Register of Deeds".
  - NECESSRY STORMWATER DOCUMENTS AND RECORDING FEES**
    - Ownership and Maintenance Agreement**
    - Homeowners' Association Articles of Incorporation, By-Laws, and Covenants**
      - For amounts refer to the adopted Pitt County Register of Deeds fee schedule.
      - Checks may be made out to the "Pitt County Register of Deeds".
  - 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;
- (10) Voluntary Agricultural District Buffer information. (i.e. "Located within a ½ mile Voluntary Agricultural District Buffer," or "Not Located within a ½ mile Voluntary Agricultural District Buffer.")

### **(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.

**(h) Public Utility Information.**

- (1) Existing water lines, fire hydrants, valves, with pipe sizes and locations indicated as applicable;
- (2) Existing and proposed overhead/underground electrical lines, poles, electrical easements where applicable;
- (3) Existing septic systems, drain fields, repair areas;
- (4) Fire district.

**(i) 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.**