



Preliminary Plat / Manufactured Home Park Plan 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

Section A. SUMMARY INFORMATION

DEVELOPMENT NAME: _____

LOCATION: _____

PITT COUNTY PARCEL IDENTIFICATION NUMBER: _____

ZONING DISTRICT: _____ **TOTAL ACRES:** _____ **TOTAL # OF LOTS/SPACES:** _____

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. ****

Section B. SUBMITTAL CHECKLIST AND PROCEDURE

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

Subdivisions, Multifamily Developments, and Manufactured 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 FORWARD COMMENTS TO YOU BY MAIL.

Once the plan has been reviewed an approval letter will be sent to both the developer and engineer/surveyor. The approval letter may contain conditions of approval. Upon satisfaction of these conditions a construction plan and/or a soil erosion sedimentation control plan may be submitted, if applicable. Once the preceding plans gain approval, final plats may be submitted. Following approval of the final plat, a mylar copy of the plan will be recorded creating the new lots.

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

- FOR PRELIMINARY PLANS: FIVE (5) SETS OF PROPOSED PLANS AND A DIGITAL (.pdf) COPY**
 - Plans must be folded to fit in 8 ½ " x 11" hanging file folder with title block showing.
 - Plans must be to engineering scale (Minimum scale 1" =100').
 - Preliminary plans do not need an engineer's, surveyor's or landscape architect's seal.

 - 11" x 17" PAPER COPY REDUCTION (**MAJOR SUBDIVISIONS ONLY**).**

 - ALL NECESSARY REVIEW FEES**
 - Review fee for preliminary plat plans (\$250.00, plus \$10.00 per lot)**
 - Review Fee for Nutrient Worksheet Calculations (\$50.00)**
 - Review fee for Peak Flow Attenuation Plans & Calculations (\$150.00)**
 - Checks may be made payable to "Pitt County".
 - Payments may be made by cash or check.

 - STORMWATER CALCULATION WORKSHEETS AND PRE AND POST DEVELOPMENT PEAK FLOW CALCULATIONS**
 - All subdivisions located within the city limits or ETJ of **Falkland, Grimesland, or Simpson** are **exempt from this requirement**.
 - If no stormwater BMP's are needed please submit the completed calculation worksheets and peak flow calculations used to determine such.
 - These worksheets may be downloaded from the North Carolina Division of Water Quality's website <http://h2o.enr.state.nc.us/nps/tarpam.htm> (Please be sure to use the Coastal Plain version) or the Pitt County Planning Department's website www.co.pitt.nc.us/depts/planning.
 - For the formula for calculation peak flow refer to Section 2-E of the Program Document for the Pitt County Stormwater Program for Nutrient Control.
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Section C. DATA TO BE SHOWN ON PLANS*

(a) Sheet size.

The preliminary subdivision plan shall be drawn on a sheet size not larger than twenty-four (24) by thirty-six (36) 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;
- (4) Specify Township, County and State;
- (5) Type of submittal (i.e. Preliminary).

(c) Summary Information.

- (1) The name of the development with section and/or phase, 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. (Owner's signature not required on plans);
- (3) For properties in a conditional use zoning district, list of zoning conditions should appear on the plan;

(d) Property Information.

- (1) Boundary lines of the proposed development;
- (2) New and existing lot lines with scaled dimensions;
- (3) Individual lot numbers and lot area (sq. ft. or acres);
- (4) Existing and proposed easements for natural and man-made features;
- (5) Street right-of-way lines and other property lines, drawn to scale and with tentative dimensions;
- (6) Zoning districts (Development and adjacent properties);
- (7) Adjoining properties land uses, existing streets and owner(s) names;
- (8) Reserved or special parcels and their intended use;
- (9) Topographic contours at intervals of two (2) feet or less.
- (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 setbacks from property lines and from all streets.

(f) Street Information.

- (1) Existing and proposed street names, with state road numbers if applicable;
- (2) Cross-sections of typical proposed streets;
- (3) Sight distance triangles at intersections (Shown as right-of-way);
- (4) Proposed private streets;

(g) Stormwater and Floodplain Information.

- (1) Existing and proposed contours of intervals at five (5) feet or less, referred to sea level datum;
- (2) Drainage swales, ditches channels, watercourses, and direction of flow;
- (3) Impoundment or retention / detention structures for stormwater, if required;
- (4) Flood hazard boundaries, indicating source of information;
- (5) Tentative wetland boundary.

(h) Public Utility Information.

- (1) Existing and proposed 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) List of utility and service providers;
- (4) Existing septic systems, drain fields, repair areas;
- (5) Fire district, distance to nearest fire department and distance to nearest fire hydrant.

*** PLEASE REFER TO THE PITT COUNTY SUBDIVISION ORDINANCE
AND MANUFACTURED HOME PARKS ORDINANCE FOR A COMPLETE
LISTING OF REQUIREMENTS.**