

## APPENDIX A – 9

### CHECKLIST: FILING A FINAL PLAT

# TOWN OF CARRBORO

301 WEST MAIN STREET

(919) 918-7336: OFFICE

CARRBORO, NORTH  
CAROLINA 27510

(919) 942-1720: FAX



## CHECKLIST: FILING A FINAL PLAT

### I. SUBMITTAL

- ✓ EIGHT (8) COPIES OF THE PLAT TO THE ZONING DIVISION  
(preferred size to be submitted is 24" x 36")
- ✓ ONE (1) DIGITAL COPY (DXF FORMAT) OF THE APPROVED PLAT TO THE ZONING DIVISION
- ✓ COMPLETED LAND USE PERMIT APPLICATION FORM
- ✓ FINAL PLAT FILING FEE
- ✓ STREET INSPECTION FEES (WHERE APPLICABLE)
- ✓ COMPLETE THE BOND ESTIMATE PROCEDURES (SEE "SECURITY FOR FINAL PLAT APPROVAL" CHECKLIST), IF RECORDING PLAT PRIOR TO STREET ACCEPTANCE, AND SUBMIT THE BOND
- ✓ FINAL PLAT FACT SHEET
- ✓ PAY ALL OUTSTANDING ENGINEERING FEES

### II. CONTENT OF PLAT, MAP, OR SURVEY

- Name of Owner
- Address of Owner
- Address of party to whom the plat is to be returned
- Township location of property [To include County and State]
- Date(s) of survey or revision
- Scale in feet-per-inch in word OR figures and bar graph
- North Arrow
- Control corners for subdivisions
- Original signature of surveyor
- Registration number and seal of the surveyor
- Acknowledgment of surveyor as to the originality of the survey
- Original signature of the owner
- Owner's certificate if streets, easements, parks, and the like are dedicated
- Acknowledgment of owner's signature
- Corporate ownership must be signed in the name of the corporation by the officers authorized by the General Statutes to sign documents. The seal of the corporation **MUST APPEAR** and the acknowledgment **MUST BE** a corporate acknowledgment.
- Department of Transportation's approval must be affixed for any new subdivision if streets and/or roads are dedicated for public use in the Northern Transition Area

- ❑ Submit written easement documents to support the water and sewer easements shown on the plat. The appropriate form is available from OWASA; (919) 968-4421. The plat and the easement documents should contain blanks (*i.e.*, *BOOK* \_\_\_\_\_ *PAGE* \_\_\_\_\_) for cross-indexing purposes when the items are jointly recorded.
- ❑ Approval from the Orange County Health Department, Environmental Health Division, when well and/or septic systems will be used. The approval letter must be received *prior* to releasing the final plat for recording.

### III. THE PLAT SHOULD CLEARLY INDICATE ALL:

- ❑ Payments-in-lieu for Recreation
- ❑ Payments-in-lieu for Open Space
- ❑ Bonds required prior to filing/recording the plat (*See “Security for Final Plat Approval” checklist*)
- ❑ Floodways (based on FEMA detailed study and field survey)
- ❑ Floodplains (based on FEMA detailed study and field survey)
- ❑ Floodplains note from Section 15-255(c) of the LUO
- ❑ All utility easements
- ❑ All drainage easements
- ❑ Stream buffers
- ❑ Setbacks if the project is an architecturally integrated subdivision
- ❑ Note that open space which has not been dedicated as public and all stormwater drainage easements are private and are to be maintained by the homeowners’ association
- ❑ Submit homeowner documents for review by the town attorney

### IV. STREETS AND/OR ROADS

- ✓ **PRE-EXISTING STREETS AND/OR ROADS ARE EXEMPT FROM THE NCDOT INSPECTION.**
- ✓ **NCDOT APPROVAL MAY BE NEEDED IN CERTAIN SITUATIONS ESPECIALLY IN THE NORTHERN TRANSITION AREA**
- ✓ **ALL STREETS AND/OR ROADS SHOULD BE DESIGNATED AS : PRE-EXISTING, PUBLIC, OR PRIVATE**
- ✓ **ANY SUBDIVISION CONTAINING PRIVATE ROAD(S) MUST INCLUDE THE FOLLOWING NOTES :**
  - (1) “Further subdivision of any lot shown on this plat as served by a private road may be prohibited by the Carrboro Land Use Ordinance.” **[Subsection 15-220(e)(1)]**
  - (2) “The policy of the Town of Carrboro is that, if the town improves streets (i) that were never constructed to the standards required in the Carrboro Land Use Ordinance for dedicated streets, and (ii) on which 75% of the dwelling units were constructed after July 1, 1979, 100% of the costs of such improvements shall be assessed to abutting landowners.” **[Subsection 15-220(e)(2)]**

- (3) Per Section 15-220(f) of the Land Use Ordinance, any subdivision that includes a private road must clearly state that such road is a private road on the plat and that the initial purchaser of any lot served by a private road shall be furnished by the seller with a disclosure statement outlining the maintenance responsibilities for the road, in accordance with the requirements set forth in G.S. 136-102.6.

**V. CERTIFICATES**

- ✓ **COPIES OF THE CERTIFICATES NEEDED ON THE PLAT MAY BE OBTAINED FROM THE ZONING DIVISION**
- ✓ **ALL CERTIFICATES AFFIXED ON THE PLAT MUST BE COMPLETED.**
- ✓ **EACH SIGNED CERTIFICATE MUST BE ACKNOWLEDGED.**
- ✓ **PLEASE NOTE THAT IF THE PLATTED LOTS WILL UTILIZE WELL AND/OR SEPTIC SYSTEMS, AN ORANGE COUNTY HEALTH DEPARTMENT, ENVIRONMENTAL HEALTH DIVISION CERTIFICATE MUST BE COMPLETED PRIOR TO THE PLAT BEING RELEASED FOR RECORDING.**

**VI. SIGNATURE**

- ✓ **ALL SIGNATURES AFFIXED ON THE PLAT MUST BE ORIGINAL.**
- ✓ **ALL SIGNATURES AFFIXED ON THE PLAT MUST BE ACKNOWLEDGED.**

**VII. ANNEXATION ASSURANCE**

- ✓ **ENSURE THAT PROPERTY HAS BEEN ANNEXED OR THAT A “PETITION FOR ANNEXATION” HAS BEEN FILED WITH THE TOWN.**

**VIII. POSTING OF APPROVED SITE PLAN**

- ✓ **PER SECTION 15-83.1 OF THE LAND USE ORDINANCE, “A COPY OF THE APPROVED SITE PLAN (MINIMUM SCALE IS 1” = 100’) MUST BE POSTED IN A WEATHERPROOF DISPLAY CASE ERECTED IN A PROMINENT LOCATION PRIOR TO THE FINAL PLAT APPROVAL. THIS KIOSK SHALL REFER PROSPECTIVE BUYERS TO THE CARRBORO ZONING DIVISION [(919) 918-7336] FOR ADDITIONAL INFORMATION.**
- ✓ **PER SECTION 15-83.2 OF THE LAND USE ORDINANCE, ALL SIGNAGE REQUIRED BY THIS SECTION, AND AS SHOWN ON THE CONDITIONAL/SPECIAL USE PERMIT PLANS FOR THE RELEVANT SUBDIVISION, MUST BE INSTALLED PRIOR TO FINAL PLAT APPROVAL.**
- ✓ **CALL THE ZONING DIVISION [(919) 918-7336] TWENTY-FOUR (24) HOURS IN ADVANCE TO SCHEDULE THE INSPECTION OF THESE ITEMS.**

**IX. STAFF ACTIONS UPON APPROVAL OF FINAL PLAT**

- Forward an *Approval Memo* to the GIS Specialist so the addresses can be released.
- Forward an *Approval Memo* to the Transportation Planner so an ordinance for traffic control devices can be prepared.
- Place the *Approved and Recorded Final Plat* in the *Project File* and place in the Program Support Assistant II’s in-box.