



**City of Havelock**  
 Planning and Inspections Department  
 PO Box 368 1 Governmental Ave.  
 Havelock, NC 28532  
 (252) 444-6433 Email: permits@havelocknc.us

OFFICIAL USE ONLY	
Received By:	_____
Date:	_____
Application #:	_____
Fee Paid:	_____
PB Approval:	_____
Date Approved:	_____
BOC Approval:	_____
Date Approved:	_____

# Subdivision Application

\*This application must be completely filled out.\*

<b>Applicant ✓: <input type="checkbox"/> Preliminary Plat Approval <input type="checkbox"/> Final Plat Approval</b>			
Property Owner Information			
Full Name:			
<i>Last</i>	<i>First</i>	<i>Phone Number/Email</i>	
Address:			
<i>Street Address</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
Agent Information			
Full Name:			
<i>Last</i>	<i>First</i>	<i>Phone Number/Email</i>	
Address:			
<i>Street Address</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
Project Information			
Address of Proposal:			
Tax Parcel ID #: _____		Zoning District: _____	Total Acres: _____
<input type="checkbox"/> Major Subdivision <input type="checkbox"/> Minor Subdivision <input type="checkbox"/> Expedited Review <input type="checkbox"/> Amendment/Addition/Modification			
Inside City Limits <input type="checkbox"/> Yes <input type="checkbox"/> No		Linear Feet in Public Streets: _____	
Sq Ft/Acres of Residential Street R/W: _____		Sq Ft/Acres of Thoroughfare R/W: _____	

I hereby designate \_\_\_\_\_ to serve as my agent regarding this application, to receive and respond to administrative comments, to resubmit plans on my behalf and to represent me in any public meeting regarding this application.

**Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*\*NOTE: Only ORIGINAL signatures will be accepted. NO photocopies or facsimiles\*\***

**FOR OFFICE USE ONLY**			
Utilities:	Water/Sewer:	Public	Private
- Health Dept Permit # _____			
Zoning District: _____		Requires Flood Zone Certificate: YES NO Zone: _____	
APZ: Yes No	Zone: _____	Noise Contour: _____	Sound Attenuation* Req'd: Yes No NLR: _____
<small>*Based on standards set forth in §154.07</small>			
Fee Paid per current Fee Schedule _____			
Building Official Approval: _____			Date: _____
Approved by Planning/Zoning Official: _____			Date: _____

**CONTINUED ON BACK**

### Subdivision - Applicant Submittal Checklist

Prelim.	Final	Applicant	Staff	P	F
		Complete application submitted			
		Paid Preliminary Plat fee per current fee schedule			
		Paid Final Plat fee per current fee schedule			
		Paid subdivision recreation fees/land dedication fees			
		Application submitted thirty (30) prior to the next regularly scheduled Planning Board meeting			
		Completed Sign Permit application (if applicable)			
		Copy of the restrictive or protective covenants (if applicable)			
		Landscaping plan			
		Water mains and lines plan			
		Sanitary sewage plan (with authorization from the appropriate agency)			
		Flood management plan as detailed by City Ordinance 154.022(B2d)			
		Storm drainage and sedimentation controls plan			
		Gas mains and lines plan			
		Electrical and telephone lines plan			
		Street improvements and sidewalks plan			
		Fourteen (14) complete final site plans			
		One (1) 11" x 17" final site plan			
		One (1) digital final site plan			
<b>Site Plans Must Include The Following Items:</b>					
		<b>Format</b>			
		Prepared by a professional engineer or professional land surveyor			
		Conforms substantially to the preliminary site plan as approved			
		Drawn at a scale of 1" = 100' or larger			
		Size is 18" x 24", 24" x 36", or 30" x 42"			
		Multiple sheets are collated and stapled			
		Property lines distinctly and accurately represented, all bearings and distances shown, with the ratio of precision in accordance with the Standards of Practice for land surveying as adopted by the North Carolina Board of Examiners for Engineers and Surveyors			
		Elevation and benchmarks referenced to National Geodetic Vertical Datum (NGVD)			
		All dimensions shall be to the nearest one-tenth foot and angles to the nearest minute			
		<b>Title Sheet</b>			
		Name of the project			
		Name, address and telephone number of the land owner(s)			
		Name, address, telephone number and signature of the person/firm preparing the plan			
		North arrow and location map showing the project area in relation to major and minor streets, natural features, existing city limit lines and other obvious references			
		Date of original preparation and/or revision(s)—clearly indentifying revisions			
		Number of sheets			
		Scale denoted both graphically and numerically utilizing engineering scale only			
		The following in tabular form:			
		Acreage in development			
		Current zoning			
		Subdivision name; block and lot number; tax map number; parcel number and street address; if applicable			
		Acreage in common area(s), if applicable			
		Acreage in recreation area(s) and the like, if applicable			
		Average lot size, if applicable			
		Total number of lots, if applicable			
		Total number of units/bedrooms, if applicable			
		Gross floor area			
		Building lot coverage (existing and proposed)			
		Building height in feet and stories			
		Total number of parking spaces (required and provided)			
		Total number of handicapped parking spaces (required and provided)			

	Total sq. ft. of impervious area (existing and proposed)		
	Indicate the proposed linear footage of roads		
	Indicate the proposed linear footage of water lines		
	Indicate the proposed linear footage of sewer lines		
	Certificate of ownership and dedication		
	Certificate of accuracy		
	Certificate of approval of water supply and sewage disposal system		
	Certificate of approval of streets and utilities		
	Certificate of approval for recording		
	Certificate of registration by register of deeds		
	Certificate of approval and acceptance of dedications		
	<b>Existing Natural Features</b>		
	Topographic survey showing mean sea level elevations at one-foot (1') intervals		
	Location of lakes, marshes, wetlands, wooded areas and other natural features		
	Indicate streams/ditches subject to Neuse buffer rules		
	Location, name, direction of flow, centerline elevations and cross-sections of water courses		
	<b>Existing Manmade Features</b>		
	Boundary survey and easements		
	Location, exterior dimensions and use of existing structures including signs on the site		
	Name, location and widths of all public and private streets, rights-of-way and/or easements		
	Existing traffic and parking conditions		
	Location and distances separating all driveways and intersections on or adjacent to, or across a street from, the site		
	Location of railroads, bridges, culverts, storm drains and ditches		
	Names of adjoining property owners or subdivisions		
	Zoning information (for project site and adjacent parcels)		
	Show floodway zone and flood fringe zone, indicating base flood elevations for all lots adjoining such zones		
	Location of FEMA floodway and flood hazard limits (for projects sites located within Zone AE)		
	Indicate whether the site is located within a Noise Overlay (AICUZ) area or within the Accident Potential Zone for Cherry Point Marine Air Corps Station		
	<b>Proposed Site Development</b>		
	Proposed use of site with gross and net square footage of floor space indicated		
	Location, first floor elevation and height of structures		
	Lot lines, lot block numbers and dimensions		
	Name, location and area of parks, school sites or public spaces		
	Provide and label required building setbacks		
	Location and size of parking spaces and sidewalks		
	Parking details indicated on plans to include, parking spaces sizes (width and length), details of separation lines (i.e. type of paint, width, angle, etc.) and aisle width between parking stalls		
	Location of the Main Entrance(s) and the accessible route(s) from the accessible parking spaces		
	Location of roads and driveways with widths and approximate grades indicated		
	Show vision clearance triangles at street intersections		
	Location, arrangement and dimension of all truck-unloading docks, ramps and spaces		
	Location of refuse areas and screening detail		
	Location and dimensions of proposed signs, fences, walls, docks, ramps, pools, patios, mechanical equipment and impervious areas		
	Location of underground utilities and lighting facilities		
	Location of closest fire hydrant(s)		
	Location and details of Stormwater drainage		
	Location of water and sewage disposal systems		

**DISCLOSURE:** By signing below, I acknowledge that I have included **ALL** applicable information required on the plan in order to be considered "Complete and ready for review." If it is discovered that required information is not included on the plans or I have not provided some required information, I understand that the above referenced project may be deemed "Not ready for review" and may require additional staff time or may be rejected. Additionally, I understand that the City of Havelock reserves the right to request any additional information as necessary.

**Owner/Agent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_