



**TOWN OF NAGS HEAD
SUBDIVISION PLAT REVIEW CHECKLIST**

DATE RECEIVED _____
Amount Due _____

1. NAME OF PROPOSED SUBDIVISION _____
PHASE SECTION NO: _____ MAJOR MINOR ZONING DISTRICT _____
LOCATION OF PARCEL _____
MAP BOOK/CABINET _____ PAGE.SLIDE NUMBER _____
DISTANCE TO NEAREST STREET _____ NAME OF STREET _____
PLAT PREPARER'S NAME _____
ADDRESS _____
PHONE # _____

2. NAME OF OWNER _____
ADDRESS _____
PHONE # _____
CONTACT OWNER _____
ADDRESS _____
PHONE # _____

APPLICANT CERTIFICATION AND STANDING

As applicant of standing of the above-mentioned subdivision, I certify that the information on this checklist and the subdivision plat is complete and accurate.

SIGNATURE OF OWNER

THIS SUBDIVISION COVERS ONLY PART OF TRACT, THEREFORE, I ATTACH A MAP OF THE WHOLE TRACT SHOWING CONTEXT OF PRESENT SUBDIVISION SECTION. YES NO

3. CONTACT PERSON _____
ADDRESS _____
PHONE # _____

4. INDICATE BY CHECK (✓) ATTACHMENTS SUBMITTED AS SUPPORTING DOCUMENTS.

	PREPARER	PHONE #
a. <input type="checkbox"/>	STORM MANAGEMENT PLAN	_____
b. <input type="checkbox"/>	SOIL EROSION AND SEDIMENTATION CONTROL	_____
c. <input type="checkbox"/>	WATER LINE PLAN	_____
d. <input type="checkbox"/>	STREET PLAN	_____
e. <input type="checkbox"/>	STREET LIGHTING PLAN	_____
f. <input type="checkbox"/>	COVENANTS/DEED RESTRICTIONS	_____
g. <input type="checkbox"/>	MAP OF WHOLE TRACT (IF LARGER THAN SUBDIVISION SUBMITTED)	_____

FIVE (5) COPIES TO BE SUBMITTED FOR STAFF REVIEW; TWELVE (12) COPIES FOR FORMAL REVIEW.

YES

COMMENTS

5. MISCELLANEOUS REQUIREMENTS TO BE SHOWN ON PRELIMINARY PLAT.			
<ul style="list-style-type: none"> a. Required signature indicating approval by Dare County Environmental Health Department for water and sewer facility proposals. b. Vicinity map showing reference to nearest street. c. Subdivision name and section, name of town, township and county, zoning district (including exact boundary lines if in more than one district). d. Names of adjacent landowners and lot, block, and subdivision designations. e. Preparation date and revision date(s), if any. 			
6. TECHNICAL REQUIREMENTS FOR PRELIMINARY PLAT, IF NOT SHOWN ON ATTACHMENT(S).			
<ul style="list-style-type: none"> a. Plat prepared between 100' = 1" and 50' = 1". b. North arrow accurately positioned and showing whether index is true, magnetic or grid. c. The azimuth or courses and distances of every line, with dimensions expressed in feet and decimals. d. All map lines by level measurements and platted to scale shown. e. For all curved lines, actual survey data from the point of curvature to the point of tangent shown as standard curve data. f. All streets and lots carefully platted with dimension lines, indicating widths and all other pertinent information necessary to reestablish lines in the field. g. Minimum building setback line, lot area, lot numbers or letters and street addresses. h. As to control corners, the location and pertinent information required by state law. All other corners which are marked by monuments or natural objects identified, and all corners of adjacent owners in the boundary lines of the subject tract which are marked by monuments or natural objects shown with a distance from one or more of the subject tract corners. 			
7. EXISTING FEATURES TO BE SHOWN ON PLAT			
<ul style="list-style-type: none"> a. Topographic data in spot elevations or contour lines drawn at sufficiently close intervals to show drainage flow patterns and existing and finished elevations. Elevations of existing streets that abut the subdivision and of any streets proposed as part of the subdivision. b. Location, width, and names of any streets, alleys, or public rights-of-way within the subdivision as shown on the official map or master plan, if such exists. c. Location of width of existing walkways, rights-of-way, easements for cable TV, and easements, including but not limited to those provided for waterlines, water mains, sewer lines, drainage facilities, telephone and surface and subsurface electric lines. d. Location of any natural or man-made features, such as drainageways, flood hazard areas, wetlands, and drainage ditches, along with notations indicating the date of determination and that the boundaries are subject to change. e. Each AEC with appropriate language giving notice of CAMA requirements. 			
		YES	COMMENTS
8. PROPOSED IMPROVEMETNS TO BE SHOWN ON PLAT.			

- a. Storm Management Plan, including location and size of proposed lines, pipes, culverts, and bridges.
- b. Water, fire hydrants, and sewer proposals and a copy of approval from appropriate authority.
- c. Width, location, grade, and name of each street or public right-of-way.
- d. All proposed streets and lots with dimension lines indicating widths and all other pertinent information necessary to reestablish lines in the field.
- e. Location and dimensions of all proposed improvements including those existing improvements which are to be incorporated into the subdivision.
- f. All parcels of land proposed to be dedicated to public use and the conditions of such dedication.

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FOR OFFICE USE ONLY:

Preliminary plat approved by Planning Board on _____.

Preliminary plat approved by Board of Commissioners on _____.

Final plat approved by Planning Board on _____.

Following improvements were completed on:

Waterlines	_____	Inspected by	_____
Streets	_____	Inspected by	_____
Drainage	_____	Inspected by	_____
Street lights	_____	Inspected by	_____

If improvements are not to be completed prior to final approval and are to be bonded attached engineering take-off of required improvements received on _____ by _____.

Total engineering take-off cost \$

Required bond \$

CASH BOND IRREVOCABLE LETTER OF CREDIT IN AMOUNT OF \$ _____.

RECEIVED ON _____ BY PLANNING AND DEVELOPMENT DEPARTMENT.

SUBMITTED BY _____