



Minor Subdivision Plat Checklist

This checklist is provided as a starting point for plan preparation for developers and their consultants. It is not intended as a complete list of all information that the Development Review Committee (DRC) may need in order to review a set of plans. Each site is unique, and there may be additional information that the professional land surveyor should provide or the DRC may request.

General Information

- Title Block with subdivision name, label of "Minor Plat", date, and revisions
- Property owner's name, address and contact information
- Professional land surveyor's name, address, contact information, seal & signature
- Parcel identification number
- Vicinity map that clearly shows the project location
- North arrow
- Graphic scale (1"= 100')
- Sheet size of 18" X 24"
- Area of subdivision in square feet or acres
- Total number of proposed lots
- Area of each lot in square feet
- Adjacent property owners' names
- Lot numbers and assigned addresses
- Bearings and exact lineal distances of all property and lot boundaries
- Location of control corners
- Building setbacks from property lines
- Arterial setback (if applicable)
- Zoning district (with conditional uses if applicable)
- Location and width of all easements and rights-of-way
- Existing structures, parking lots, loading areas, & driveways (if applicable)

Traffic & Transportation

- Location and name of all public and private streets
- Traffic control signs purchased & installed (if applicable)

Grading, Drainage & Stormwater

- Existing pipe systems & drainage courses (including Tar-Pamlico riparian buffers)
- Location and elevation of 100-year flood plain boundary (if applicable)
- Location of floodway boundary (if applicable)
- 5' drainage & utility easement around the perimeter of each lot

Utilities

- Existing utilities (water, sewer, gas & electric)
(Contact City Gas Division at 252/467-4827 & City Electric Division at 252/467-4808 for assistance)
- Proposed water service (location, size & material)
- Proposed water main extension & fire hydrant(s) (location, size, & material) (if applicable)
- Proposed sanitary sewer service (location, size, & material) and cleanouts
- Proposed sanitary sewer main extension (location, size, & material) (if applicable)
- County health department certification (if applicable)

Standard Certifications

- Surveyor's certification of plat preparation & accuracy
- Property owner's certification & dedication
- Review officer's certification
- Notary public's certification
- Director of Planning & Development's and Director of Engineering's certification