



Final Plat for Road ROW Checklist

Project Name and EPM #: _____ Date: _____

Exempt Plat Review Requirements

- | | |
|--|--|
| <input type="checkbox"/> Complete Application Form | <input type="checkbox"/> EPM # _____ |
| <input type="checkbox"/> Application Fee _____ | Received Date, Review Date |
| <input type="checkbox"/> Date Submitted _____ | <input type="checkbox"/> Review Cycle #1 _____ |
| <input type="checkbox"/> Planning Staff _____ | <input type="checkbox"/> Review Cycle #2 _____ |
| <input type="checkbox"/> Engineering Staff _____ | <input type="checkbox"/> Review Cycle #3 _____ |

- Copy of Covenants and Restrictions (If Applicable)
- Compliance with applicable plans (see Thoroughfare Plan, Greenway Plan, Small Area Plans)
- Driveway permits must be issued prior to final plat approval
- All required improvements must be installed. All holds on the Certificate of Occupancy must be clear.

Items to Show on the Final Plat

- Title of Plat (**would be helpful to indicate Road name(s) here**)
 - o Including: Property designation; name of Subdivision, Phase Number, and Map Number (if applicable), name of owner, location to include township, county and state, the date or dates the survey was made; scale or scale ratio in words or figures and bar graph; name and address of surveyor or firm preparing the plat
- Mecklenburg County Plat Sheet Size Requirement (18 inches by 24 inches or 24 inches by 36 inches)
- Purpose Statement (Indicate what lots are being divided, the map that is being superseded, etc.)
- Certification of Surveyor including seal and stamp; Certification of Ownership; Certification of Approval by Town of Huntersville Planning Department
- Name and address of Property Owner/Developer
- North Point: Accurately positioned north arrow coordinated with any bearings shown on the plat. Show whether north index is true, magnetic, North Carolina grid ("NAD 83" or "NAD 27"), or is referenced to old deed or plat bearings
- Graphic Scale (1 inch = 100 feet or less)
- Method of Computation (Acreage of Plat)
- Vicinity Map
- Show Tax Parcel Identification Numbers and Addresses of all newly created properties (New addresses will need to be requested from Mecklenburg County GIS and placed on the plat prior to approvals. Building permits cannot be issued until Tax Parcel Numbers are assigned addresses.)
- Show Tax Parcel Identification Numbers and Addresses of all existing adjacent property owners
- Provide Zoning District classification for new and existing properties
- Provide deed references for property being divided
- Acreage for all lots – newly created and existing
- Show all adjacent lots with lot and block numbers
- Property Boundary with Metes and Bounds description
- Clearly marked areas of the right-of-way to be dedicated or reserved
- Provide measurements from centerline to property line (new and/or existing) depending on dedication or reservation
- Two concrete monuments per block (cannot be located within an easement or stump hole)

- Tie to existing monument (if NGS within 2000 feet). If there is not a tie, please state "No tie within 2000 feet."
- Existing and Transitional road right-of-ways and setbacks, street names, and centerlines of road (from Thoroughfare Plan; also, see Article 8.15)
- Show all existing easements (Utility, Access, etc.) and rights-of way for reference
- Show a seven (7) foot planting strip (either right-of-way or landscape easement) for street trees located between the roadway and the sidewalk
- Show a ten (10) foot landscape easement for the second row of street trees located between the sidewalk and build-to-line (if applicable)
- Show adjoining street stubs
- Show the location of the sidewalk. If dedicating the sidewalk, show it in its entirety in the public right-of-way. If putting the sidewalk in an easement, label the easement on the plat.
- Driveway locations and applicable sight distance triangles.
- Provide impervious information in a table or within each lot for all lots including Watershed (if applicable), tabulations, and maximum impervious allocation per lot. Each lot is to have a specific amount of impervious area assigned if located within a Watershed Overlay District or otherwise subject to impervious restrictions.
- Show all S.W.I.M. buffers and their buffer zones on the plat – per Article 8 of the Zoning Ordinance (if applicable). If a 100+1 Flood Study is required all FPE's shall be on the plat.
- Show Community Flood Fringe Line (line depicting the maximum elevation subject to inundation by the Community Base Flood; elevation associated with this line plus surcharge is used to determine minimum construction elevation).
- Show exact boundary of all water quality best management practices (BMPs) (if applicable)
- Show all tree save areas as show on the site plan. (if applicable) Tree save areas must be recorded prior to the issuance of any building permits.
- Certification of Approval and Final Plat Review Officer Requirements – The Town of Huntersville will not sign as review officer until plat review is completed and approved by all review agencies and the plat is signed by all property owners

Notes

- Iron pins at all property corners, unless otherwise noted.
- The purpose of the final plat is to indicate the enforceable restrictions on property usage that run with the land to ensure that future development and redevelopment maintains the site in compliance with Ordinance requirements. The restrictions on this recorded final plat shall be shown on any survey of any of the properties within the plat. Property owners have record notice of these restrictions and shall maintain the site in compliance with Ordinance requirements. It is recommended that real estate professionals (surveyors, title company representatives, real estate agents, closing attorneys) make property owners or purchasers aware of these restrictions at or prior to closing.
- This property may be subject to any easements and/or right-of-ways.
- Note if the area is determined by a coordinate computation.
- Note separately if the parcels are located in any regulated Watershed, floodplains, special flood hazard area as designated on firm map community panel _____ zone, dated _____.
- According to Article 7.3.7, the property owner and/or property owners association shall be held responsible for the installation, ensuring maintenance and care of street trees on the property. Maintenance shall include replacement and trimming as necessary.

- According to Article 7.7.2 (c), for property located on a major or minor thoroughfare, an additional row of street trees are required to be located behind the proposed sidewalk in a ten (10) foot landscape easement. The interior row of street trees shall be staggered from the trees provided within the right-of-way.

Post-Construction Stormwater Notes

- If approved plan is prior to July 1, 2007 Post Construction requirements do not apply. Provide approved plan set. (if applicable)
- If this plat is approved after July 1, 2007, the Post Construction requirements may apply. Contact the Storm Water Administrator for a determination.
- If plat is prior to Post Construction, add note: "The property/subdivision shown on this plat was approved prior to the adoption of Post Construction Storm Water Ordinance." (if applicable)
- If applicable add note: "The subdivided property is considered a larger common plan of development and therefore will be subject to the applicable portions of the Town of Huntersville Post-Construction Storm Water Ordinance during development and redevelopment (including expansion)." (If applicable)

100+1 Building Restriction Floodline Notes

- If applicable, add note: "Lots located within the Storm Water Protection Line (Building Restriction Flood Line) are subject to flooding during heavy rainfall. Habitable buildings or structures shall be located outside the Storm Water Elevation Line (Building Restriction Flood Line). The lowest usable and functional part of the structure shall not be below the Storm Water Protection Elevation (Building Restriction Flood Elevation). The lowest adjacent grade of habitable buildings with enclosed areas (including crawlspaces) below the Storm Water Protection Elevation (Building Restriction Flood Elevation) is prohibited."
- If applicable, add note: "The building restriction floodline has been located from a field survey."

Note for SWIM Buffers Along Creeks

- If applicable add note: "This is a 30-foot "vegetated buffer" including a 10-foot zone adjacent to the bank. Disturbance of the buffer is allowed; however, any disturbance area must be revegetated and disturbance of the 10 foot zone adjacent to the bank shall require stream bank stabilization using bioengineering techniques approved by Mecklenburg County."

BMP Notes

- If applicable, add note: "The purpose of the BMP is to treat/reduce the pollutants associated with storm water runoff in order to minimize negative effects to downstream receiving waters. The removal of plants or disturbance of the BMP structure or otherwise affecting the overall functionality of the BMP for reasons other than maintenance is strictly prohibited. The easement around the BMP is to allow storm water conveyance and system maintenance. Any building and/or obstructions which impeded storm water flow or maintenance are prohibited."
- If applicable, add note: "This property contains water quality features that must be maintained according to the Operating and Maintenance Agreement and Plan recorded in Deed Book _____ and Page _____."
- If applicable, add note: "This Plat contains water quality features that must be maintained in accordance with recorded Maintenance Covenant as specified in Article 8.17 of the Huntersville Zoning Ordinance. Removal of plants or disturbance of the BMP structure or otherwise affecting the overall functionality of the BMP other than maintenance is prohibited."



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Final Plat Signature Blocks

Place all of the following signature blocks on the Final Plat for review and approval by the Huntersville Planning Department. The property owner(s) must sign the mylar prior to Huntersville Planning Department Staff signing as Planner and Review Officer.

MAJOR SUBDIVISION (RIGHT-OF-WAY)

APPROVED IN ACCORDANCE WITH THE PROVISIONS AS SET FORTH IN THE SUBDIVISION ORDINANCE OF THE TOWN OF HUNTERSVILLE, NORTH CAROLINA.

TOWN OF HUNTERSVILLE

Town Planner

Date

REVIEW OFFICER BLOCK

I, _____, REVIEW OFFICER OF MECKLENBURG COUNTY, CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

REVIEW OFFICER

Date

OWNER CERTIFICATION

I hereby certify that I am the owner of the property shown and described hereon and that I hereby adopt this plan of subdivision with my free consent, and dedicate all streets, alleys, walks, parks, and other sites and easements to public or private use as noted. Furthermore, I dedicate all sewer lines and all water lines to the Charlotte-Mecklenburg Utility Department, if applicable.

Owner(s)

Date