

APPENDIX 1: INFORMATION REQUIRED WITH SUBDIVISION APPLICATIONS

A1-1 Required Information for Minor and Major Subdivision Plats

Submission of all plats shall contain the following information for submission to the Town of Spring Hope for review. An 'X' indicates required information. The Subdivision Administrator may waive required items if it is judged that they are not necessary to complete the subdivision review.

Table A1-1.1: Plat Submission Requirements for Subdivisions

Required Elements	Sketch Plan	Minor Subdivisions		Major Subdivisions	
		Prelim	Final	Prelim	Final
1. Title Block containing the following:					
Name of Subdivision, which name shall not duplicate the name of any existing subdivision as recorded in the Nash County Register of Deeds	X	X	X	X	X
Name of the property owner (s) with address and daytime telephone number	X	X	X	X	X
Location of the subdivision, including town, county, and state	X	X	X	X	X
Name, address, and registration number of the surveyor or engineer, date of the survey, and seal of the surveyor		X	X	X	X
Scale according to which the sketch or plat is drawn in feet per inch or scale ratio in words or figures and bar graph, and true north arrow (plats shall be at a scale of no less than one (1) inch to one-hundred (100) feet)	X	X	X	X	X
Name of the plat (sketch, minor, major, preliminary, final)	X	X	X	X	X
Name and address of the developer (if different from the property owner)	X	X	X	X	X
Date(s) map(s) prepared or revised	X	X	X	X	X
2. Plat Size Requirements:					
Plats submitted shall not exceed a maximum size of 24" x 36"		X		X	
Standard size requirements are 18" x 24" sheet for plats to be recorded with a minimum 1 ½" border on the left side and a minimum ½" border on all other sides; or as required by the Nash County Register of Deeds			X		X
Original plats shall be reproducible and shall be submitted on material as required by the Nash County Register of Deeds			X		X

Required Elements	Sketch Plan	Minor Subdivisions		Major Subdivisions	
		Prelim	Final	Prelim	Final
3. Specific Information to be Shown:					
Sufficient data to readily ascertain and reproduce on the ground the location, bearing, and distance (in feet or meters) of every lot line, boundary line (with error of closure), block line, and building setback, whether curved or straight. This should include the inclines, centered angles, point of tangency, tangent distance and arcs and chords of all curved property and boundary lines		X	X	X	X
Location and descriptions of all monuments, markers, and control corners, where established			X		X
Names of all adjacent property owners (or subdivisions or developments or record with plat book reference)		X	X	X	X
Vicinity map (location map) showing location of site relative to surrounding areas at a scale of 1"=2,000'	X	X	X	X	X
Boundaries of the tract to be subdivided or developed tied to the nearest street intersection (within 300') or USGS (within 2000'), and location of intersecting boundary lines or adjoining properties (sketch plan boundaries are not required to be tied to markers)	X	X	X	X	X
Town limits and ETJ boundaries, if any, on the tract		X	X	X	X
Existing property lines on tract to be subdivided. If existing property lines are to be changed, label as 'old property lines' and show as dashed lines	X	X	X	X	X
Existing zoning classification of land to be subdivided and adjacent properties	X	X		X	
Existing land use within the property to be subdivided and adjacent properties	X	X		X	
Tax map, block, and parcel number(s)		X	X	X	X
Source of information on plat, including plat book or deed book reference (any lines not surveyed must be clearly marked and information source indicated)		X	X	X	X
Proposed lot layout and approximate lot lines and lot sizes	X				
4. Site Calculations:					
Acreage in total tract to be subdivided	X	X	X	X	X
Acreage in public parks and open space				X	X
Total number of lots, lot sizes (in sq ft for lots less than 1 acre; in acres for lots greater than 1 acre), and lot dimensions		X	X	X	X
Lots sequenced or numbered consecutively		X	X	X	X

Required Elements	Sketch Plan	Minor Subdivisions		Major Subdivisions	
		Prelim	Final	Prelim	Final
Linear feet in new street improvements				X	X
5. Natural and Historic Features:					
Location of the one-hundred year floodplain boundary and flood fringe area, if applicable	X	X	X	X	X
All watercourses, including ponds, lakes, and streams, located within or crossing any boundary line of the property shown	X	X	X	X	X
Wooded areas, marshes, swamps, rock outcrops, and any other natural features affecting the site	X	X		X	
Evidence of notification to the US Army Corps of Engineers of earth-disturbing activities in wetlands, if applicable, and location of wetlands	X	X		X	
The name and location of any property on the National Register of Historic Places or locally designated historic properties	X	X		X	
Location of common areas or open space, whether publicly owned or under control of an owners' association		X	X	X	X
Topography of tract and 100' beyond property showing existing contour intervals of no greater than 5' (2' where available) and labeling at least two contours per map and all other at 10' intervals from sea level (sketch plan – contours intervals of 10' intervals permitted)	X	X		X	
6. Roads, Buildings, Utilities and Infrastructure:					
Existing public roads and accesses within 400 feet	X	X		X	
Existing and proposed right-of-way lines within and adjacent to the property, total right-of-way width, and right-of-way width dimension from centerline of existing public roads (sketch plan can show approximate widths and layout)	X	X	X	X	X
Existing and proposed roads showing pavement or curb lines, pavement width dimension, and cul-de-sac pavement radius (sketch plan can show approximate widths and layout)	X			X	
Road profile with cross section				X	
Existing and proposed road and street names, which name shall not duplicate the name of any existing road or street in the town		X	X	X	X
Road address as assigned by Nash County for each new lot			X		X
Existing railroads and bridges	X	X	X	X	X

Required Elements	Sketch Plan	Minor Subdivisions		Major Subdivisions	
		Prelim	Final	Prelim	Final
Existing and proposed sidewalks and bike paths		X		X	X
Existing structures, wells, and septic tanks	X	X		X	
Location, use, and dimensions of all existing and proposed buildings; distances between buildings measured at the closet point; distance from buildings to the closest property lines; building setback lines		X		X	
Locations of existing utility lines (storm and sanitary sewers, water, gas, electricity and telephone)		X		X	
Utility layout plan showing connection to existing systems, line sizes, material of lines, location of fire hydrants, blowoffs, valves, manholes, catch basins, force mains, etc. for sanitary sewer, water distribution, natural gas, electric, cable television, and any other applicable utilities				X	
All easements, reservations, and areas to be dedicated to the public or local jurisdiction (access, utility, park/rec, school, other)	X			X	X
Recreation areas and facilities	X			X	X
Landscaping plan to include the location of any required planting yard or parking lot plantings; size of planting yard; and walls, berms or fences				X	
Existing and proposed signs (location, height and area)				X	

A1-2 Documents and Written Information in Addition to Maps and Plans

In addition to the written application and the plans, whenever the nature of the proposed development makes information or documents such as the following relevant, such documents or information shall be provided. The following is a representative list of the information or documents that may be requested at the time of plat submission:

- A1-2.1 Documentation confirming that the applicant has a legally sufficient interest in the property proposed for development to use it in the manner requested, or is the duly appointed agent of such a person.
- A1-2.2 Certifications from the appropriate agencies that proposed utility systems are or will be adequate to handle the proposed development and that all necessary easements have been provided.
- A1-2.3 Detailed descriptions of recreation facilities to be provided.
- A1-2.4 Legal documentation establishing homeowners' associations or other legal entities responsible for control over required common areas and facilities.
- A1-2.5 Bonds, letters of credit, or other surety devices.
- A1-2.6 A traffic impact study performed and prepared by a qualified transportation or traffic engineer or planner.
- A1-2.7 Time schedules for the completion of phases in staged developments.
- A1.2.8 The environmental impact of a development, including its effect on historically significant or ecologically fragile or important areas and its impact on pedestrian or traffic safety or congestion.
- A1.2.9 Proposed deed restrictions or covenants to be imposed upon newly created lots.