



## Plat Submission Application

### Property Information

Date: \_\_\_\_\_

**Subdivision Name:** \_\_\_\_\_

**Tax Parcel No.:** \_\_\_\_\_

Location (Driving Directions): \_\_\_\_\_

\_\_\_\_\_

### Type of Plat Submitted (check all that apply)

- ☐ Minor    ☐ Major Subdivision Preliminary Plat    ☐ Major Subdivision Final Plat  
☐ PUD Preliminary Plat    ☐ PUD Final Plat    ☐ Master Development Plan  
☐ Family    ☐ Variance (Submit a separate variance application)    ☐ Manufactured/Recreational Park Trailer Park

Total number of lots or buildings: \_\_\_\_\_

### Contact Information

Developer: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

Design Professional: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

### Application Fee

\$100.00 per lot/building

### Office Use Only

Application Number: \_\_\_\_\_

Fee Paid: \_\_\_\_\_ Date: \_\_\_\_\_

# **Application Submission Instructions:**

## Submissions to staff (minor/family plats):

- Submit Plat Submission Application
- Family Subdivision Document. (If applicable)
- Submit one (1) paper cop if family or no road constructions required. If road construction is required submit two (2) paper copies of plat/plan along with other requirements below.
- Applicable Fees

## Submissions to the Watauga County Planning Board require:

- Submit Plat Submission Application
- Submit two (2) paper copies of plat/plan/master along with other requirements by submission deadline
- Two weeks prior to meeting and subsequent to staff review provide an electronic copy to staff.
- Eight (8) full size copies of plat must be submitted no later than 5:00 p.m. the Friday before the scheduled meeting.
- Applicable Fees

## Additional requirements depending on type of subdivision submission:

- Preliminary Plat meeting the specifications in Chapter 18 Article V Section 3 or Final Plat meeting the specifications in Chapter 18 Article V Section 3.
- Preliminary Plat Checklist (Chapter 18 Appendix E) or Final Plat Checklist (Chapter 18 Appendix F)
- Developer Authorization Form if being developed by person(s) other than land owner(s).
- NCDOT Driveway Connection Permit (Preliminary or Minor Plat if applicable)
- Adequate assurance that public or community water and sanitary sewer service. (Preliminary PUD)
- Road Grade Certification by NC Licensed Surveyor (Final Plat)
- NCDOT approval of driveway connection (Final plat if applicable).