To submit this application electronically please email to planneroftheday@cityofec.com. The application will not be processed until payment is received. Mailing Address: PO Box 347 Elizabeth City, NC 27907

CITY OF ELIZABETH CITY
PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT
A.P. Midgett Municipal Building
302 Colonial Avenue
P.O. Box 347
Elizabeth City, NC 27909
(252) 337-6672

FINIAL PLAT APPLICATION

Complete this application in compliance with Article X of the Unified Development Ordinance. In order to ensure that the proposed subdivision complies with City regulation, we recommend that the applicant review the City of Elizabeth City’s Ordinance; the Ordinance may be accessed at www.cityofec.com.

The Final Plat Application fee is $100.00 or $15.00 per lot (whichever is greater). Assessment does not include the cost of building, zoning, sign, or use permits. All fees are charged per application, and are non-refundable and non-transferrable. Applications will not be reviewed unless fees have been paid in full.

Upon preliminary plat approval and recordation, and infrastructure improvements for the subdivision, applications for Final Plat review are to be submitted to the Department of Planning & Community Development. Submissions shall include a completed application (including the attached checklist) along with two (2) folded sets of plans for review; legal documentation establishing a HOA or POA for control of deed restrictions and covenants for the subdivision; bonds, letters of credit or other surety devices (if required); and the associated fees. Incomplete applications and/or rolled plans will not be accepted for review. Application documents are not accepted via facsimile. Submit application and supporting documents with fees to the City of Elizabeth City Planning Department via delivery or U.S. Mail.

SECTION A – APPLICANT INFORMATION

Property Owner’s Name: ______________________________________________________
Street Address: __________________________________________________________
City/State/Zip Code: ______________________________________________________
Phone Number: __________________________________________________________
Facsimile Number: ______________________________________________________
Email Address: __________________________________________________________

January 2011
**SECTION A – APPLICANT INFORMATION (CONT.)**

Applicant: ____________________________________________________________________  
Phone Number: _____________________ Facsimile Number: _____________________  
Street Address: __________________________________________________________________  
City/State/Zip Code: __________________________________________________________________  
Email Address: ____________________________________________________________________  
Applicant’s Signature: __________________________________________________________________

Developer (If different from Property Owner): __________________________________________________________________
Representative's Name: ____________________________________________________________________  
Phone Number: _____________________ Facsimile Number: _____________________

**SECTION B – PROPERTY & DEVELOPMENT INFORMATION**

**DEVELOPMENT**

Name of Subdivision: ____________________________________________________________________  
Address/Location: ____________________________________________________________________  
Acreage of Tract: ____________________________________________________________________  
Total No. of Lots: ____________________________________________________________________  
Current Zoning: ____________________________________________________________________  
Overlay District: ____________________________________________________________________  
Tax identification: Map #: Block #: Lot #:  
Deed Reference: Book #: Page #: 

**PARK & RECREATION***
*(Residential Subs. Only)*

Number of Bedrooms  
One-Bedroom Units: _________  
Two-Bedroom Units: _________  
Three-Bedroom Units: _________  
Four or More Bedroom Units: _________  
Total Number of Bedrooms _________  

Total Land Area to be dedicated: _________  
Park & Recreation Fee Amount (if applicable): _________  

Page 2 of 5
*Recreation payment in lieu of property dedication must be reviewed by the Director of Parks & Recreation and approved by Council. A residential development that is small enough so that the amount of required space does not exceed 2,000 square feet is exempt from the Park & Recreation provision.

**GREENWAY TRAIL/SIDEWALK**

Halstead Boulevard Extension Overlay District (HBEOD) Trail: $___________; and/or

Sidewalk Fee Amount (if applicable)*: $___________

*Sidewalk deferment fees assessments vary based upon property location, inside or outside of the HBEOD. Contact the Zoning Administrator for more information.

**STREET LIGHTS**

Developers of subdivisions located outside the corporate limits, but within the city extraterritorial planning jurisdiction are required to deposit at the time of final plat approval, the estimated funds for street light fixtures and their installation. Contact the Electric Division for more information.

**INFRASTRUCTURE IMPROVEMENT BONDS**

List separately any and all improvement bonds and their amounts, associated with the subdivision development. Bonds are assessed at 125% of estimated construction value, to include materials, labor, and installation. Surety documentation must also be submitted for review and approval.

---

**SECTION C – SUBMITTAL CHECKLIST**

For each listed item, mark ‘X’ if provided or ‘N/A’ if the feature does not exist or is not proposed. This checklist is required and must be submitted at time of application.

<table>
<thead>
<tr>
<th>'X' or 'N/A'</th>
<th>SUBMITTAL REQUIREMENTS</th>
<th>STAFF USE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Completed Final Plat application form, application fees and two (2) sets of plans folded</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Upon approval, submit: One (1) digital copy; two (2) mylars; six (6) sets of folded plans; and one (1) 8½” x 11” copy</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Provide the following: Three (3) copies of utility and drainage as-built drawings; one (1) 8½” x 11” copy; mylar of utilities and separate digital CAD layers (AutoCAD 2004 or newer) of the utilities tied to the Projected State Plane Coordinate System, NAD 1988 per G.S. 47-30. Digital submissions cannot be drawn or submitted to the City at the default 0/0 coordinate scheme</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Copy of deed restrictions or similar covenants and documentation establishing HOA/POA By-laws, and Articles of Incorporation</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>State acceptance of sewer and water improvements</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Street signage installed</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Scale of not less than 1”=100’, shown both graphically and numerically</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Vicinity map showing street names and north arrow</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Title information (name of subdivision; name, address and phone number of owner, developer &amp; surveyor; location, date of plan &amp; revisions)</td>
<td></td>
</tr>
</tbody>
</table>
For each listed item, mark ‘X’ if provided or ‘N/A’ if the feature does not exist or is not proposed. This checklist is required and must be submitted at time of application.

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<tbody>
<tr>
<td>10</td>
<td>The registration numbers and seals of the engineers and surveyors</td>
</tr>
<tr>
<td>11</td>
<td>North arrow, a northerly orientation of the sheets and ties into the NC Grid System, if within 2,000 feet of a monument</td>
</tr>
<tr>
<td>12</td>
<td>Site Data, including: acreage in tract, acreage to be subdivided, acreage in lots, open space, parks, wetlands, ponds and other land usage; number of lots; flood data; lineal footage and area of streets; tax map, block and parcel numbers; plat book and/or deed references</td>
</tr>
<tr>
<td>13</td>
<td>Wetlands, flood zones, floodways, non-encroachment areas, CAMA Areas of Environmental Concern and corporate municipal limits delineated on plat</td>
</tr>
<tr>
<td>14</td>
<td>Boundary of tract and the portion to be subdivided distinctively and accurately represented with all bearings and distances shown</td>
</tr>
<tr>
<td>15</td>
<td>Names and lot numbers of adjoining subdivisions of record with Map Book/Page reference. For lots located outside of a subdivision, show the names of the owners and deed references.</td>
</tr>
<tr>
<td>16</td>
<td>Street addresses, as assigned by the City, for each new lot</td>
</tr>
<tr>
<td>17</td>
<td>Lots numbered consecutively and square footage of each lot indicated</td>
</tr>
<tr>
<td>18</td>
<td>Accurate location of all monuments and markers</td>
</tr>
<tr>
<td>19</td>
<td>Zoning designation of site and adjoining properties</td>
</tr>
<tr>
<td>20</td>
<td>Note of permissible lot coverage (as per the State stormwater permit)</td>
</tr>
<tr>
<td>21</td>
<td>Location and width of all existing and proposed rights-of-way and easements</td>
</tr>
<tr>
<td>22</td>
<td>Guarantee in lieu of completed improvements in the form of a letter of credit, corporate surety bond or cashier’s check. This guarantee shall equal 125% of the cost of the improvements to be completed</td>
</tr>
<tr>
<td>23</td>
<td>Cash payment for trail and/or sidewalk fund and fee in lieu of park dedication, if applicable</td>
</tr>
<tr>
<td>24</td>
<td>Geotechnical test documents and NCDOT pavement certification</td>
</tr>
<tr>
<td>25</td>
<td>Applicable certifications and signatures</td>
</tr>
</tbody>
</table>
1. Applicant files a complete application, following the instructions listed above, along with the requisite fee.

2. The Zoning Administrator reviews and evaluates the application and plats for Ordinance compliance. If needed, revised plats are submitted.

3. The Zoning Administrator will provide the applicant and/or property owner with official notification of the decision and any conditions attached thereto.

4. If approved, the applicant records the Plat with the Pasquotank County Register of Deeds within 60 days of notification.

**PROCEDURAL STEPS FOR FINAL PLAT REVIEW & PUBLIC HEARING**

**INSTALLATION**
Developer installs required infrastructure improvements

**SUBMITTAL**
Applicant files petition, plat and fees with the Planning Director

**EVALUATION, DECISION, AND NOTIFICATION**
Planning Director evaluates plat and supporting documents for compliance

**DISAPPROVAL**
- Reasons of disapproval provided in writing
- Applicant can appeal by referring the plat to the Planning Commission and Council

**APPROVAL**

**RECORDING**
Applicant records final plat with the Pasquotank County Register of Deeds within 60 days of approval notification