PRELIMINARY 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 Preliminary 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, non-transferrable. Applications will not be reviewed unless fees have been paid in full.

Submit twenty-five (25) sets of 24”x36” plans (folded, not rolled) and an 11”x17” reduction with the completed application and checklist. Application responses must be typed. All responses must be legible and filled out completely; illegible and/or incomplete applications will be returned to the applicant. Plans must be prepared and sealed by a NC Licensed Engineer or Surveyor. Failure to provide specific detailed or complete information will result in a delay and/or refusal of your application. 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.

Application deadlines are the first Friday of the month. Regular Technical Review Committee hearings are held the fourth Tuesday of each month. You will be notified of your scheduled hearing date and time. If necessary, the Zoning Administrator coordinating your plan review will contact you to request additional information in order to complete the plan evaluation. After the Committee has held a review hearing for your project, the subsequent time line for additional review and final approval is determined by the applicant’s ability to provide requisite documentation and plan corrections.

The average preliminary plat petition timeline is usually 120 days from date of application to Council public hearing and decision. However, hearing schedules are not guaranteed and subject to change.

PLEASE COMPLETE ALL SECTIONS OF THE APPLICATION
INCOMPLETE APPLICATIONS WILL BE RETURNED TO APPLICANT
INDICATE ‘NOT APPLICABLE’ OR ‘N/A’ WHERE APPROPRIATE
### SECTION A – APPLICANT INFORMATION

**Property Owner’s Name:** ______________________________________________________

**Street Address:** ___________________________________________________________________

**City/State/Zip Code:** __________________________________________________________

**Phone Number:** ____________________ **Facsimile Number:** ______________________

**Email Address:**___________________________________________________________

**Applicant:** ____________________________________________________________________

**Representative's Name:** ___________________________________________________

**Phone Number:** _____________________ **Facsimile Number:** _____________________

**Email Address:**___________________________________________________________

**Developer (if different from property owner):** _______________________________________

**Street Address:** ___________________________________________________________________

**City/State/Zip Code:** __________________________________________________________

**Phone Number:** _____________________ **Facsimile Number:** _____________________

**Email Address:**___________________________________________________________

### SECTION B – PROPERTY & DEVELOPMENT INFORMATION

**DEVELOPMENT**

**Name of Subdivision:**

**Address/Location:**

**Tax identification:**

<table>
<thead>
<tr>
<th>Map #:</th>
<th>Block #:</th>
<th>Lot #:</th>
</tr>
</thead>
</table>

**Deed Reference:**

<table>
<thead>
<tr>
<th>Book #:</th>
<th>Page #:</th>
</tr>
</thead>
</table>

**Type of Subdivision** *(Commercial or Residential)*:

**Acreage of Tract:**

**Current Zoning**

**Overlay District:**

**Flood Zone Designation:**

**Total No. of Lots:**

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**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 Bedroom Units: __________

*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.

**REFUSE DISPOSAL**
- Private Dumpster: __________
- Public Curbside (90 gal. can): __________
  (Residential Only)

**ROADS/STREETS**
- Private: __________
- Public: __________

**SECTION C – NOTIFICATION**

All property owners within 100 feet of the property being considered for preliminary subdivision plat must be mailed an Adjacent Property Owner Notification a minimum of 10 days prior to the Planning Commission and Council meetings. The applicant is responsible for supplying a list of the names and mailing address for these property owners, including the name and address for the president of the Property Owners/Homeowners Association. In addition, the applicant must supply two (2) sets of stamped, addressed #10 envelopes for each of the property owners within the 100 feet radius. The return address should read:

City of Elizabeth City
Planning Department
PO Box 347
Elizabeth City, NC  27909.

The most up-to-date property owner information may be obtained from the Pasquotank County Tax Department.

**SECTION D – AUTHORIZATION**

All property owners must sign this application unless one or more individuals are specifically authorized to act as an agent on behalf of the collective interest of some or all of the owners (provide a copy of such authorization).

The undersigned property owner(s) hereby authorize the filing of this application (and any subsequent revisions thereto). The filing of this application authorizes the City of Elizabeth City staff to enter upon the site to conduct relevant site inspections as deemed necessary to process the application.
The undersigned applicant hereby certifies that, to the best of his or her knowledge and belief, all information supplied with this application is true and accurate.

Signature: _____________________________________________ Date:________________________

For each listed item, please 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>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Completed Preliminary Plat Application with requisite fee, adjacent property owner list, notification envelopes, and 25 folded sets of plans*</td>
</tr>
<tr>
<td>2.</td>
<td>Copies of State permits - Stormwater, Erosion &amp; Sedimentation, sanitary sewer, waterline and NCDOT, if required</td>
</tr>
<tr>
<td>3.</td>
<td>Copy of property deed and purchase agreement (if applicable)</td>
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<tr>
<td>4.</td>
<td>Scale of not less than 1”=100’ and shown both graphically &amp; numerically.</td>
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<tr>
<td>5.</td>
<td>Vicinity map showing street names and north arrow</td>
</tr>
<tr>
<td>6.</td>
<td>North arrow, northerly orientation of sheets and ties into the NC Grid System, if within 2,000’ of a monument</td>
</tr>
<tr>
<td>7.</td>
<td>Title information (name of subdivision; name, address &amp; phone number of owner, developer &amp; surveyor; date of plan; and date of revisions)</td>
</tr>
<tr>
<td>8.</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 total area of streets; Tax Map reference numbers</td>
</tr>
<tr>
<td>9.</td>
<td>Zoning classification(s) of the tract and adjacent properties</td>
</tr>
<tr>
<td>10.</td>
<td>Maximum impervious area for each lot</td>
</tr>
<tr>
<td>11.</td>
<td>Names of existing and proposed subdivisions with lot numbers and plat reference, and names of owners and deed reference of other parcels</td>
</tr>
</tbody>
</table>

* Note: * indicates required item.
For each listed item, please 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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<th>STAFF USE ONLY</th>
</tr>
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<tbody>
<tr>
<td>12.</td>
<td>Boundary of tract and the portion to be subdivided distinctively and accurately represented with all bearings and distances shown</td>
<td></td>
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<tr>
<td>13.</td>
<td>Proposed and existing street names; right-of-way widths, noting if public or private; pavement widths; profiles; typical street cross sections</td>
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<tr>
<td>14.</td>
<td>Location and width of other rights-of-way and easements</td>
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<td>15.</td>
<td>Lot layout showing proposed lot sizes, dimensions and consecutively numbered</td>
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<tr>
<td>16.</td>
<td>Sites, if any, for schools, churches, parks, etc.</td>
<td></td>
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<tr>
<td>17.</td>
<td>Minimum building setback lines; sight triangles; and non-access buffers</td>
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<tr>
<td>18.</td>
<td>Existing and proposed topography of tract and 100’ beyond showing vertical contours every one (1) foot</td>
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<tr>
<td>19.</td>
<td>Drainage facilities with stormwater narrative and calculations</td>
<td></td>
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<tr>
<td>20.</td>
<td>Proposed, and existing utilities within 100’ of development, showing connections, materials</td>
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<tr>
<td>21.</td>
<td>Existing buildings and structures, water courses, railroads, bridges, culverts, storm drains, both on land to be subdivided and within 100’ of boundary</td>
<td></td>
</tr>
<tr>
<td>22.</td>
<td>Delineate flood zones, wooded areas, wetlands, marshes, swamps, ponds or lakes, streams or stream beds and any other natural features affecting the site, CAMA designated Areas of Environmental Concern</td>
<td></td>
</tr>
<tr>
<td>23.</td>
<td>Street Light Plan</td>
<td></td>
</tr>
<tr>
<td>24.</td>
<td>Landscape Plan indicating requisite street trees and landscape buffer**</td>
<td></td>
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<tr>
<td>25.</td>
<td>Erosion &amp; Sediment Control Plan</td>
<td></td>
</tr>
</tbody>
</table>

*The Zoning Administrator will inform the applicant of the requisite number of plan revisions and size reductions required for each subsequent level of review.

**Requirement for property located within the Halstead Boulevard Extension Overlay District only.
1. Applicant files a complete application, following the instructions listed above, along with the requisite fee.

2. The Zoning Administrator, in conjunction with the TRC, reviews and makes recommendations regarding the application.

3. Revised plans are submitted to and reviewed by the Zoning Administrator for TRC compliance. The applicant will be notified if the plans are approved for next level review.

4. The applicant submits the TRC-approved plan to the Planning Department no later than 21 days prior to the next Regular Meeting of the Planning Commission.

5. Adjoining property owners will be notified and a sign will be posted on the property by the Planning Department.

6. The Planning Commission hears the proposed change taking into consideration the expressed opinions of the petitioner, affected property-owners, interested citizens, and the Zoning Administrator. The Planning Commission then makes recommendation to Council concerning the proposed development.

7. If petition amendment is required, the applicant must submit revisions and Commission-requested comments to the Zoning Administrator.

8. Upon notice from the Planning Director, the Clerk to Council will advertise and provide public notice of a Public Hearing.

9. At the designated date and time, Council will hold a Public Hearing. Unless otherwise noted, immediately following public hearing, Council will receive the TRC, Planning Commission and Zoning Administrator recommendations and render their decision concerning the proposed petition request.

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

11. If approved, the applicant records the Plat with the Pasquotank County Register of Deeds.

*Actual number of days may vary due to Observed Holidays and schedule changes.