

CHAPTER 12: DEVELOPMENT PLAN REQUIREMENTS

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CHAPTER 12: DEVELOPMENT PLAN REQUIREMENTS

Section 12.1 Purpose & Applicability

The purpose of this Chapter is to provide uniform standards for all development plans requiring approval by the Town of Angier in accordance with Chapter 11. Every development plan shall include notes and graphics depicting the requirements of all applicable sections of this Ordinance.

Section 12.2 Existing Features Plan

12.2.1 Existing Features Plan Submittal Requirements

The existing features plan shall be submitted as part of the original application for development. Said plan may be combined with other typically required plans.

12.2.2 Plan Labeling

Plans analyzing each site's special features are required for all Major Subdivisions, as they form the basis of the design process for house locations, lot lines, street alignments, and conservation areas. The developer or his/her representative shall bring a copy of the Existing Features Plan to the on-site walkabout, if applicable. Detailed requirements for the Existing Features Plan shall include, at the minimum:

- A. Property Boundaries
- B. Contour lines based at least upon topographical maps published by the U.S. Geological Survey
- C. The location of severely constraining elements such as steep slopes (over 25 percent), wetlands, watercourses, intermittent streams and 100-year floodplains, and all rights-of-way and easements,
- D. The location of significant features such as woodlands, treelines, open fields or meadows, scenic views into or out from the property, watershed divides and drainage ways, fences or stone walls, rock outcrops, and existing structures, streets, tracks and trails.

Section 12.3 Sketch Plans

12.3.1 Sketch Plan Submittal Requirements

A sketch plan may be submitted upon the discretion of the applicant. In any case where a pre-development meeting is requested, a completed development shall be required prior to scheduling of such meeting.

12.3.2 Plan Labeling

A sketch plan is drawn to illustrate the initial thoughts about a conceptual layout for building sites, street alignments, and conservation areas, taking into account the special conditions identified in the Existing Features Plan. This is the stage where drawings are tentatively illustrated, before heavy engineering costs are incurred in the design of any proposed subdivision layout. The applicant shall submit a Sketch Plan with the following information:

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- A. A sketch vicinity map showing the location of the subdivision in relation to neighboring tracts, subdivisions, streets, and waterways;
- B. The boundaries of the tract and the portion of the tract to be subdivided;
- C. The total acreage to be subdivided;
- D. The location of all potential conservation areas, using the Existing Features Plan. These areas consist of wetlands, floodplains, slopes over 25 percent, soils susceptible to slumping, and noteworthy natural, scenic, and cultural resources.
- E. The existing and proposed uses of the land within the subdivision and the existing uses of land adjoining it;
- F. The proposed street layout with approximate pavement and right-of-way widths;
- G. Proposed lot layout and size of lots;
- H. The existing utility layouts;
- I. The name, address, and telephone number of the owner;
- J. The name, if any, of the proposed subdivision;
- K. Streets and lots of adjacent developed or platted properties;
- L. The zoning classification of the tract and of adjacent properties;
- M. A statement from the Harnett County Health Department that a copy of the sketch plan has been submitted to them, if a septic tank system or other onsite water or wastewater system is to be used in the subdivision.

Section 12.4 Subdivision Plats

12.4.1 Preliminary Plat Submittal Requirements (Major Subdivisions only)

A Preliminary Plat shall be prepared by a Registered Land Surveyor, Landscape Architect, or Professional Engineer. The following number of copies shall be submitted for review:

- A. Seven (7) full size paper copies for review and revisions
- B. One (1) reduced 11x17 copy for file
- C. Digital copy in PDF format

12.4.2 Final Plat Submittal Requirements

The Final Plat shall be prepared by a Registered Land Surveyor currently licensed and registered in the State of North Carolina by the North Carolina State Board of Registration for Professional Engineers and Land Surveyors. The Final Plat shall conform to the provisions for plats, subdivisions, and mapping requirements set forth in NCGS 47-30 and the Manual of Practice for Land Surveying in North Carolina. The Final Plat shall be of a size suitable for recording with the Harnett County Register of Deeds and shall be at a scale of not less than one (1) inch equals 200 feet. Maps may be placed on more than one (1) sheet with appropriate match lines. Submission of the Final Plat shall be accompanied by a filing fee and acreage fees (when applicable). A filing fee shall be adopted, and from time to time revised, by the Town Board. The schedule of fees shall be posted in the office of the Town Clerk. The following number of copies shall be submitted for review:

- A. Three (3) full size paper copies for review
- B. Two (2) mylar copy for signature

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- C. One (1) copy of recorded plat for file
- D. Digital copy in PDF format

12.4.3 Plat Labeling Requirements for Preliminary & Final Plats

A. Labeling Matrix

The Preliminary and Final Plats shall depict or contain the information indicated in the following matrix. An X indicates that the information is required. Preliminary Plat information is only required for major subdivisions.

Title Block Information:	<u>Preliminary Plat</u>	<u>Final Plat</u>
a) Subdivision name	x	x
b) Name of owner	x	x
c) Name of the Subdivider/Developer	x	x
d) PIN number	x	x
e) Location (including township, county and state)	x	x
f) Bar graph scale and north arrow	x	x
Plat Preparation Information:	<u>Preliminary Plat</u>	<u>Final Plat</u>
a) Date or dates survey was conducted and plat prepared	x	x
b) Name and address of the Registered Land Surveyor	x	x
c) Surveyor's registration number and seal		x
d) Names and addresses of all owners, mortgagees, Registered Land Surveyors, land planners, architects, landscape architects, utility planners, and professional engineers responsible for the subdivision	x	x
Property & Site Calculation Information:	<u>Preliminary Plat</u>	<u>Final Plat</u>
a) Sketch vicinity map with north arrow showing the relationship between the proposed subdivision and surrounding area	x	x
b) Corporate limits, Extraterritorial Jurisdiction and county lines if on the subdivision tract	x	x
c) Boundaries of the tract or portion thereof to be subdivided, distinctly and accurately represented with all bearings and distances shown	x	
d) Exact boundary lines of the tract to be subdivided, fully dimensioned by lengths and bearings, and the location of existing boundary lines of adjoining lands		x

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e) Adjoining property information including owner name, zoning classification, existing structures, and subdivision name	x	x
f) Minimum building setback lines	x	x
g) Zoning classifications of the tract to be subdivided	x	x
h) Acreage in total tract to be subdivided	x	x
i) Acreage in parks and recreation areas and other nonresidential uses	x	x
j) Total number of parcels created	x	x
k) Acreage in the smallest lot in the subdivision	x	x
l) Linear feet in streets	x	x
m) Name and location of any property or buildings within the proposed subdivision or within any contiguous property that is located on the National Historic Register	x	x
n) Topographic map with contour intervals of no greater than five feet at a scale of no less than one inch equals 200 feet may be required.	x	
o) Sufficient engineering data to determine readily and reproduce on the ground every straight or curved line, street line, lot line, right-of-way line, easement line, and setback line, including dimensions, bearings, or deflection angles, radii, central angles, and tangent distance for the center line of curved property lines that are not the boundary line of curved streets. All dimensions shall be measured to the nearest one-hundredth (1/100) of a foot and all angles to the nearest minute.		x
p) Accurate locations and descriptions of all monuments, markers and control points.		x
q) Existing buildings or other structures, water courses, railroads, bridges, culverts, storm drains	x	x
r) Proposed lot lines, lot and block numbers, and approximate dimensions	x	x
s) The lots numbered consecutively throughout the subdivision in a manner using only numeric symbols		x
t) Marshes, swamps, rock outcrops, ponds or lakes, streams or stream beds and any other natural features affecting the site	x	x
u) The exact location of the flood hazard area, floodway and floodway fringe areas from the county's Official Flood Maps, and Community Panel Number if applicable	x	x

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Streets, Infrastructure, & Open Space Information:	<u>Preliminary Plat</u>	<u>Final Plat</u>
a) Proposed streets	X	X
b) Existing and platted streets on adjoining properties and in the proposed subdivision	X	X
c) Rights-of-way, location and dimensions	X	X
d) Pavement widths	X	X
e) Approximate grades	X	X
f) Design engineering data for all corners and curves	X	X
g) Typical street cross sections	X	X
h) Street names	X	X
i) Private street disclosure statements indicating who will maintain private streets in subdivision and the right of access to any private street in the subdivision by all lots served by the street		X
j) Type of street dedication; all streets must be designated either “public” or “private”.	X	X
k) Where streets are dedicated to the public, but not accepted by the Town or State before lots are sold, a statement explaining the status of the street		X
l) Utility and other easements	X	X
m) Fire hydrants, if applicable	X	X
n) Riding trails	X	X
o) Buffer strips	X	X
p) Pedestrian or bicycle paths	X	X
q) Parks and recreation areas with specific type indicated	X	X
r) School sites (both existing and proposed)	X	X
s) Areas to be used for purposes other than residential with the purpose of each stated	X	X
t) The future ownership (dedication or reservation for public use to governmental body, for owners’ to duly constituted homeowners’ association, or for tenants’ remaining in Subdivider’s ownership) of recreation and open space lands		X
Agency Approvals (where applicable):	<u>Preliminary</u>	<u>Final Plat</u>

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	<u>Plat</u>	
a) NCDOT approval of driveway permits and street construction drawings	x	
b) NCDENR approval of Soil & Erosion Control Plan	x	
c) Verification of private or community well and/or septic plan submittal to NCDENR	x	
d) Septic approval from Health Department or disclaimer if septic systems are proposed and soil testing is not yet completed		x
e) NCDOT approval of storm water drainage plan	x	
f) All certifications required below	x	x

B. Certificates & Statements for Preliminary Plats

1. Certificate of Survey and Accuracy

In accordance with the Manual of Practice for Land Surveying in North Carolina: On the face of each map prepared for recordation there shall appear a certificate acknowledged before an officer authorized to take acknowledgements and executed by the person making the survey or map including deeds and any recorded data shown thereon. The certificate shall include a statement of error of closure calculated by latitudes and departures. Any lines on the map which were not actually surveyed must be clearly indicated on the map and a statement included in the certificate revealing the source of information. The certificate shall take the following general form:

“State of North Carolina

Town of Angier

I, _____ certify that this map was (drawn by me) (drawn under my supervision) from (an actual survey made me) (an actual survey made under my supervision) (deed description recorded in Book ____, Page ____, Book ____, Page ____, etc.) (other); that the ratio of precision as calculated by latitudes and departure is 1: _____. (that the boundaries not surveyed are shown as broken lines plotted from information found in Book ____, Page ____): that this map was prepared in accordance with G.S. 47-30, as amended. Witness my hand and seal this _____ day of _____, A.D. 20____.

Official Seal

Registered Land Surveyor

Registration Number

I, (officer authorized to take acknowledgements) do hereby certify that (name of registered surveyor) personally appeared before me this day and acknowledged and due execution of this certificate. Witness my hand and (where an official seal is required by law) official seal this the ____ day of _____ (year).

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Official Seal

Notary Public”

2. Water Supply Watershed Certificate

All subdivisions of land shall have a statement signed by the Subdivision Administrator indicating whether or not a subdivision lies within a designated Water Supply Watershed. Said statement shall take one of the following forms, as appropriate:

(a) “The (name of subdivision) Subdivision, to the best of my knowledge, does not lie within a Water Supply Watershed designated by the Environmental Management Commission as appears on the Watershed Protection Map of Angier.

Date

Subdivision Administrator”

(b) “Lots (fill in appropriate lot numbers) of the (name of subdivision) Subdivision, to the best of my knowledge, lie within the (classification of watershed) of the (name of body of water), as designated by the Environmental Management Commission as appears on the Watershed Protection Map of Angier. Lots (fill in appropriate lot numbers) of the (name of subdivision) do not lie within a water supply watershed.

Date

Subdivision Administrator”

(c) “All lots within the (name of subdivision), to the best of my knowledge, lie within the (classification of watershed) of the (name of body of water), as designated by the Environmental Management Commission and as appears on the Watershed Protection Map of Angier.

Date

Subdivision Administrator”

3. Certificate of Approval for Preliminary Plat

If the Planning Board approves the Preliminary Plat or if the plat is approved on appeal to the Board of Commissioners, such approval shall be shown on each copy of the plat by the following signed certificate:

“I hereby certify that the preliminary subdivision plat shown hereon has been found to comply with the Unified Development Ordinance of the Town of Angier, North Carolina and that this plat has been approved.

Date

Subdivision Administrator”

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4. Private Water/Sewer Statement

“As the date of this recording, the lots represented on this plat have not been inspected or approved by the Harnett County Health Department. Until inspected, there is no assurance that a building permit will be issued.”

C. Certificates & Statements for Final Plats

1. Certificate of Ownership & Dedication

“I hereby certify that I am the owner of the property shown and described hereon, which is located in the subdivision jurisdiction of the Town of Angier and that I hereby adopt this plan of subdivision with my free consent, establish minimum building setback lines, and dedicate all streets, alleys, walks, parks, and other sites and easements to public or private use as noted. Furthermore, I hereby dedicate all sanitary sewer, storm sewer and water lines to the Town of Angier.

_____ Date _____ Owners”

2. Certificate of Survey and Accuracy

In accordance with the Manual of Practice for Land Surveying in North Carolina: On the face of each map prepared for recordation there shall appear a certificate acknowledged before an officer authorized to take acknowledgements and executed by the person making the survey or map including deeds and any recorded data shown thereon. The certificate shall include a statement of error of closure calculated by latitudes and departures. Any lines on the map which were not actually surveyed must be clearly indicated on the map and a statement included in the certificate revealing the source of information.

The certificate shall take the following general form:

“ State of North Carolina Town of Angier

I, _____ certify that this map was (drawn by me) (drawn under my supervision) from (an actual survey made me) (an actual survey made under my supervision) (deed description recorded in Book ____, Page _____, Book _____, Page _____, etc.) (other); that the ratio of precision as calculated by latitudes and departure is 1: _____. (that the boundaries not surveyed are shown as broken lines plotted from information found in Book _____, Page _____): that this map was prepared in accordance with G.S. 47-30, as amended. Witness my hand and seal this _____ day of _____, A.D. 20____.

Official Seal

Registered Land Surveyor

Registration Number

I, (officer authorized to take acknowledgements) do _____ hereby certify that (name of registered surveyor) personally appeared before me this day and acknowledged and due

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execution of this certificate. Witness my hand and (where an official seal is required by law) official seal this the _____ day of _____ (year).

Official Seal

Notary Public”

3. Certificate of Approval of the Design and Installation of Streets, Utilities, and Other Required Improvements.

“I hereby certify that all streets, utilities and other required improvements have been installed in a manner approved by the appropriate state or local authority and according to Town specifications and standards in the _____ Subdivision or that guarantees of the installation of the required improvements in an amount and manner satisfactory to Town of Angier has been received, and that the filing fee for this plat, in the amount of \$_____ has been paid.

Administrative Officer

Date

4. Water Supply Watershed Certificate

All subdivisions of land shall have a statement signed by the Subdivision Administrator indicating whether or not a subdivision lies within a designated Water Supply Watershed. Said statement shall take one of the following forms, as appropriate:

(a) “The (name of subdivision) Subdivision, to the best of my knowledge, does not lie within a Water Supply Watershed designated by the Environmental Management Commission as appears on the Watershed Protection Map of Angier.

Date

Subdivision Administrator”

(b) “Lots (fill in appropriate lot numbers) of the (name of subdivision) Subdivision, to the best of my knowledge, lie within the (classification of watershed) of the (name of body of water), as designated by the Environmental Management Commission as appears on the Watershed Protection Map of Angier. Lots (fill in appropriate lot numbers) of the (name of subdivision) do not lie within a water supply watershed.

Date

Subdivision Administrator”

(c) “All lots within the (name of subdivision), to the best of my knowledge, lie within the (classification of watershed) of the (name of body of water), as designated by the Environmental Management Commission and as appears on the Watershed Protection Map of Angier.

Date

Subdivision Administrator”

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5. Certificate of Approval for Recording

If the Subdivision Administrator approves the Final Plat, then such approval shall be shown on each copy of the plat by the following signed certificate:

“I hereby certify that the subdivision plat shown hereon has been found to comply with the Unified Development Ordinance of the Town of Angier, North Carolina and that this plat has been approved for recording in the Office of the Register of Deeds of Harnett County.

Date

Subdivision Administrator”

6. Review Officer Certificate

“I, (name of Review Officer), Review officer of Harnett County, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.

Date

Review Officer”

7. Street Maintenance Disclosure Statement

- (a) Where streets are declared and dedicated as public State streets, the following Subdivision Streets Disclosure statement shall be shown:

“All streets in this subdivision are hereby declared public and shall be maintained by the North Carolina Department of Transportation. The maintenance of all streets in this subdivision shall be the responsibility of the developer and it shall be their responsibility to build and install streets meeting the standards of the North Carolina Department of Transportation before any public streets on this plat are included at any time after the approval of this plat, into the North Carolina State Road System.”

- (b) Where subdivision streets are declared and dedicated as public Town streets, the following Subdivision Streets Disclosure Statement shall be shown:

“All roads in this subdivision are hereby declared public and shall be maintained by the Town of Angier. The maintenance of all streets and roads in this subdivision shall be the responsibility of the developer and it shall be their responsibility to build and install streets meeting the standards of the Town before any public streets on this plat are included at any time after the approval of this plat, into the Town’s Street System.”

- (c) Where subdivision streets are declared private, the following Subdivision Streets Disclosure Statement shall be shown:

“All roads in this subdivision are hereby declared private and shall not be eligible for inclusion into the North Carolina State Road System or for maintenance by the North

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Carolina State Road System. The maintenance of all streets in this subdivision shall be the responsibility of the developer until such time said streets are turned over to the Homeowners' Association, if applicable. It shall be the responsibility of the maintaining party to ensure all streets meet the standards of the North Carolina Department of Transportation”

Section 12.5 Subdivision Engineering Drawings

Engineering Drawings are required for Major Subdivisions following approval of the Preliminary Plat and prior to Final Plat approval and permitting. The Final Plat shall substantially match the Preliminary Plat and Engineering Drawings. Any deviations from the Preliminary Plat shall be the result of issues discovered during field work and engineering. In no case shall the number of lots increase. Substantial deviations from the Preliminary Plat shall result in the entire approval process starting over. Engineering Drawings for Major Subdivisions shall include but are not limited to the following information:

12.5.1 Engineering Drawing Submittal Requirements:

Engineering drawings shall be prepared and sealed by a Professional Engineer. The following number of copies shall be submitted for review:

- A. Three (3) full-size copies for review and revisions
- B. Two (2) full-size copies for final approval
- C. One (1) digital copy in PDF and DWG formats
- D. One (1) full-size copy of as-built drawings (following construction)
- E. One (1) digital copy of as-built drawings in PDF and DWG formats (following construction)

12.5.2 Plan Labeling

- A. Title
- B. Original submittal date
- C. Revision dates
- D. Vicinity map
- E. North arrow
- F. Scale (no smaller than 1"=100')
- G. Lot lines with bearings and distances
- H. Zoning district and applicable overlay districts
- I. Adjacent property owner names, parcel numbers, and zoning
- J. Total acreage
- K. Acreage in lots
- L. Acreage in right-of-way
- M. Density per acre
- N. Building setbacks in table format and building envelopes show on lots
- O. Locations of existing structures
- P. Boundaries of flood plains or note stating that property is not within one
- Q. Open space calculations

12.5.3 Plans & Approvals

- A. Storm Water Plan and Analysis
- B. Landscaping Plan
- C. Lighting Plan
- D. Utility Plan
- E. Street Construction Plans, Profiles, and Details
- F. Written approval from the Department of Public Utilities certifying that there is adequate capacity to serve the requested number of lots.
- G. Written approval from NCDENR for Soil and Erosion Control
- H. Written approval from NCDENR for a community sanitary sewer system (if applicable)
- I. Written approval from NCDENR for a community water system (if applicable)
- J. Written approval from NCDOT for driveway permits (if applicable)

Section 12.6 Site Plans

The requirements for this Section apply to all site plans including those for Special Use Permits and Vested Rights requests.

12.6.1 Site Plan Submittal Requirements:

- A. Seven (7) full-size copies for review and revisions
- B. Two (2) full-size copies and one (1) reduced (11x17) copy for file following approval
- C. One (1) digital copy in PDF and DWG formats

12.6.2 Labeling

All site plans shall include the following:

- A. Title
- B. Original submittal date
- C. Revision dates
- D. Vicinity map
- E. North arrow
- F. Scale {no smaller than one inch equals 100 feet (1"=100')}
- G. Lot lines with bearings and distances
- H. Zoning district and applicable overlay districts
- I. Adjacent property owner names, parcel numbers, and zoning
- J. Total acreage
- K. Acreage in right-of-way
- L. Density per acre
- M. Building setbacks in table format and building envelopes show on lots
- N. Locations of existing structures

12.6.3 Plans and Details

- A. Site Plan
- B. Existing Features Plan
- C. Grading Plan
- D. Soil and Erosion Control Plan (if applicable)

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- E. Landscaping Plan
- F. Utility Plan
- G. Lighting Plan
- H. Building Elevations showing:
 1. Exterior wall materials
 2. Roof materials
 3. Dimensions including building height, width, and roof slope
 4. Front façade window dimensions including sill height, window height, window width, and window area.
- I. Written approval from NCDENR for Soil and Erosion Control (if applicable)

Section 12.7 Master Plans

- A. The initial Master Plan, shall be prepared and submitted, containing the following elements and according to the following requirements:

Preliminary Site Map	General Utilities and Environmental Plan	General Open Space and Greenways Plan
Total acres in Planned Development and acres in each phase	Topographic contours	Location of recreational land, passive and active, plus any other common open space, public and private
Location map with location and sizes of structures, excluding sizes of single-family detached dwellings	Principal geographic features	Approximate location, amount and width of all greenway and other pathways (if applicable)
Allocation of acres among housing types, commercial, office and industrial uses	Special Flood Hazard Areas	
Density and number of units	Soils maps	
Names of adjacent property owners	Conceptual drainage plan	
Lot dimensions/area; and setbacks	General locations of utility service lines -water, sewer, electric, gas, etc.	
Building heights	Pump stations	
Ingress and egress	Easements	
Street layouts	Other	
General layout of pedestrian sidewalks and pathways		
General location of parking and off-street loading		
Landscaping including screening, and perimeter buffers		

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Section 12.8 Other Required Plans

Section 12.9 Certifications

A. The Administrator shall affix the following certificate to the exemption plat:

“This division of land does not meet the definition of a subdivision as set forth by North Carolina General Statute 160A-376 and is not subject to the subdivision requirements of the Town of Angier’s UDO. The minimum lot requirements for the subject zoning district have been met.

Subdivision Administrator

Date”