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**CITY OF MARION**  
 194 N. Main Street • P.O. Drawer 700 • Marion, NC 28752  
**Planning and Development Services**  
**SUBDIVISION REQUEST APPLICATION**

**PLEASE CHECK ONE OF THE FOLLOWING OPTIONS:**

MAJOR SUBDIVISION   MINOR SUBDIVISIONS   SUBDIVISION MODIFICATION   RECOMBINATION

**OWNERS NAME:** \_\_\_\_\_ **PHONE NUMBER:** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_ **CITY:** \_\_\_\_\_ **ST:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**REGISTERED SURVEYOR:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_ **CITY:** \_\_\_\_\_ **ST:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**PROPERTY LOCATION/STREET:** \_\_\_\_\_ **ZONING DISTRICT:** \_\_\_\_\_

**ORIGINAL TRACT PIN (12 DIGITS):** \_\_\_\_\_ **ORIGINAL TRACT DEED BOOK/PAGE:** \_\_\_\_\_

**ORIGINAL TRACT SIZE:** \_\_\_\_\_ (SQ FT/ACRE) **TOTAL NUMBER OF PROPOSED LOTS:** \_\_\_\_\_

**LAND USE TYPE AND DESCRIPTION:**

- RESIDENTIAL \_\_\_\_\_
- COMMERCIAL \_\_\_\_\_
- INDUSTRIAL \_\_\_\_\_
- MODIFICATION REQUEST \_\_\_\_\_
- OTHER \_\_\_\_\_

**I CERTIFY THAT THE ABOVE INFORMATION IS ACCURATE AND TRUE AND THAT I AM THE OWNER OR A DULY APPOINTED AGENT OF THE OWNER. I UNDERSTAND THAT A COPY OF THE RECORDED PLAT (MINOR AND EXEMPT SUBDIVISIONS) OR APPROVED FINAL PLAT (MAJOR SUBDIVISIONS) MUST BE SUBMITTED TO THE PLANNING AND DEVELOPMENT DEPARTMENT PRIOR TO THE ISSUANCE OF ANY PERMITS ASSOCIATED WITH THE SUBDIVISION.**

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

**STATE OF NORTH CAROLINA**  
**COUNTY OF MCDOWELL**

I, \_\_\_\_\_ a Notary Public, certify that \_\_\_\_\_ personally came before me this day and acknowledged the due execution of the foregoing instrument. IN WITNESS WHEREOF, I have hereunto set my hand and notarial seal, this the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

SEAL:

\_\_\_\_\_  
Notary Public Signature

My Commission Expires \_\_\_\_\_

## **SUBDIVISION PLAT CHECKLIST**

A subdivision plat must meet all requirements for securing approval as described in Chapter 16 Subdivisions, Code of Ordinances. Those requirements are summarized below in checklist format.

The subdivider shall first submit one (1) simple sketch plan of the proposed subdivision being requested. The Planning and Development Department shall review the application within three (3) weeks of the submission date and provide recommended changes that are needed to bring the subdivision into compliance. All subdivisions shall be approved in accordance to Chapter 16 *Subdivisions*, Marion Code of Ordinances. The following is a list of information that is required on the preliminary sketch plan.

### **Preliminary Sketch Plan:**

- \_\_\_\_\_ Subdivision name.
- \_\_\_\_\_ Original tract boundaries and boundaries of tracts to be subdivided.
- \_\_\_\_\_ Total acreage of original tract and acreage for each tract to be subdivided.
- \_\_\_\_\_ Boundaries of adjoining tracts of land and/or subdivisions.
- \_\_\_\_\_ Existing and proposed land uses of original tract, tracts to be subdivided, and adjoining tracts.
- \_\_\_\_\_ Zoning classification of original tract, tracts to be subdivided, and adjoining tracts.
- \_\_\_\_\_ Street names and right-of-way lines of all streets (proposed and existing).
- \_\_\_\_\_ North arrow.
- \_\_\_\_\_ Scale denoted graphically and numerically.

Prior to final plat approval, applicants shall submit and provide the following information to the Planning and Development Department on one (1) mylar copy and three (3) blue or black line copies.

### **Final Plat:**

- \_\_\_\_\_ Subdivision name.
- \_\_\_\_\_ North arrow.
- \_\_\_\_\_ Scale denoted graphically and numerically.
- \_\_\_\_\_ Date of plat preparation.
- \_\_\_\_\_ Township, county and state in which the subdivision is located.
- \_\_\_\_\_ Name(s) of the owner(s) and the registered surveyor and/or engineer (including the seal(s) and registration number(s)).
- \_\_\_\_\_ Exact boundary lines of the tract to be subdivided, fully dimensioned by lengths and bearings, and the location of intersecting boundary lines of adjoining properties.
- \_\_\_\_\_ Names and deed references (when possible) of owners of adjoining properties and adjoining subdivisions of record (including those proposed or under review).
- \_\_\_\_\_ All visible and apparent rights-of-way, watercourses, utilities, roadways and other such improvements accurately located where crossing or forming any boundary line of the property shown.
- \_\_\_\_\_ 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 distances for the centerline of curved streets and curved property lines that are not the boundary of curved streets.

- \_\_\_\_\_ Accurate locations and descriptions of all monument markers and control points.
- \_\_\_\_\_ Blocks numbered consecutively throughout the entire subdivision and the lots numbered consecutively throughout each block.
- \_\_\_\_\_ Minimum building setback lines.
- \_\_\_\_\_ Street names and right-of-way lines of all streets.
- \_\_\_\_\_ Location and width of all adjacent streets and easements.
- \_\_\_\_\_ Location and dimensions of all rights-of-way, utility or other easements.
- \_\_\_\_\_ Forms for final certifications lettered or stamped on the final plat in such a manner as to be legible on any prints made therefrom - mylars must be presented for signatures.
- \_\_\_\_\_ Note slope calculation, if applicable.
- \_\_\_\_\_ Provide flood classification and flood zone delineation, if applicable.

**PLEASE NOTE: A LAND SURVEYOR LICENSED AND REGISTERED IN THE STATE OF NORTH CAROLINA IS REQUIRED TO COMPLETE A FINAL PLAT IN ORDER TO RECEIVE APPROVAL FROM THE CITY OF MARION.**

**THE APPLICANT SHALL BE RESPONSIBLE FOR HAVING THE APPROVED FINAL PLAT RECORDED BY THE REGISTER OF DEEDS OF MCDOWELL COUNTY WITHIN THIRTY (30) DAYS OF APPROVAL.**

**FORMS FOR FINAL CERTIFICATION:**

The following certificates shall be lettered or rubber-stamped on the final plat in such a manner to insure that such certificates will be legible on any prints made there from:

- (1) *Certificate of Ownership and Dedication.*

I (We) hereby certify that I am (we are) the owner(s) of the property shown and described hereon and that I (we) hereby adopt this plan of subdivision with my (our) free consent, establish minimum building lines, and dedicate all streets, alleys, walks, parks, and other sites to public or private use as noted. Further, I (we) certify the land as shown hereon is within the platting jurisdiction of the City of Marion, North Carolina.

	_____
	Owner
_____	_____
Date	Owner

- (2)\* *Certificate of Survey and Accuracy* (prepared in accordance with G.S. 47-30)

I, \_\_\_\_\_, certify that this plat was drawn from (an actual survey made by me) (deed description recorded in book \_\_\_\_\_, page \_\_\_\_\_, book \_\_\_\_\_, page \_\_\_\_\_) (other; that the error of closure as calculated by latitudes and departures is 1: \_\_\_\_\_; that the boundaries not surveyed

are shown as broken lines from information found in book\_page\_\_\_\_; that this plat was prepared in accordance with the provisions with G.S. 47-30 as amended.) Witness my hand and seal this the\_day of\_\_\_\_\_, A.D., 20\_\_\_\_\_.

(Seal or Stamp)

	_____
	Registered N.C. Surveyor
	_____
	Registration No.

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

I hereby certify (1) that streets, utilities, and other required improvements have been installed in an acceptable manner and according to the City of Marion's specifications and standards in the subdivision entitled\_\_\_\_\_, or, (2) that a guarantee of the installation of the required improvements in an amount satisfactory to the City of Marion has been received.

	_____
	Public Works Director
_____	_____
Date	City Manager

(4)\* *Certificate of Approval for Recording Plat.*

I hereby certify that the subdivision plat shown hereon has been found to comply with the Subdivision Regulations for Marion, North Carolina, and that this plat has been approved by the City of Marion for recording in the office of the Register of Deeds for McDowell County.

_____	_____
Date	Subdivision Administrator, City of Marion

\* Forms (2) and (4) listed above are required for Minor Subdivision Plat Approval. All forms listed above are required for Major Subdivision Plat Approval.