



**RANDOLPH COUNTY
PLANNING AND DEVELOPMENT**

PRELIMINARY PLAT/SUBDIVISION APPLICATION

If you have questions or concerns about this application please call Jay Dale, Planner, at 318-6561 or 736-7951.

Plat cut-off: _____

Rezoning application and fees paid cut-off: _____

This application is for the review process for preliminary major subdivision plats as required by the Randolph County Unified Development Ordinance. The following form **must** be completed in order for your preliminary plat to be accepted for review. Please check the list below before you submit your preliminary plat.

① SUMMARY INFORMATION

Development name: _____

Location: _____

Randolph County Parcel Identification Number: _____

Total number of acres on plat: _____

Total number of lots on plat: _____

Proposed zoning district: _____

Proposed housing type: _____

Proposed housing size: _____

② CONTACT INFORMATION

Property owner's name: _____

Property owner's address: _____

Property owner's telephone number: _____

Property owner's fax number if available: _____

Property owner's e-mail address if available: _____

Developer's name: _____

Developer's address: _____

Developer's telephone number: _____

Developer's fax number if available: _____

Developer's e-mail address if available: _____

Representative's name: _____

Representative's address: _____

Representative's telephone number: _____

Representative's fax number if available: _____

Representative's e-mail address if available: _____

Engineers/surveyors name: _____

Engineers/surveyors address: _____

Engineers/surveyors telephone number: _____

Engineers/surveyors fax number if available: _____

Engineers/surveyors e-mail address if available: _____

③ OWNERS PERMISSION REQUIRED

In addition to the above information, a statement from the property owner giving permission for the rezoning is required if the owner is not the developer. The statement should use the following wording:

As the owner(s) of the property in question, the developer(s) has/have permission to apply for property rezoning. In filing this plan as the property owner(s) or through my duly authorized agents, I/we do hereby agree and firmly bind ourselves, my/our heirs, executors, administrators, successors, and assigns jointly and severally to construct all improvements and make all dedications as shown and as approved by the Randolph County Board of Commissioners having jurisdiction over the parcel(s) indicated.

④ DATA TO BE SHOWN ON PRELIMINARY PLAT

Sheet size:

The preliminary subdivision plat shall be submitted on eighteen (18) by twenty-four (24) inch sheets and eight (8) by eleven and one-half (11-½) inch sheets with each being drawn to a scale of not less than 200 feet to the inch.

Title block and general site data:

1. Name of the development (duplicates of any type are not allowed)
2. Scale in figures and bar graph
3. True north arrow with reference, generally oriented to the top of the sheet
4. Type of plat (preliminary)
5. Owner's name, address, and daytime phone number
6. Location including township, county and state
7. Location map showing the property to be subdivided and surrounding area
8. Date(s) map or plat was prepared or revised
9. Name, address and daytime telephone number of preparer of plat
10. Proposed use of property
11. Names of adjoining property owners or subdivisions with plat book or deed book references

12. Acreage in total tract
13. Parcel number of tract(s) to be subdivided including plat book and/or deed book references
14. Total number of proposed lots
15. Linear feet in streets
16. Acreage in public or private greenways or open space
17. Acreage in newly dedicated right-of-way

Planimetric elements:

1. Proposed lot lines and dimensions with bearings and distances
2. Building setback lines
3. Corporate limits, County line or other jurisdictional boundaries on the tract
4. Existing property lines on the tract. (If property lines are to be changed or removed, dash and label the old lines.)
5. Dimension, location and use of all existing buildings.
6. Address of existing structures
7. Areas designated as common elements or open space to be controlled by an owners association
8. Location, dimension and type of existing and proposed easements
9. Location, dimension and type of proposed common recreation facilities
10. Railroad lines or rights-of-way
11. Lots sequenced or numbered consecutively
12. Square footage of all proposed lots less than one acre in size; acreage for all lots greater than one acre in size
13. Boundaries of the tract to be developed showing location of intersecting boundary lines or adjoining properties
14. The name and location of any property or building on the National Register of Historic Places of locally designated historic property
15. Areas to be dedicated or reserved for the public

Environmental elements:

1. Water courses, ponds, lakes, streams or cemeteries including 50 ft no-cut buffer around Water courses, ponds, lakes or streams
2. Location of floodway and floodway fringe from Flood Hazard Boundary Maps with cross-section elevations
3. Existing and proposed topography of tract may be required by the Planner or Technical Review Committee if the topography is extreme
4. Designated watershed noted with applicable watershed critical tiers shown
5. Existing well locations
6. 100 ft well setback from tax deferred farms
7. Marshes, swamps or other wetlands

Street data:

1. Show right-of-way lines and dimensions based on Randolph County Unified Development Ordinance standards, including centerline, within and adjacent to property

2. Existing and proposed cul-de-sac pavement radius
3. Existing street names and state road numbers
4. Proposed street names
5. Sight distance triangles at each intersection (10 x 70)

Utility data:

1. Easements for existing and proposed electric, telephone, cable, natural gas or other utilities (***Please note that the Hazard Mitigation Plan requires that all utilities be placed underground. If placing the utilities underground is not possible, the developer must submit a letter from the utility provider or an engineer detailing the obstacles to placing utilities underground.***)
2. If removing utility easements, must provide letter from appropriate electric, gas, cable and telephone utility

⑤ OFF-SITE SEPTIC SYSTEMS

If your proposed development will make use of off-site system systems the following statement will be required on the plat along with the signature of the developer. ***It should also be noted that Homeowners Association documentation must be provided at the time of application for rezoning and must be recorded prior to permits being issued if you will be using off-site septic systems. Also, the nitrification lines in the open space must be installed along with the main system and the developer must submit a plan for maintaining the off-site septic systems.***

Dedication of an exclusive use sanitary sewer easement (EUSSE) as shown on this plat is for the purpose of ingress, egress, and regress, for the purpose of installing, maintaining, and repairing the drainfield and/or the supply line(s). The easement is perpetual and shall run with the land to all future property owners and their assigns and may not be terminated unless municipal sewer is available. A land owner or his/her agent shall have the authority and right of entry on the easement as denoted on the plat, with equipment as necessary to complete the required installation, repair or maintenance. The responsibility of maintaining the off-site septic system area is the responsibility of the owner of the lot. Maintenance shall include mowing and keeping the off-site area maintained to shed surface water from over trenches and to prevent trees and shrubs from overtaking the area, in order to prevent the premature failure of the drainfield.

⑥ OTHER DOCUMENTS REQUIRED

The following are other documents that must be submitted when the plat is accepted for review:

1. Proposed deed restrictions
2. Soil maps and soil reports **are required**
3. Open space uses and proposed maintenance agreements if applicable
4. Road maintenance agreements if applicable
5. Homeowners Association documentation if applicable
6. Buffer site plan if applicable
7. Soil analysis if applicable.

FAILURE TO SUBMIT THESE DOCUMENTS BY THE APPLICATION CUT-OFF WILL DELAY YOUR REQUEST.

******* FOR OFFICE USE ONLY *******

Date application and plat received: _____

Time application and plat received: _____

Date rezoning fee paid: _____

Neighborhood Information Meeting: _____

Planning Board Meeting: _____

Commissioners Meeting: _____