



Major Preliminary Subdivision Application

Town of Navassa

334 Main St., Navassa, NC 28451
Phone 910.371.2432 : Fax 910.371.0041
www.townofnavassa.org

Major Subdivision Preliminary Plat Review Fee: \$150 + \$15.00 per lot

Final Plat Review Fee: \$200

SUBMISSION GUIDELINES

Applicants are directed to review *Article 3 – Procedures for Review and Approval of Subdivisions*, from the Navassa Subdivision Ordinance prior to submitting an application for the Town to review. Please read this application thoroughly before completing. Please print or type all information on this form.

Sketch Plan Submission:

- Sketch Plans shall be submitted for any subdivision of thirty (30) lots or more, although it is recommended that all applicants for major subdivisions submit a sketch plan for review by the Subdivision Administrator. The subdivider shall submit four (4) copies of the proposed sketch plan, prepared in accordance with the requirements of the Subdivision Ordinance.

Preliminary Plat Review Submission:

1. Your complete application must be received not less than twenty-five (25) working days prior to the regularly scheduled Planning Board meeting at which time it is expected to be reviewed. The Planning Board meets at 7:30 PM on the second Wednesday of every month.
2. The property owner(s) or his authorized agent should complete the application. Where an agent is completing it, written authorization should be shown on the face of any submitted plat.
3. It is the responsibility of the owner to research and evaluate the site and the proposal to ensure that the development will conform to the applicable local, state, and federal laws and to the interests of the health, safety and welfare of the future residents as detailed in the Subdivision Ordinance and Zoning Ordinance.
4. A complete application shall include this application form, the review fee, a list of all property owners immediately adjacent to the proposed subdivision, and at least ten (10) copies of the preliminary plat of the proposed major subdivision. An electronic PDF copy of the site plan is required via email. Any incomplete application will be returned to the applicant with a letter outlining its deficiencies.
5. A plat shall be prepared by a registered land surveyor or engineer and shall depict, at minimum, the following information:
 - All of the tract held proposed to be subdivided.
 - All land that is immediately adjacent to the proposed subdivision and the names of all property owners immediately adjacent.
 - A key map showing the entire subdivision and its surrounding area.
 - The title of the subdivision, by name and plat number, and a north arrow.
 - The name and address of the record owner(s), subdivider(s), and the person who prepared the plat.



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- Current zoning of the proposed subdivision and the property immediately adjacent.
- Any restrictions running with the property which relate to or affect its subdivision, or reference thereto.
- The location of existing and proposed property lines, existing structures, and recorded easements.

6. The major preliminary plat shall be accompanied by a survey, signed by the U.S. Army Corps of Engineers, delineating wetlands on the site or correspondence from the ACE indicating their determination of the waters or wetlands status on the site that are under the jurisdiction of the United States.

Date of Application:	
In accordance with the requirements of the Town of Navassa Subdivision Ordinance, there is submitted herewith for approval a preliminary plan of the following subdivision.	
APPLICANT INFORMATION	
Applicant Name:	
Mailing Address:	
City, State, Zip:	Email:
Phone:	Fax:
	Mobile:
OWNERSHIP INFORMATION	
Property Owner(s):	
Mailing Address:	
City, State, Zip:	Phone:
SUBDIVISION INFORMATION	
Subdivision Name:	Parcel #(s):
Location of Property:	
Number of proposed lots:	Minimum Lot Size (square feet):
Current Zoning:	Maximum Lot Size (square feet):
Total Acreage:	Average Lot Size (square feet):
Acreage in recreation and/or open space:	Home Owners Association?
	<input type="checkbox"/> Yes <input type="checkbox"/> No



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INFRASTRUCTURE:

Roads: Public Private Both

(If you checked "Public," provide the total gross linear footage of all public roads below)

Total Linear Feet: _____

Sidewalk Provided: Yes No

Streetlights Provided: Yes No

Water & Sewer:

Water Source: Well N. Brunswick Sanitation District Town of Navassa

Sewer: Septic Tank Sewer System – NBSD Town of Navassa

Proposed Use of Land to be Subdivided: (Check all that apply)

Residential, Single Family: Residential, Multi-Family

Types of multiple family structures and number of each (e.g. duplex): _____

Condominium (No. of units: _____) Commercial or Industrial

Other (please describe):

NOTICE: I hereby certify that I have read and examined this application and know the same to be true and correct.

Date: _____

Applicant

Date: _____

Owner

OFFICE USE ONLY	<input type="checkbox"/> Fee Paid	Submittal Date:
____/____/____		
Amount of Fee Paid: \$_____		
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Approval Date: _____
Planning Board Chairman:		

Approval Letter Sent On: ____/____/____	Denial Letter Sent On: ____/____/____	