



## Minor Subdivision Application Town of Navassa

334 Main Street, Navassa, NC 28451  
Phone 910.371.2432 : Fax 910.371.0041

In accordance with the requirements of the Town of Navassa Subdivision Ordinance, there is submitted herewith for approval a sketch plan of the following minor subdivision (attach additional sheets as necessary):

<b>Date of Application:</b>		
<b>APPLICANT INFORMATION</b>		
<b>Applicant Name:</b>		
<b>Mailing Address:</b>		
<b>City, State, Zip:</b>		<b>Email:</b>
<b>Phone:</b>	<b>Fax:</b>	<b>Mobile:</b>
<b>OWNERSHIP INFORMATION</b>		
<b>Property Owner(s):</b>		
<b>Mailing Address:</b>		
<b>City, State, Zip:</b>		<b>Phone:</b>
<b>SUBDIVISION INFORMATION</b>		
<b>Subdivision Name:</b>	<b>Parcel #(s):</b>	
<b>Location of Property:</b>		
<b>Number of proposed lots:</b>	<b>Minimum Lot Size (square feet):</b>	
<b>Total Acreage:</b>	<b>Maximum Lot Size (square feet):</b>	
<b>Current Zoning:</b>	<b>Average Lot Size (square feet):</b>	

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

\_\_\_\_\_ *Applicant*

Date: \_\_\_\_\_

\_\_\_\_\_ *Owner*

Date: \_\_\_\_\_



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### SUBMISSION GUIDELINES

1. Your complete application must be received not less than fourteen (14) days before the Planning Board meeting at which it is expected to be reviewed. The Planning Board meets at 7:30 PM on the second Wednesday of the month.
2. The property owner(s) or his authorized agent should complete the application. Where an agent is making it, written authorization should be shown on the face of any submitted plat.
3. A complete application shall include this application form, a list of all property owners immediately adjacent to the proposed subdivision, and at least five (5) copies of a sketch plat. Any incomplete application will be returned to the applicant with a letter outlining its deficiencies.
4. An electronic PDF version of any submitted plat is requested, but not required.
5. A sketch plat shall be legibly drawn and shall depict the following information:
  - All of the tract held proposed to be subdivided.
  - All land that is immediately adjacent to the proposed subdivision.
  - 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 names and address of the record owner(s), subdivider(s), and the person who prepared the plat.
  - The names of all property owners immediately adjacent.
  - 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. Upon Planning Board approval of the sketch plat, the subdivider shall submit a final plat pursuant to the requirements of the Town of Navassa Subdivision Ordinance and the required \$100 minor final plat review fee.
7. It is the responsibility of the owner to research and evaluate the site and the proposal to ensure that the development will conform to applicable local, State, and federal laws and to the interests of the health, safety and welfare of the future residents.

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