



Minor Subdivision Application Town of Navassa

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

Minor Subdivision Application Fee \$150

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.

In accordance with the requirements of the Town of Navassa Subdivision Ordinance, there is submitted herewith for approval six (6) copies of the plat of the proposed minor subdivision (attach additional sheets as necessary). The minor preliminary plat shall be prepared by a registered land surveyor or engineer licensed to render such services in the State of North Carolina.

Date of Application:	
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):
Total Acreage:	Maximum Lot Size (square feet):
Current Zoning:	Average Lot Size (square feet):

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

_____ Date: _____
Applicant

_____ Date: _____
Property Owner



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Minor Subdivision Application Fee \$100

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 completing it, written authorization should be shown on the face of any submitted plat.
3. 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 six (6) copies of the plat of the proposed minor subdivision. 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 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.
 - 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 preliminary plat, the subdivider shall submit at least four (4) copies of the final plat pursuant to the requirements of the Town of Navassa Subdivision Ordinance and NC General Statutes §47-30 and §39-32.
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 as detailed in the Subdivision Ordinance and Zoning Ordinance.

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