

## 6.5 FINAL PLAT CONTENTS

### A. Submission Requirements and General Provisions

- 1) A final plat will not be accepted for review that is incomplete or for which has not been submitted the documents necessary for verification of the conditions of Preliminary Plat approval.
- 2) The final plat shall be reviewed and approved or disapproved and notice of action taken provided to the applicant within 30 working days of completed submission. When the final plat is approved the signed original will be provided to the applicant and a signed copy placed in the Record File for the subdivision.
- 3) The completed final plat must be submitted within **2 years** ~~24 months~~ of approval of the preliminary plat or within **2 years** ~~24 months~~ of approval of a previously recorded final plat.
- 4) ~~The Administrator must take action on the final plat within 15 working days of completed submission and installation of improvements or security for improvements.~~
- 5) The final plat must conform generally to the preliminary plat and specifically to all conditions of approval of the preliminary plat. **The Administrator may approve minor variations from the approved preliminary plat layout including so as not to include; a reduction in individual lot acreage, an increase in total lot number or density, significant roadway changes or any other major alterations.**
- 6) All conditions of preliminary plat approval must have been met before any final plat will be considered for review. ~~Confirmation of compliance with all provisions of Preliminary Plat must be submitted at least 10 days before the final plat is accepted for review. Likely can remove the 10 day timeframe, not sure what the basis is on this one.~~ **A final plat will not be scheduled for review which is incomplete or does not have the required documents submitted with it (language was taken from 3.10.3 N)**
- 7) Plat Submission – the final plat must be submitted in digital format to the Administrator. The digital submission of the plat will be considered proprietary information. The digital layout will be made available to the Tax Supervisor for parcel update and the digital submission may be returned to the person submitting it. A copy on mylar suitable for recording shall be submitted for signing upon review & approval of the final map. The final plat shall be reviewed, approved and signed by the Administrator.
- 8) Upon approval of the final plat by the Administrator, the Subdivider shall record the final plat with the County Register, as provided for by that office, within ninety (90) days after the approval. Otherwise the approval of the final plat shall be considered void.
- 9) Upon initial approval of the final plat parcel layout the Administrator shall immediately notify the Tax Assessor so that parcel identifiers can be issued.
- 10) Minimum Number of Lots Required on a Final Plat – the minimum lots included on the final plat shall be as follows:
  - a) Up to 10 lots – 100%
  - b) 11 – 34 lots – 50% upon initial recordation, remainder thereafter
  - c) 35 – 100 lots – minimum of 25 lots/units upon initial recordation, minimum increments of 10 lots thereafter

- d) 100 or more lots – minimum of 50 lots/units upon initial recordation, minimum increments of 10 lots thereafter.
- 11) The final plat, approved covenants, restrictions and homeowners' association documents must be recorded in the Register of Deeds within 60 days after approval by the Administrator and prior to any sale of lots in the development.
- 12) The final plat must be prepared by a licensed surveyor.

**B. Additional Materials or Permits**

- 1) All lots shown on the final plat other than open space or other specially approved lots shall meet any one of the following **approved wastewater methods** as follows:
  - a) ~~Be served by an onsite waste water system, which is located on the site where the unit served is located, and the system has received an "Improvement Authorization Permit" from Environmental Health,~~
  - b) ~~Be served by a Community Sewer System as defined in this Ordinance and approval for connection to the system is provided,~~
  - c) ~~Be served by a waste water system that meets the requirements of the "Water And Sewer System Requirements In Streets, Access Easements Or Other Locations Off The Site Of The Unit Served," of this Ordinance,~~
  - d) ~~The soil suitability analysis as required by this Ordinance and submitted with the preliminary plat shows that each lot contains at least 5,000 sq. ft. of area that is "suitable" for traditional on-site waste disposal and the required 5,000 sq. ft. is not within 10 ft of any lot boundary,~~
  - e) ~~Lots not meeting a., b., c., or d. of this paragraph shall be labeled with a bold note as follows: "THE PARCELS SO NOTED CANNOT BE USED FOR BUILDING DEVELOPMENT, UNLESS AN APPROVED WASTE WATER DISPOSAL METHOD HAS BEEN APPROVED AND PERMITTED BY THE PENDER COUNTY ENVIRONMENTAL HEALTH DEPARTMENT OR APPROPRIATE STATE AGENCY OR UNLESS A NEW PLAT IS APPROVED AND RECORDED AS REQUIRED UNDER THIS ORDINANCE."~~
  - f) ~~For alternative, see Design Requirements, Lots Section of this Ordinance for "Special Purpose Lots."~~
- a) **On-Site or Off-Site Wastewater Disposal System (1, 2, or 3, as applicable)**
  - i.) **Improvement Permits for each lot to be served by an on or off-site waste water system, and the system has received an "Improvement Authorization Permit" from the Environmental Health Department**
  - ii.) **Engineered Option Permits for each lot: provided to the Environmental Health Department**
  - iii.) **Independent Soil Suitability Analysis: The soil suitability analysis as required by this Ordinance and submitted with the preliminary plat shows that each lot contains at least 5,000 sq. ft. of area that is "suitable" for **septic** traditional on-site waste disposal and the required 5,000 sq. ft. is not within 10 ft of any lot boundary,**
- b) **Community Wastewater Systems**
  - i.) **Engineered Certification of Installation**
  - ii.) **Certifications of State Acceptance by the appropriate State Agency**

iii.) If applicable, Certification that the system will be owned by a Public or Community Wastewater system as defined in this Ordinance with conditional acceptance of ownership or certification that the system will be owned by a homeowners association established under the provisions of this Ordinance.

c) Lots not meeting *a.*, or *b.*, of this paragraph shall be labeled with a bold note as follows: "THE PARCELS SO NOTED CANNOT BE USED FOR BUILDING DEVELOPMENT, UNLESS AN APPROVED WASTE WATER DISPOSAL METHOD HAS BEEN APPROVED AND PERMITTED BY THE PENDER COUNTY ENVIRONMENTAL HEALTH DEPARTMENT OR APPROPRIATE STATE AGENCY OR UNLESS A NEW PLAT IS APPROVED AND RECORDED AS REQUIRED UNDER THIS ORDINANCE."

2) Water: All lots shown on the final plat other than open space or other specially approved lots shall meet the following approved Community water system acceptance water methods as follows:

a.) Community Water System

i.) Engineered Certifications of Installation

ii.) Acceptance of System by the appropriate State Agency

b.) Private Water Certifications (Well) from Environmental Health

3) All improvements for the subdivision including but not limited to; recreation areas, infrastructure, roadways and street signs of the proposed in the development must have been constructed and certifications of completion to standards specified provided or their construction guaranteed by a Performance Guarantee referenced in Appendix D.

4) Roadways

a.) Public Roadways

i.) All public streets must have been constructed, inspected and approved in writing or via signature on the plat by the NCDOT District Engineer or a Performance Guarantee provided , or all of the following;

ii.) Estimate of the cost to complete construction of the streets and all other improvements required or proposed in the development that are not complete, prepared, signed and sealed by a licensed engineer,

iii.) Performance Guarantee for the cost of all improvements not certified as complete.

b.) Private Roadways (i. or ii and iii)

i.) Certification by a licensed engineer of the completion of construction of all private streets and other required improvements, or all of the following:

ii.) Estimate of the cost to complete construction of the streets and all other improvements required or proposed in the development that are not complete, prepared, signed and sealed by a licensed engineer,

iii.) Certification by a professional land surveyor of installation of all required monuments and markers.

C. Supplemental Documentation

1) ~~Two copies~~ One copy of Articles of Incorporation of Homeowner's Association and related documents for any development that contains private streets or other non-public facilities, including drainage systems outside public street right of-ways, water systems and sewer systems and open space.

- 2) ~~Two copies~~ **One copy** of the restrictive covenants to be recorded on the property.
- 3) **If all required improvements are not complete** Performance Guarantee **from Appendix D must be provided for all improvements**
- 4) **If all required improvements are complete the Defect Guarantee from Appendix D must be provided for all improvements** ~~when a Performance Guarantee has not been provided for~~
- 5) **Deeds for all open space parcels transferring ownership to an association.** ~~Draft document transferring ownership of all common area and facilities to the Homeowners Association as shown on the final plat of the portion of the subdivision to be recorded.~~ A recorded copy of this document must be submitted to the Administrator within 30 calendar days of recording of the final plat (see Section 7.3, Homeowners Association Requirements).
- 6) **Improvement Certification, found in Appendix D**
- 7) **Street Certification (if private), found in Appendix D**

B. Certificates Required on Final Plat

The following Certificates can be found in Appendix D.

- 1) Certificate of Ownership, Dedication and Jurisdiction
- 2) Certificate of Approval Subdivision Public Road Construction by NCDOT District Engineer **as applicable**
- 3) **Certification from the Pender County Addressing Coordinator or appropriate designee**
- 4) **Certification from Environmental Health**
- 5) Surveyor Certificate I
- 6) Surveyor Certificate II
- 7) Surveyor Certificate III
- 8) Parcel Identifier Certificate
- 9) Certificate of Registration by Register of Deeds (unsigned)
- 10) Certificate of Final Plat Approval

Add to Appendix D

**Reviewed and Approved by the Addressing Coordinator**

Addressing Coordinator: \_\_\_\_\_ Date:

\_\_\_\_\_

**Reviewed and Approved by Environmental Health**

Environmental Health: \_\_\_\_\_ Date:

\_\_\_\_\_

**Reviewed and Approved by Pender County Utilities**