

**FINAL PLAT APPROVAL PROCEDURES, FORMAT, MAPPING AND APPLICATION REQUIREMENT**

Applications for approval of a final plat shall be submitted to the via the City's portal found at the following website: [cityofgreenvillenc-energovweb.tylerhost.net/apps/selfservice#/home](http://cityofgreenvillenc-energovweb.tylerhost.net/apps/selfservice#/home).

Please use this application to ensure that your submittal is complete. The City is accepting these applications as the agent for the Subdivision Review Board.

Meeting Date: Second (2nd) and Fourth (4th) Wednesday of the month

Location: Municipal Building, 201 W. Fifth Street, Greenville, NC 27858

**A. SUBMISSION CUT-OFF-DATE AND REVIEW PROCEDURE:**

Date

- |             |    |   |   |
|-------------|----|---|---|
| ___/___/___ | 1. | 10 working days<br>prior meeting date:            | Submission cut-off date (5:00 pm).  |
| ___/___/___ | 2. | 8 working days<br>prior meeting date:             | Plat is distributed to reviewers.   |
| ___/___/___ | 3. | 4 working days<br>prior meeting date:             | Reviewers complete approval or provide comments.  |
| ___/___/___ | 4. | 1 working days<br>prior meeting date:             | Revisions are due.  |
| ___/___/___ | 5. | 2nd and 4th<br>Wednesday of the<br>month:         | Subdivision Review Board meet.  |
| ___/___/___ | 6. | 1 to 5 working days<br>following meeting<br>date: | Agent returns two (2) mylars to Planning Division.<br>Planner shall record the approved plats within<br>five (5) working days following meeting date. |
| ___/___/___ | 7. | 1 working day after<br>recording:                 | Planning Division shall transmit one (1) mylar<br>to Greenville Utilities Commission. One returned to<br>applicant.                                   |

**B. FORMAT:**

- \_\_\_\_\_ 1. Scale of 1" = 100' or larger.
- \_\_\_\_\_ 2. Submission of a digital copy (PDF)
- \_\_\_\_\_ 3. Boundary lines shall be fully dimensioned by lengths and bearing with an error of closure not less than one (1) in five thousand (5,000) and in accordance with the Standards of Practice for Land Surveying in North Carolina related to true, magnetic median or North Carolina grid coordinate system. All dimensions shall be measured to the nearest 1/100 of a foot and all angles to the nearest minute
- \_\_\_\_\_ 4. Prepared by a surveyor licensed and registered in the State of North Carolina.
- \_\_\_\_\_ 5. Match lines shall be clearly indicated
- \_\_\_\_\_ 6. Two (2) mylars upon request of the City Planner after approval.
- \_\_\_\_\_ 7. One (1) copy of the declaration of covenants, conditions and restrictions or otherwise as required pursuant to the North Carolina General Statutes. Such agreements shall be approved by the city prior to final plat approval (as required).
- \_\_\_\_\_ 8.
  - (a) If utility, street or other improvements as required have not been installed and approved by the City of Greenville and GUC at the time of submission of the final plat, the subdivider shall transmit one (1) copy of a written estimate (prepared by a professional engineer) of such necessary improvements to the City for review and approval at the time of the original submission of the final plat (as required).
  - (b) A surety agreement duly executed shall be filed with the City Engineer not less than three (3) working days prior to the scheduled Subdivision Review Board meeting. Working days shall not be construed to include City observed holidays or weekends.
  - (c) In cases where a payment in lieu of dedication of land is due, a certified check payable to the City of Greenville, in the full amount of such payment shall be required prior to approval.
- \_\_\_\_\_ 9. Shall be submitted in accordance with the Manual of Standard Designs and Details.

The following certificates shall be required:

- a) Standard title block
- b) Standard source of title information block
- c) Standard owner's statement block
- d) Standard approvals information block
- e) Standard dedication information block
- f) Standard certification block

- \_\_\_\_\_ 10. Filing Fee - In accordance with the *Manual of Fees*.
- \_\_\_\_\_ 11. Certified copy of the construction permit issued by the North Carolina Health Department for water supply and sewerage system to serve the land included within the final plat, if not to be served by a public utility system.
- \_\_\_\_\_ 12. When property outside the existing city limits is subdivided and sanitary sewer service is required, an annexation petition and required maps shall be submitted to the City Planner. Pursuant to this requirement, no final plat shall be recorded until the property contained within the plat has been annexed to the City of Greenville.

**C. GENERAL INFORMATION**

- \_\_\_\_\_ 1. Subdivision name.
- \_\_\_\_\_ 2. The name(s) of the city, township, county and state in which the subdivision is located.
- \_\_\_\_\_ 3. Name, address and telephone number of landowner(s) or legal agent.
- \_\_\_\_\_ 4. Name, address and telephone number of the surveyor preparing the plat.
- \_\_\_\_\_ 5. North Carolina registration number and seal as listed per (4) above.
- \_\_\_\_\_ 6. Locational vicinity map, at a scale of 1" = 1000' showing the subdivision in relation to major and minor roads or streets, adjacent subdivision sections, political division, landmarks or other obvious references.
- \_\_\_\_\_ 7. Date of original survey, plat preparation and/or revision(s).
- \_\_\_\_\_ 8. Number of sheets.
- \_\_\_\_\_ 9. Scale denoted both graphically and numerically.

**D. SITE INFORMATION**

- \_\_\_\_\_ 1. North arrow and delineation as to whether true, grid or magnetic including date.
- \_\_\_\_\_ 2. Street names and designation as to public or private.
- \_\_\_\_\_ 3. Right-of-way and/or easement widths, pavement widths, and sight distance triangles of all streets within the subdivision.
- \_\_\_\_\_ 4. Right-of-way and/or easement widths and pavement widths of all adjacent streets.
- \_\_\_\_\_ 5. Location of all points of curvature and tangency.
- \_\_\_\_\_ 6. Location of all points of intersection where circular curves are not used.

- \_\_\_\_\_ 7. Property lines with bearings or deflection angles, arc lengths, chord length (indicated by dashed lines) as appropriate.
- \_\_\_\_\_ 8. The delta angle, degree of curve, tangent distance, radius and method (arc or chord) for each curve.
- \_\_\_\_\_ 9. Sufficient surveying data to determine readily and reproduce on the ground every straight or curved boundary line, street line, lot line, right-of-way line, easement line and setback line.
- \_\_\_\_\_ 10. Accurate location and description of all monuments, markers and control points.
- \_\_\_\_\_ 11. Location, description and use of all existing and proposed easements.
- \_\_\_\_\_ 12. Location, description and use of any sites proposed for dedication or reservation for public purposes.
- \_\_\_\_\_ 13. Location, description and use of all pedestrian riding, bicycle trails or natural buffers to be dedicated or reserved for public purposes.
- \_\_\_\_\_ 14. Location, description and use of areas to be used for purposes other than residential.
- \_\_\_\_\_ 15. Property lines and ownership of all contiguous property indicated and referenced by deed book/map book and page number.
- \_\_\_\_\_ 16. Location of existing buildings or structures, water courses, railroads, bridges, culverts, storm drains, corporate limits, township boundaries, county lines and easements both on the land to be subdivided and immediately adjoining thereto.
- \_\_\_\_\_ 17. When the subdivision consists of land acquired from more than one source of title, the outlines of the various tracts shall be indicated by dashed lines, and identification of the respective tracts shall be shown on the plat.
- \_\_\_\_\_ 18. Floodway zone and flood fringe zone, indicating base flood levels and minimum building elevations for all lots adjoining such zones.
- \_\_\_\_\_ 19. The area in square feet of each proposed lot and common area within the subdivision.
- \_\_\_\_\_ 20. Block and lot numbers in consistent and logical sequence.
- \_\_\_\_\_ 21. The following in tabular form:
  - (a) Number of lots created.
  - (b) Acreage in total tract.
  - (c) Acreage in common area(s).
  - (d) Acreage in park, recreation areas and the like.

- \_\_\_\_\_ 22. The name and location of any property within the proposed subdivision or within any contiguous property that is listed on the National Register of Historic Places, or that has been designated by ordinance as a local historic property and/or district.
- \_\_\_\_\_ 23. Any other information considered by either the subdivider or the Planning Staff to be pertinent to the review of the final plat.
- \_\_\_\_\_ 24. Written statement addressing the reasons for being unable to meet the minimum requirements as listed above.

**E. Final Plat Application Owner/Agent Statement**

I, \_\_\_\_\_, acting as agent for the owner(s),  
subdivider/developer request that the final plat entitled

\_\_\_\_\_  
Name

be placed on the agenda of the Subdivision Review Board meeting scheduled for \_\_\_\_/\_\_\_\_/\_\_\_\_.

I understand that failure to address any item listed on the Final Plat application under (B) Format, (C) General Information, (D) Site Information, or (E) Owners Statement, of this policy shall result in the plat not meeting the minimum submission requirements and said plat shall be returned to me for revision and resubmission; and

I understand that any transfer/conveyance of the property contained within this final plat shall be in accordance with North Carolina General Statute 160D-807 (see attached); and

I understand that construction plan approval of the City of Greenville and Greenville Utilities Commission shall be required prior to the construction or improvement of any street, waterline, sanitary sewer, storm sewer, drainage facility or other improvement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**§ 160D-807. Penalties for transferring lots in unapproved subdivisions.**

(a) If a local government adopts a subdivision regulation, any person who, being the owner or agent of the owner of any land located within the planning and development regulation jurisdiction of that local government, thereafter subdivides the land in violation of the regulation or transfers or sells land by reference to, exhibition of, or any other use of a plat showing a subdivision of the land before the plat has been properly approved under the subdivision regulation and recorded in the office of the appropriate register of deeds, is guilty of a Class 1 misdemeanor. The description by metes and bounds in the instrument of transfer or other document used in the process of selling or transferring land does not exempt the transaction from this penalty. The local government may bring an action for injunction of any illegal subdivision, transfer, conveyance, or sale of land, and the court shall, upon appropriate findings, issue an injunction and order requiring the offending party to comply with the subdivision regulation. Building permits required pursuant to G.S. 160D-1110 may be denied for lots that have been illegally subdivided. In addition to other remedies, a local government may institute any appropriate action or proceedings to prevent the unlawful subdivision of land, to restrain, correct, or abate the violation, or to prevent any illegal act or conduct.

(b) The provisions of this section do not prohibit any owner or its agent from entering into contracts to sell or lease by reference to an approved preliminary plat for which a final plat has not yet been properly approved under the subdivision regulation or recorded with the register of deeds, provided the contract does all of the following:

- (1) Incorporates as an attachment a copy of the preliminary plat referenced in the contract and obligates the owner to deliver to the buyer a copy of the recorded plat prior to closing and conveyance.
- (2) Plainly and conspicuously notifies the prospective buyer or lessee that a final subdivision plat has not been approved or recorded at the time of the contract, that no governmental body will incur any obligation to the prospective buyer or lessee with respect to the approval of the final subdivision plat, that changes between the preliminary and final plats are possible, and that the contract or lease may be terminated without breach by the buyer or lessee if the final recorded plat differs in any material respect from the preliminary plat.
- (3) Provides that if the approved and recorded final plat does not differ in any material respect from the plat referred to in the contract, the buyer or lessee may not be required by the seller or lessor to close any earlier than five days after the delivery of a copy of the final recorded plat.
- (4) Provides that if the approved and recorded final plat differs in any material respect from the preliminary plat referred to in the contract, the buyer or lessee may not be required by the seller or lessor to close any earlier than 15 days after the delivery of the final recorded plat, during which 15-day period the buyer or lessee may terminate the contract without breach or any further obligation and may receive a refund of all earnest money or prepaid purchase price.

(c) The provisions of this section do not prohibit any owner or its agent from entering into contracts to sell or lease land by reference to an approved preliminary plat for which a final plat has not been properly approved under the subdivision regulation or recorded with the register of deeds where the buyer or lessee is any person who has contracted to acquire or lease the land for the purpose of engaging in the business of construction of residential, commercial, or industrial buildings on the land, or for the purpose of resale or lease of the land to persons engaged in that kind of business, provided that no conveyance of that land may occur and no contract to lease it may become effective until after the final plat has been properly approved under the subdivision

regulation and recorded with the register of deeds. (2019-111, s. 2.4; 2020-3, s. 4.33(a); 2020-25, ss. 21, 51(a), (b), (d).)