

Subdivision Regulations

City of Roxboro, North Carolina

The preparation of this report was financially aided through a Federal Grant from the Urban Renewal Administration of the Housing and Home Finance Agency, under the Urban Planning Assistance Program authorized by Section 701 of the Housing Act of 1954 as amended.

TABLE OF CONTENTS

	Page
Purpose	3
Jurisdiction	3
Section 1 Procedures for Securing Approval of a Subdivision Plat	3-6
Section 2 General Minimum Design Standards	7-9
Section 3 Required Improvements	10
Section 4 Certificates and Endorsements	11-12
Section 5 Exceptions and Variances	13
Section 6 Specifications for Required Drawings	14-16
Section 7 Invalidity of One Section	17
Section 8 Penalties for Violation	17
Section 9 Effective Date	17
Section 10 Definitions	18-19
Preliminary Plat Check List	20
Final Plat List	21

PURPOSE

The purpose of the following regulations is to establish minimum standards for the subdivision of land in and around the City of Roxboro, North Carolina. The ordinance provides for the orderly development of the municipality and its environs; for the coordination of streets with other public facilities; for the dedication and reservation of rights-of-way for street or utility easements; and for the distribution of population and traffic in order to avoid congestion and overcrowding; and which will try to create conditions essential to the public health, safety and welfare.

JURISDICTION

From this 13th day of August, 1964, the following ordinance shall be in force and effect within the City of Roxboro and within its extraterritorial jurisdiction, that being one (1) mile from the existing corporate limits in all directions.

Section 1: Procedures for Securing Approval of a Subdivision Plat.

A. Submission of a Sketch Design Plan

1. Before the subdivider makes application for approval of the Preliminary Plat he shall submit a sketch design plan to the Planning Board. This shall be done at a regular meeting of the Planning Board. At this time the developer shall discuss the area in which the site is located, his specific proposals for the site, and any other information which the Planning Board may deem necessary. The Planning Board shall make known all the requirements and regulations which the subdivider will have to meet if the plat is to be approved. This is an informal discussion on the part of the Planning Board and the developer, and is in no way to be construed as an official application, or acceptance of such a design sketch plan by the Planning Board.

B. Submission of the Preliminary Plat

1. Ten (10) days prior to a regularly scheduled meeting of the Planning Board the developer shall submit five (5) copies of the Preliminary Plat to the Ordinance Administrator. At this time the developer shall pay a fee of \$5.00 or .25 cent per lot, whichever is greater to cover administrative costs.
2. One copy of the Preliminary Plat shall be retained by the Secretary of the Planning Board for the record; one copy transmitted to the City Engineer for review and recommendations concerning the proposed utilities system; one copy transmitted to the District Engineer of the State Highway Commission for review and recommendations concerning proposed roads; one copy transmitted to the District Health Officer for recommendations concerning private water and sewerage facilities; one copy transmitted to the City Council with the recommendation of the Planning Board.

3. The Planning Board shall review the Preliminary Plat with reference to the following:
 - a. The recommendations of the City Engineer;
 - b. The recommendations of the District Engineer;
 - c. The recommendations of the District Health Officer;
 - d. The various standards found within this ordinance; and
 - e. The Development Plan and the officially adopted Thoroughfare Plan for Roxboro Township.
4. Following the review of the Preliminary Plat, the Planning Board shall negotiate with the developer for changes required in order that the subdivision comply with this ordinance. After any necessary revision the Planning Board shall then take formal action on the Preliminary Plat.
5. Following formal action by the Planning Board, the Preliminary Plat and the Board's recommendations shall be transmitted to the City Council. If the City Council does not receive the recommendations of the Planning Board within thirty (30) days following the first review, such shall be considered as favorable recommendations.

C. Approval of the Preliminary Plat

1. Upon receipt of the Preliminary Plat, with the recommendations of the Planning Board attached thereto, the City Council shall review the Plat for compliance to the provisions of this ordinance.
2. **The City Council shall approve or deny the Preliminary Plat only on the basis of the standards explicitly set forth in these Subdivision Regulations**

Note: Amendment to Subdivision Regulations - Section 3, B.3 deleted and replaced with bold text above, approved by City Council August 8, 2006.

3. The action taken by the City Council shall be recorded on all copies of the Preliminary Plat, which were submitted in the original application, one copy being returned to the developer.
4. In approving a Preliminary Plat the following notation shall be attached to all copies of the Plat: "Approval of the Preliminary Plat only; this approval shall not constitute authority for the recording of this Plat at the Register of Deeds Office."
5. Following the approval of the Preliminary Plat by the City Council, the subdivider is authorized to proceed with the construction of improvements as called for in this ordinance.
6. In the event that the Preliminary Plat covers only a portion of the developers tract, an additional drawing showing the proposed street system, public spaces, and other features which will be pertinent to the development of the entire tract shall be submitted to the Planning Board along with the Preliminary Plat.

D. Submission of the Final Plat

No street shall be accepted and maintained by the City of Roxboro, nor shall any street lighting, water, or sewer be connected with any subdivision of land as defined by this ordinance, nor shall the Ordinance Administrator issue any building or zoning permits for construction on any parcel of land until the Final

Plat for the subdivision of said land has been approved by the Roxboro City Council. The process which the developer should follow for the approval of a Final Plat is the following:

1. Ten (10) days prior to a regularly scheduled meeting of the Planning Board the developer shall submit five (5) copies of the Final Plat to the Ordinance Administrator.
2. One copy shall be retained by the Secretary of the Planning Board for the record; one copy transmitted to the City Engineer for the review and mapping of utilities systems; one copy transmitted to the District Engineer for the review and mapping of dedicated streets; one copy transmitted to the District Health Officer for review and mapping of private water and sewage facilities; and one copy transmitted to the City Council with the recommendations of the Planning Board.
3. The Planning Board shall review the Final Plat with reference to the following:
 - a. The requirements of this ordinance;
 - b. All other specifications, which were agreed upon at the time of the review of the Preliminary Plat.
 - c. The Development Plan and the officially adopted Thoroughfare Plan for Roxboro Township.
4. Following formal action by the Planning Board, the Final Plat and the Board's recommendations shall be transmitted to the City Council. Failure of the Planning Board to transmit the Final Plat within thirty (30) days after its first review shall constitute a favorable recommendation.

E. Approval of the Final Plat

1. Upon receipt of the Final Plat with the recommendations of the Planning Board attached thereto, the City Council shall review the Plat for compliance with the provisions of this ordinance.
2. **The City Council shall or deny the Final Plat only on the basis of the standards explicitly set forth in these Subdivision Regulations.**

Note: Amendment to Subdivision Regulations - Section 3, B.3 deleted and replaced with bold text above, approved by City Council August 8, 2006.

3. The action taken by the City Council shall be recorded on all copies of the Final Plat, which were submitted in the original application, one copy being returned to the developer.
4. At the time of Planning Board approval, the original drawing showing the Final Plat shall be made available for authentication by the Planning Board. This original drawing shall also be made available at the time of approval by the City Council.

5. Following the City Council approval, the developer has thirty (30) days in which to have said plat recorded at the Person County Register of Deed Office or the Plat shall be void.

Section 2 General and Minimum Design Standards to be Followed.

A. General Design Standards

1. Unusable Land:

Land subject to flooding, and land deemed by the Planning Board to be uninhabitable for any other reason, shall not be platted for residential use, nor for such other uses which would increase the danger to the public health, safety and welfare.

2. Conformity to Existing Maps and Plans:

- a. The location and width of all proposed streets shall be in conformity with the officially adopted Thoroughfare Plan for Roxboro Township, and shall be in conformity with all current plans of the Roxboro Planning Board.
- b. The proposed street system within a subdivision shall, whenever possible, be tied in with the existing street system. The proposed street system shall also provide for the continuation of the existing City and State systems, whenever possible.
- c. Proposed streets, which are aligned with existing streets, shall bear the name of the existing street. In no case shall a proposed street bear a name similar to any existing street, irrespective of the Suffix Street, avenue, boulevard, drive, place, court, etc.

B. Minimum Design Standards

1. Driveways:

Single Family Maximum	20 feet
Multi-Family Maximum	30 feet

Note: Amendment No. 4 section 2 paragraphs B, add item 1 (bold text above), approved by City Council, November 13, 1990.

2. Street Specifications:

- a. Minimum street right-of-way width shall be the following for all proposed streets.

a-1 Major streets and highways	80 feet
a-2 Collector streets	60 feet
a-3 Minor streets	40 feet

Note: Amendment No. 1 section 2 B., a-3 change 50 ft. to 40 ft. (bold text above), approved by City Council October 15, 1985

a-4 Cul-de-sacs	50 feet
-----------------	---------

- b. Where curbs and gutters are to be provided, the pavement width from curb to curb shall be the following:

b-1 Major streets and highways	44 feet
b-2 Collector streets	36 feet
b-3 Minor streets	30 feet
b-4 Cul-de-sacs	30 feet

- c. Where curbs and gutters are not provided the pavement width shall be the following:

c-1 Major streets and highways	44 feet
c-2 Collector streets	24 feet

c-3	Minor streets	24 feet
c-4	Cul-de-sacs	24 feet

All streets shall be provided with an eight-foot shoulder on each side of the street.

- d. Unless necessitated by exceptional topography and subject to the approval of the Planning Board the grades utilized on streets shall be not greater than twelve (12) percent, nor less than one-half (0.5) of one (1) percent.
- e. Grades approaching intersections shall not exceed five (5) percent for a distance of not less than 100 feet from the centerline of the intersection.
- f. Street intersections shall be laid out to intersect as nearly as possible at right angles and no street shall intersect any other street at an angle less than 60 degree. Curb radii shall be a minimum of 20 feet for street intersections.
 - f-1 Street jobs with centerline offsets of less than 125 feet shall not be permitted.
 - f-2 Major Street and highway intersection shall be a minimum of 800 feet apart.
- g. All vertical changes in street grade shall be connected by a vertical curve of a minimum length equivalent in feet to fifteen (15) times the algebraic difference in the rates of grade for major and collector streets, and one-half this minimum for all other streets.
- h. When a continuous street centerline deflects at any point by more than ten (10) degrees, a circular (horizontal) curve shall be introduced, having a radius of curvature on the centerline of not less than the following:
 - h-1 Major streets and highways 300 feet
 - h-2 Collector streets 200 feet
 - h-3 Minor streets 200 feet
- i. A tangent of at least 100 feet long shall be provided between all reverse curves on all streets.
- j. Cul-de-sacs – Permanent dead end streets shall be no longer than 400 feet and shall have a circular turn-around with a minimum diameter of 100 feet.
- k. Alleys – Alleys may be provided in all areas exclusive of residential areas. They shall have a minimum right-of-way of 20 feet.

2. Contour Map:

A contour map shall be provided when a subdivision is presented to the Planning Board for consideration. The map shall show all of the contours within the proposed subdivision at an interval of no greater than five feet.

3. Blocks:

- a. Blocks shall be a maximum of 1,200 feet and a minimum of 400 feet in length.
- b. Blocks shall have sufficient width to provide two tiers of lots.

4. Lots:

- a. Insofar as is possible, all lots shall be perpendicular to the right-of-way lines. Those lots fronting on curves should be radial to the right-of-way lines.
- b. **All lots shall front on public street having the minimum widths set forth in Section 2, subsection B-1.**

Note: Amendment #5, add 4 (b)(bold text above), approved by City Council 11-12-02.

- c. Double frontage lots shall not be permitted.
- d. Lot sizes, setbacks, widths, and depths shall apply as called for in the City of Roxboro Zoning Ordinance for those parcels found within the corporate limits, and as called for in the Roxboro Township Zoning Ordinance for those parcels found within the extraterritorial jurisdiction of this ordinance.
- e. **The term “right-of-way” for land platting purposes, shall mean that each street or road right-of-way hereafter established and shown on a final plat is to be SEPARATE AND DISTINCT from the lots or parcels of land adjoining such street or road right-of-way and not included within area requirements for such lots or parcels.**

Note: Amendment No. 3 add item “e” to section 2 B. 4 (bold text above), adopted by City Council January 28, 1986.)

5. Easements:

- a. To provide service to public utility facilities an easement of not less than 30 feet in width may be provided for on a subdivision plat.
- b. The location and extent of such an easement shall be finalized before the approval of the Preliminary Plat.

6. Public Areas:

In the event that a proposed park playground, school, or other public facility shown on the Development Plan for Roxboro Township is located in whole or part in a proposed subdivision, the Planning Board shall request a reservation or dedication of such an area by the developer as a condition of recording the plat.

Section 3 Required Improvements.

A. Improvements before Final Approval

Prior to the approval of the Final Plat the following improvements shall be installed by the developer.

1. Monuments:

Permanent monuments shall be installed and control corners designated in conformance with the North Carolina General Statutes 39-32.1 through 39-32.4.

2. Streets and Alleys:

All streets and alleys within the subdivision shall be graded by the developer to the width, cross section, and profile specified by the City Engineer. Sidewalks shall be graded to a minimum distance of eight (8) feet from the curb lines. Where a subdivider surfaces the streets and alleys, such surfacing shall be a minimum width of 44 feet for a major street, 36 feet for a collector street, and 30 feet for a minor street. Surfacing shall be to such cross section and profile as is specified by the City Engineer.

3. Storm Sewers:

Storm sewers, drains, and structures shall be installed by the developer to a size and type and in those locations approved by the City Engineer.

4. Sewer and Water Facilities:

Sewer and water lines, mains, and other appropriate equipment are to be installed by the developer according to the specifications of the City Engineer.

5. Curb and Gutter:

Curbing and gutters are to be installed according to the specifications of the City Engineer.

B. Surety and Bond Deposit

1. No Final Plat shall be approved by the City Council or accepted for recording by the Person County Register of Deeds until the required improvements have been constructed in a satisfactory manner and approved by the City Engineer.

2. Even though the City of Roxboro may not require the developer of a subdivision to comply with the provisions concerning construction of various improvements outside the city, the city will not permit connection to any of its utility systems until the developer complies with the standards set forth within this ordinance.

3. **In lieu of the provision concerning required improvements, the City Council may accept a surety bond, letter of credit, or other security satisfactory to the City to ensure that such improvements may be made and utilities installed without cost to the City or County in the event of default on the part of the developer; and the developer shall choose which of these performances guarantees to use.**

Note: Amendment to Subdivision Regulations - Section 3, B.3 deleted and replaced with bold text above, approved by City Council August 8, 2006.

Section 4 Certificates and Endorsements.

A. Planning Board and City Council Endorsements

1. The Preliminary Plat and the Final Plat shall show the following form for the use of the Planning Board and the City Council.
2. The form shall be lettered, rubber stamped, or typed on each copy of the plat.
3. APPROVAL IS HEREBY RECOMMENDED (NOT RECOMMENDED) BY THE ROXBORO PLANNING BOARD THIS _____ DAY OF _____ 20____. _____, CHAIRMAN
4. APPROVAL IS HEREBY GRANTED (NOT GRANTED) BY THE ROXBORO CITY COUNCIL THIS _____ DAY OF _____ 20____. _____, CITY CLERK.

When a plat is not recommended or approval denied a written statement asserting the reasons for such action shall be attached to the plat.

5. **If the plat meets all requirements of the City of Roxboro subdivision requirements and the subdivision has been constructed and inspected by the City, then the City Inspector and City Clerk may approve the plat for recording without going to the Planning Board and City Council.**

Note: Amendment No. 2: added item #5 (bold text above), approved by Council October 15, 1985.

B. Certificate of Accuracy

1. The survey and Final Plat shall be made under the supervision of a registered land surveyor or engineer licensed to practice in the State of North Carolina.
2. The following statement shall be lettered on the Plat. "I hereby certify that the plat shown and described hereon is a true and correct survey to the accuracy required by the City Engineer of the City of Roxboro and that the monuments have been placed as shown hereon, in accordance with the Roxboro Subdivision Regulations."

C. Certificate of Ownership and Dedication

1. On the plat the following shall be lettered or printed over the owner(s) name:
2. "Know all men by these present, that I (we) hereby acknowledge this plat and allotment to be my (our) free act and deed and that I (we) do hereby dedicate to public use as (streets, parks, playgrounds, open spaces, easements, and water courses) forever all areas as shown or indicated on said plat."

D. Certificate of Improvements

1. If the required improvements are completed prior to the submission of the Final Plat, the following certificate shall be lettered on the plat above the signature of the City Engineer.

2. "Know all men by these present, that I hereby certify that on this, the _____ day of _____, 20____, all of the improvements as required by the Roxboro Subdivision Regulations have been installed by the developer in an approved manner."
3. If the required improvements are not completed prior to the submission of the Final Plat, the following certificate shall be lettered on the plat above the signature of the City Manager.
4. **Know all men by these presents, that I hereby certify performance guarantee sufficient to secure the amount of \$_____ has been posted with the City of Roxboro by the developer, thereby guaranteeing that all improvements required by the Roxboro Subdivision Regulations shall be constructed. Such improvements shall be completed within _____ days from the date of this statement.**

Note: Amendment to Subdivision Reg. Section 4, D. 4 deleted and replaced (bold text above), approved by City Council August 8, 2006.)

Section 5 Exceptions and Variances.

- A. Group Developments (Group Housing Projects)
 - 1. The design standards set forth in this ordinance may be modified in the case of group developments, provided that such departures do not destroy the purpose of the ordinance and its standards.
- B. Variances
 - 1. When a developer can show that a provision of these requirements would cause unnecessary hardship if strictly adhered to and where, because of topographical or other conditions particular to the site, the Planning Board may recommend and the City Council approve a variance.
 - 2. Any variance recommended by the Planning Board shall be recorded in the Board's minutes, with specific notation as to the reason for the departure from the regulations.

Section 6 Specifications for Required Drawings.

A. Sketch Design Plan

The sketch design plan shall show the following information:

1. Streets
 - a. Rights-of-way
2. Other rights-of-way such as alleys
3. Lot lines (sketch)
4. Sites, if any, for schools, parks, churches, and playgrounds.
5. Site data
 - a. Acreage in tract
 - b. Acreage in public uses
 - c. Average lot size
 - d. Approximate number of lots
6. Sketch vicinity map showing the relation of the proposed site to existing uses of the land.
7. The sketch design plan shall be drawn to a scale of 1" = 100'

B. Preliminary Plat

1. Drawing size:
 - a. No larger than 21" x 30"
 - b. No smaller than 8 ½" x 11"
 - c. Where the site is too large for one sheet, more than one sheet may be used.
 - d. Scale shall be 1" = 50' or 1" = 100'
2. Information to be shown on the Preliminary Plat:
 - a. Name of the Subdivision.
 - b. Name(s) and address(s) of owner(s) and designer(s).
 - c. Scale, north point, and date.
 - d. The location of existing and platted property and street right-of-way lines, buildings, water mains, sewers, drain pipes, culverts, easements, bridges, water courses, railroad facilities, parks, playgrounds, and similar public facilities, on the site, and those on the land adjacent, names of all adjacent subdivisions and the names of the property owners of adjacent undivided tracts, the zoning classification of the land to be subdivided and of all the adjacent properties.
 - e. The boundary of the tract with bearings and distances shown.
 - f. The locations of proposed streets, alleys, street names, and approximate grades.
 - g. Plans for proposed utility systems, showing connections to the existing system, or connection to private facilities; such private facilities shall be approved by the District Health Officer.
 - h. All proposed easements showing locations and dimensions.
 - i. Proposed lot lines with dimensions, lot and block numbers.

- j. Contour map showing less than a five (5) foot interval.
- k. Proposed parks, playgrounds, schools, and other public facilities when planned.
- l. Site data
 - 1-1 Acreage in total tract
 - 1-2 Acreage in parks or other land usage
 - 1-3 Average lot size
 - 1-4 Total number of lots
 - 1-5 Lineal feet in streets
- m. Sketch vicinity map showing relationship of subdivision to surrounding area.
- n. Supplementary Materials: When requested by the Planning Board a statement of proposed protective covenants and/or deed restrictions whereby the developer proposes to regulate land use within the subdivision and otherwise protect the proposed development.
- o. Building setback lines.
- p. The developer shall provide profile drawings of all proposed sewerage facilities drawn to specifications set by the City Engineer.

C. Final Plat

- 1. Drawing size:
 - a. Same as for the Preliminary Plat
- 2. Information to be shown on the Final Plat:
 - a. Name of Subdivision and location.
 - b. Name(s) and Address(s) of owner(s) and designer(s).
 - c. Scale, north point, and date.
 - d. The right-of-way lines of all streets and roads.
The term “right-of-way” for land platting purposes, shall mean that each street or road right-of-way hereafter established and shown on a final plat is to be SEPARATE AND DISTINCT from the lots or parcels of land adjoining such street or road right-of-way and not included within area requirements for such lots or parcels.
Note: Amendment No. 3 section 6 C. 2 add paragraph d. (bold text above), adopted by City Council January 28, 1986.
 - e. Lot lines and lot numbers
 - f. Minimum building setback.
 - g. Reservations, easements, alleys, and any other areas to be dedicated to public use or sites for other than residential use with notes stating their purpose and limitations.
 - h. Sufficient data to determine readily and reproduce on the ground, the location, bearing and length of every street line, lot line, boundary line, block line and building line, whether curved or straight, including a true north point. This should include the radius, central angle, and tangent distance for the centerline of curved streets and curved property lines that are not the boundary of curved streets.

- i. All dimensions should be to the nearest one-tenth 1/10 of a foot and angles to the nearest minute.
- j. Accurate description and location of all monuments and markers.
- k. The Planning Board may request a copy of any protective covenants and/or deed restrictions whereby the developer proposes to regulate the use of the land within the proposed subdivision. This would not be considered an integral portion of the Final Plat.

Section 7 Invalidity of One Section.

1. Should any section or provision of this ordinance be decided by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the ordinance as a whole or any part thereof other than the part so decided to be invalid or unconstitutional.

Section 8 Penalties for Violation.

1. Any person violating the provisions of the provisions of this ordinance shall be guilty of a misdemeanor.
2. Each and every day's violation of any provision of this ordinance shall constitute a separate and distinct violation. For the purpose of this ordinance, a violation begins from the date of the recording or first sale of property from the subdivision in question, whichever the court decides.

Section 9 Effective Date.

1. This ordinance shall be in force and effect from the date of its adoption by the Roxboro City Council.
2. All provisions of the existing Subdivision Regulations for the City of Roxboro not reenacted herein are hereby repealed.
3. Where there is a conflict between this ordinance and another City or County ordinance, the more stringent shall apply.

Section 10 Definitions.

For the purposes of this ordinance the following words are defined.

1. Subdivision:

Subdivision shall mean all divisions of a tract or a parcel of land into two or more lots, building sites, or other divisions when any one or more of those divisions is created for the purpose of sale or building development (whether immediate or future) and shall include all divisions of land involving the dedication of a new street or change in existing streets; but the following shall not be included within this definition nor be subject to any regulations enacted pursuant to these Regulations:

- (1) The combination or recombination of portions or previously subdivided and recorded lots where the total number of lots is not increased and the resultant lots are equal to or exceed the standards of the City as shown in these regulations;**
- (2) The division of land into parcels greater than ten acres where no street right-of-way dedication is involved;**
- (3) The public acquisition by purchase of strips of land for widening or opening of streets or for public transportation system corridors; and**
- (4) The division of a tract in single ownership whose entire area is no greater than two acres into not more than three lots, where no street right-of-way dedication is involved and where the resultant lots are equal to or exceed the standards of the City as shown in these Regulations.**

Note: Amendment to Subdivision Reg. Section 10.1, deleted and replaced (bold text above), approved by City Council August 8, 2006.

2. Subdivider (developer):

Any person, firm, or corporation who sub-divides or develops land deemed as a subdivision as defined herein.

3. Official Maps and Plans:

- a. Any maps or plans officially adopted by the City Council as a guide for the future development and growth of the City and the area immediately adjacent to it.
- b. Such maps or plans may consist of maps, charts, and text.

4. Street:

A dedicated and accepted public right-of-way for vehicular traffic.

5. Types of Streets:

- a. Major Streets and Highways – those streets and roads which are used primarily for fast and/or heavy traffic.
- b. Collector Streets – Streets, which carry traffic from minor streets to the system of major streets.
- c. Minor Streets – Streets, which are primarily used for, access to the abutting properties.
- d. Cul-de-sac – A short street designed to have one end permanently closed; the closed end terminated by a vehicular turn around.

6. Easement:
A grant by the property owner for use, by the public, a corporation, or a person(s), of a strip of land for a specified use.
7. Building Setback Line:
A line parallel to the property lines in front of which no structure may be built.
8. Lot:
A portion of a subdivision, or any other parcel of land, intended as a unit for transfer of ownership or for development.
9. Corner Lot:
A lot abutting upon two or more streets at their intersection.
10. Group Development: (Group Housing Project):
A group development project consists of a group of two or more buildings situated on a parcel of land that has a minimum area of two acres, and which is not subdivided into the customary streets and lots which are called for by this ordinance.

All provisions of any City Ordinance in conflict with this ordinance are repealed.

Note: Amendment to Definitions Section 10 (bold text above), approved by City Council August 8, 2006.

PRELIMINARY PLAT CHECK LIST

Subdivision Record

Preliminary Plat

Date Submitted _____

Name of Subdivision _____

Location _____

Owner: _____ Address: _____

Telephone: _____

Designer: _____ Address: _____

Telephone: _____

Check List:

- ____ Sketch vicinity map embracing subdivision and surrounding area.
- ____ Five copies of preliminary plat.
- ____ Scale: 1"=100' or 1"=50'.
- ____ Name of subdivision and owner.
- ____ North point, "graphic scale, date.
- ____ Boundaries of tract with bearings and distances.
- ____ Names of adjoining property owner.
- ____ The location of existing sewers, water and gas mains, and other utilities.
- ____ The location of existing streets, roads, bridges, culverts, railroads, watercourses, etc.
- ____ Names, locations, and approximate dimensions of proposed streets, easements, parks, and reservations, lot lines, etc.
- ____ Contour maps.
- ____ Proposed lot lines, building lines and approximate dimensions.
- ____ Lot and block numbers.
- ____ Zoning classification (if any) on land to be subdivided and on adjoining land.
- ____ Conforms to general requirements and minimum design standards.

Approved _____ to proceed to final plat.
(date)

Subject to the following modifications:

Disapproved _____ for the following reasons:
(date)

Final Plat Check List

Subdivision Record
Final Plat

Date Submitted: _____
Preliminary Approval Date: _____

Name of Subdivision: _____
Location: _____

Owner: _____ Address: _____
Telephone: _____

Surveyor: _____ Address: _____
Telephone: _____

Check List:

- ____ Submitted within twelve months of preliminary approval.
- ____ Five copies of final plat.
- ____ Scale: 1"=100' or 1"=50".
- ____ Conforms substantially to preliminary plat.
- ____ Names and right-of-way lines of streets and roads.
- ____ Lot lines and building lines.
- ____ Lot and block numbers.
- ____ Reservations, easements, public areas, or sites for other than residential use with explanation of purpose.
- ____ Legal description of boundary lines, street lines, lot lines, building lines, etc.
- ____ Contour map.
- ____ North Point, graphic scale, date.
- ____ Location and description of monuments.
- ____ Names and location of adjoining subdivisions and streets and the location and ownership of adjoining un-subdivided property.
- ____ Conforms to general requirements and minimum design standards.
- ____ Required improvements have been made or \$_____ bond posted.
- ____ Required certificates.

Approved _____ By Planning Board.
(date)

Approved _____ for recording by City Council.
(date)

Disapproved _____ for the following reasons:
(date)

