



# City of Roxboro Plat Review Checklist

P.O. Box 128  
105 S. Lamar Street  
Roxboro, NC 27253  
(336) 599-3116, ext. 3308  
[www.cityofroxboro.com](http://www.cityofroxboro.com)

Name of Plat: \_\_\_\_\_

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

Type of Plat: \_\_\_\_\_

Name of Review Officer: \_\_\_\_\_

Name of Surveyor: \_\_\_\_\_

Date of Decision: \_\_\_\_\_

Project Contact Person: \_\_\_\_\_

Decision: \_\_\_\_\_

***This list is intended to give general guidelines and is not to be considered all-inclusive for every type of project. Depending upon the type of request, additional items may be required. Plat submittals that do not contain all required information will be returned to the applicant and will be placed at the end of the existing review list once resubmitted.***

### Submittal Format

- Plat must be 18"x24" OR 18" x 24" and 21" X 30" and/or 24" X 36"
- Minimum 1.5" border on left (landscape) or top (portrait)
- Minimum .5" border on other sides
- Original mylar or other archival material with permanent ink

### Title Area:

- Property designation (type of plat)
- Name of property owner
- Location of parcel (Township, County, State)
- Date of survey (and any revisions)
- Scale (graphic and numeric)
- Surveyor's name, address, and license number (including firm, if applicable)

### Plat Area (as applicable for type of plat):

- Surveyor's signature with date
- Surveyor's seal
- Vicinity Map
- North Arrow
- Index map with match lines (if multiple sheets)
- Legend for all markings
- Boundary of property being subdivided, recombined, or identified

- Tax Map and Parcel ID(s)
- Acreage of property(ies)
- All new property lines clearly distinguishable from existing lines (when more than one property is involved, all property lines should be shown and labeled as "to remain," "hereby removed," or "not surveyed.")
- Names of adjacent landowners with legal references
- All easements, rights of way, streets, watercourses, utilities, special flood hazard areas, riparian buffers, and city limit lines (as applicable)
- Setbacks of all property lines for existing structures
- Width of lot(s) road frontage
- Zoning of parcel(s)
- Deed transferring elements (as applicable)
- Total Disturbed Area and Impervious Surface Totals (as applicable)

### Review Notes, if any:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**REQUIRED CERTIFICATES ON REVERSE SIDE**

**Please submit at least two paper copies with original mylar. The two paper copies will be retained by the Planning Department for records. We will be happy to sign as many extra copies as you would like for your records/client.**

**Certificate of Surveyor Compliance with GS47-30:**

"I, \_\_\_\_\_, certify that this plat was drawn under my supervision from an actual survey made under my supervision (deed description recorded in Book \_\_\_\_, page \_\_\_\_, etc.) (other); that the boundaries not surveyed are clearly indicated as drawn from information found in Book \_\_\_\_, page \_\_\_\_; that the ratio of precision or positional accuracy as calculated is \_\_\_\_; that this plat was prepared in accordance with G.S. 47-30 as amended. Witness my original signature, license number and seal this \_\_\_\_ day of \_\_\_\_, A.D., \_\_\_\_\_. Seal or Stamp \_\_\_\_\_ Professional Land Surveyor License Number"

**Certificate for Purpose of Plat:**

- That the survey creates a subdivision of land within the City of Roxboro, Person County, N.C., which is regulated by the City's Unified Development Ordinance.
- That the survey is of an existing parcel or parcels of land or one or more existing easements and does not create a new subsection.
- That the survey is of an existing feature, such as a building or other structure, or natural feature, such as a watercourse.
- That the survey is a control survey.
- That the survey is of a proposed easement for a public utility as defined in G.S. 62-3.
- That the survey is of another category, such as the recombination of existing parcels, a court-ordered survey, or other exception to the definition of subdivision.
- That the information available to the surveyor is such that the surveyor is unable to make a determination to the best of the surveyor's professional ability as to provisions contained in GS 47-30.

**Review Officer Approval:**

"State of North Carolina I, \_\_\_\_\_, Review Officer of Person County, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording."

\_\_\_\_\_  
Review Officer & Date

**Flood Damage Prevention Certificate of Approval:**

"I certify that the plat shown hereon complies with the City of Roxboro Flood Damage Prevention Ordinance requirements and is approved by Roxboro for recording in the Register of Deeds office."

\_\_\_\_\_  
Floodplain Administrator & Date

**UDO Administrator Approval:**

"I hereby certify that the minor subdivision shown on this plat does not involve the creation of new public streets or any change in existing public streets, that the subdivision shown is in all respects in compliance with the City of Roxboro Unified Development Ordinance, and that therefore this plat has been approved by the UDO Administrator, subject to its being recorded in the Person County Registry within sixty days of the date below."

\_\_\_\_\_  
UDO Administrator & Date

"I hereby certify this plat is exempt from the subdivision regulations of the City of Roxboro Unified Development Ordinance."

\_\_\_\_\_  
UDO Administrator & Date

**Stormwater Regulation:**

"Development of subject property is required to be in accordance with the City's National Pollutant Discharge elimination system (NPDES) Phase II Stormwater Permit and Falls Lake Watershed and NPDES Phase II Stormwater Ordinance. The recording of this document establishes an enforceable restriction of property usage that runs with the land to ensure that future development and/or redevelopment shall maintain the site in a manner consistent with applicable law and the approved project plans. Any alteration to the site shall not be permitted without review and approval by the City of Roxboro."

\_\_\_\_\_  
Stormwater Administrator & Date

**Certificate of Ownership:**

"I hereby certify that I am (we are) the owner(s) of the property shown and described hereon, which property is within the subdivision regulation jurisdiction of the City of Roxboro, and that I(we) freely adopt this plan of subdivision."

\_\_\_\_\_  
Owner(s) & Date