



CITY OF BELMONT

PLANNING & ZONING



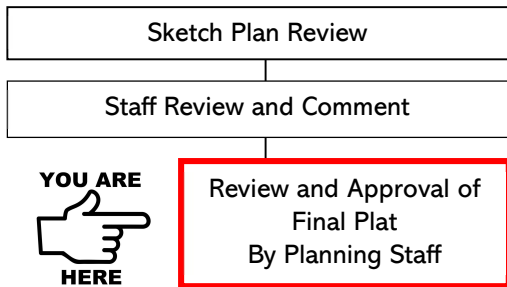
SUBDIVISION/PLAT APPLICATION GUIDE

This application should be used for exempt subdivisions or AFTER a site plan/ construction plan review has been completed.

THE PROCESS

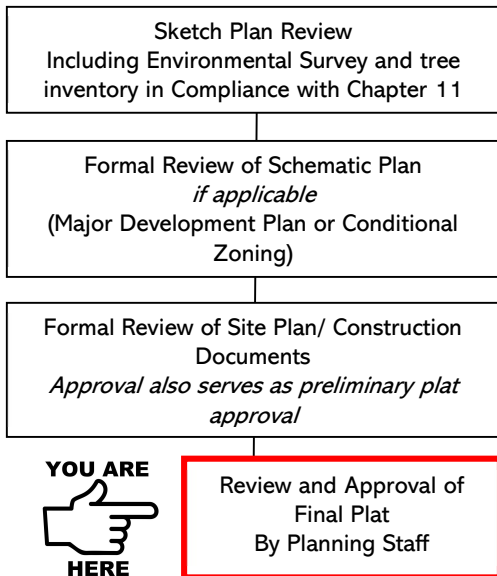
NOTE: Before completing a Subdivision/ Plat Application, applicants should complete a sketch plan review. Please see the Sketch Plan Application Guide for additional information.

EXEMPT PLATS/ SUBDIVISIONS



Exempt Plats/ Subdivisions include: 3 or less 2+ acre lots, recombinations/ lot line adjustments, cemeteries, ROW/easements, deeds of trust, land leases 10+ acre lots.

FINAL PLATS



APPLICATION SUBMITTAL AND REVIEW

1. Applicant submits an application and all required documentation (see reverse side) for consideration and review. Upon submittal of an online application, an invoice will be sent via email noting the associated application fees.
2. Once all fees are paid and project planner deems the application complete, the planning department will being review of the submitted application and plans.
3. Planning staff completes an administrative review of the submitted plat, ensuring compliance with any previous conditions of approval.
4. The project planner will coordinate with the applicant for any revisions that may be needed prior to final plat approval.
5. The project planner will confirm that all required improvements have been installed and/or Improvement Guarantees have been posted.
6. Once the plat has been determined to be compliant with all applicable ordinances and regulations, and improvements have been verified, planning staff will approve final plats.
7. Applicant is responsible for securing Floodplain approval from the Gaston County Floodplain Administrator as applicable and ensuring that final plats are recorded at the Gaston County Register of Deeds office within 30 days of approval.



CITY OF BELMONT

PLANNING & ZONING



SUBDIVISION/PLAT APPLICATION GUIDE

This application should be used for exempt subdivisions or AFTER a site plan/ construction plan review has been completed.

INFORMATION TO BE INCLUDED ON FINAL PLAT

NOTE: For more detailed information on plat requirements, refer to chapter 16.12 of our land development code.

- Exact boundary of the tract of land being subdivided clearly showing the disposition of all portions of the tract
- Scale
- North arrow
- Vicinity map
- As built drawings and plans of all water, sewer, and storm drainage system facilities
- Sufficient data to determine readily and reproduce accurately on the ground the location, bearing, and length of every street, alley line, lot line, building line, easement line, and setback line
- The lines and names of all streets, alley lines, lot lines, lot and block numbers, lot addresses, building setback lines, easements, reservations, on-site demolition landfills and areas dedicated to public purpose with notes stating their purposes
- Accurate locations and descriptions of all monuments, markers, and control points
- Underground and aerial utility easements
- Name of the township in which the subdivision is located, the name of the subdivision, the name of the owner, the name, registration number, and seal of the registered surveyor under whose supervision the plat was prepared, and the date of the plat
- Submittal of payment in lieu of dedicated open space (if applicable)
- All portions of the preliminary plat site, which the subdivider proposes to record and develop at the time.

REQUIRED ATTACHMENTS:

- Schematic plan approval letter and supporting documentation
- Construction document set
- Transportation Mitigation agreement*
- Grading plan with soil and sedimentation permit*
- Floodplain survey*
- Updated watershed development application*

** = If applicable*

FINAL PLAT REQUIREMENTS

NOTE: The final plat shall be prepared by a registered land surveyor, licensed to practice in the State of North Carolina and must be drawn to a scale no smaller than 1"=100', and shall meet the requirements of the Gaston County Register of Deeds Office.

- Three (3) 24" X 36" (preferred) or 36" X 48" copies
- Three (3) 24" X 36" (preferred) or 36" X 48" mylar originals
- One (1) 11" X 17" reduced black and white copy
- Digital File of Recorded Plat

*Hard copy plans shall be delivered to:
Planning Department, Attn: Project Planner,
1401 E. Catawba St, Belmont, NC 28012*

For more information or any feedback, please contact the Planning Department at 704.901.2610 or at planning@cityofbelmont.org.