

## CHECKLIST FINAL PLATS FOR FAMILY & THREE LOT SUBDIVISIONS

The Following Items Shall Appear On The Final Plat:

1. The plat must be designated one of the following:
  - a. Family Subdivision,
  - b. Three Lot Subdivision on an NCDOT Road or
  - c. Three Lot Subdivision on an Easement.
2. A certification must be provided by the Licensed Professional preparing the plat that each lot is adjacent to a natural drainage way or perennial stream (see definition of both these terms in the Subdivision Ordinance, Definitions Section & attached hereto) or a 20 ft. drainage easement is recorded from each lot to a natural drainage way or a perennial stream. If the lot or lots cannot meet the above requirement and front on a NCDOT maintained road, approval from NCDOT for such lots to drain to the public road must be provided.
3. One of the following requirements must be met:
  - a. a construction authorization permit has been issued for each of the parcels,
  - b. a soil suitability analysis prepared by a licensed soil scientist shows that at least 5,000 sq. ft. of each lot is suitable for traditional on site waste disposal and the required 5000 sq. ft. is not within 10 ft of any lot boundary,
  - c. approval has been granted to connect to public sewer or community sewer or
  - d. lots not meeting the requirements of a., b., or c. are indicated by the following note: **“THIS PARCEL CANNOT BE USED FOR BUILDING DEVELOPMENT, UNLESS A NEW PLAT IS APPROVED AND RECORDED AS REQUIRED UNDER THE PENDER COUNTY SUBDIVISION ORDINANCE.”**
  - e. For alternative, see Design Requirements, Lots Section of the Subdivision Ordinance for “Special Purpose Lots.”
4. Access Requirements:
  - a. Family Subdivisions – the three new lots allowed to be created for each qualifying individual (see restrictions attached) as a Family Subdivision must have access by a 30’ wide existing recorded or proposed access easement from the lots to an existing NCDOT maintained road.
  - b. Three Lot Subdivisions Fronting on an Access Easement – the three lots allowed to be created for each parcel that existed on 3-29-04 (see restrictions attached) must have access to an existing NCDOT maintained road or access to such road by a 30’ wide existing recorded or proposed access easement from the lots to an existing NCDOT maintained road. At least 5000 sq. ft. of the buildable lot area of each lot must be within 500’ of an NCDOT maintained road and the access easement that provides access to the NCDOT public road is not longer than 500’. The panhandle (access portion) of any **flag lot** can not exceed 250 feet in length and must be a minimum of 30 feet in width.
  - c. Three Lot Subdivisions Fronting on an NCDOT Maintained Road – must have frontage on such road for a minimum distance of 30’ (see restrictions attached). The panhandle (access portion) of any **flag lot** can not exceed 250 feet in length and must be a minimum of 30 feet in width.
5. The Plat must meet the size requirements for “GS 47-30. Plats and Subdivisions; Mapping Requirements, (a) Size Requirements.”
6. The Plat must meet the requirements for “GS 47-30. Plats And Subdivisions; Mapping Requirements, (b) Plats to be Reproducible.” The original shall also be submitted with three paper copies.
7. A vicinity map showing the subdivision and its relationship to the surrounding area.
8. Acreage of the tract or parcel to be cut out, computed in accordance with the standards of practice of land surveyors.
9. Lots numbered.
10. Lot area and dimensions shown for each new lot.

11. Title Block containing:
  - a. Name of the Subdivision.
  - b. Name of township, county, and state in which the subdivision is located.
  - c. Name, address and phone number of the Licensed Professional preparing the plat.
  - d. Subdivision jurisdiction of the property (Pender County, Atkinson, Burgaw, St. Helena, Surf City, Topsail Beach or Watha).
  - e. Corporate limits, township boundaries, county lines, if on the subdivision tract.
  - f. The seal of the professional land surveyor preparing the plat.
  - g. Date of survey and plat preparation.
  - h. Scale denoted both graphically and numerically.
  - i. Owner's name (must be current owner of record).
12. An accurately positioned north arrow, reference to which shall conform to GS 47-30(f) (1).
13. The exact boundary lines of the new parcels to be subdivided, shown by bearings and distances [see GS 47-30 (g) (2)].
14. ALL PLATS with new access easements must contain the following note: " All new access easements shown or designated on this plat, include the transfer of an easement to public entities and public utilities for the purpose of installation and maintenance of water, sewer, electric and communication lines.
15. All PLATS with new access easements providing access to lots must contain the following note: " All access easements shown or designated on this plat include the transfer of an easement to Pender County, its employees and agents for access for emergency personnel (police, fire & rescue) and Pender County and its employees for administration of all Pender County Ordinances."
16. Any plat that contains lots with off site septic system components must contain the following note: "Septic system components for lots , , & are located off site."
17. All required notes on the plat shall be in a standard font at least one tenth of an inch high.
18. The names of adjoining property owners and the location of existing boundary lines of adjoining lands and the deed book and plat book references in accord with GS 47 30 (f) (adjoining shall include properties across any private or public street from the division).
19. The names of any adjoining subdivisions of record, with deed book or plat book references (adjoining shall include properties across any private or public street from the division).
20. Minimum building setback lines may be noted as "Building setbacks required to be in accord with The Pender County Zoning Ordinance," or the owner may elect to show other more restrictive setback lines.
21. Existing property monuments or any monuments as required by NCGS 39-32.1 – 32.4.
22. Existing boundaries of the following items shall be shown on the plat:
  - a. Watercourses and ponds,
  - b. Railroad, utility and other right of ways,
  - c. Flood Hazard Areas (SFHA) as shown on FEMA maps for the property, or a note that none exist,
  - d. Areas of Environmental Concern.
23. When any portion of the new lot created is in a SFHA, the elevation of one permanent monument shall be shown on a final plat of the subdivision. Other subsequent final plats of the subdivision shall reference the elevation monument.
24. Final plats that include any property in a Designated Floodway shall show the boundary of the Designated Floodway and provide the following statement: "This development contains Floodway Property. Any fill, construction, or substantial improvements in a Designated Floodway requires a certificate (No Rise Certification) from an engineer that the activity will cause no increase in flood levels" (Note: no more than 5% of the required lot area can be in a FEMA designated Floodway).
25. Any area on the property that is restricted as prohibiting building development shall be shown and or clearly noted.





## **Easement Certificate**

ALL NEW ACCESS EASEMENTS SHOWN OR DESIGNATED ON THIS PLAT, INCLUDE THE TRANSFER OF AN EASEMENT TO 1) PENDER COUNTY FOR USE BY ITS EMPLOYEES AND AGENTS FOR ACCESS FOR EMERGENCY PERSONNEL (POLICE, FIRE & RESCUE) AND FOR USE BY PENDER COUNTY EMPLOYEES FOR ADMINISTRATION OF ALL PENDER COUNTY ORDINANCES; 2) TRANSFER OF AN EASEMENT TO PUBLIC ENTITIES AND PUBLIC UTILITIES FOR THE PURPOSE OF INSTALLATION AND MAINTENANCE OF WATER, SEWER, ELECTRIC AND COMMUNICATION LINES.

## **Parcels/lots Without Approved Wastewater Permits Map Note:**

“These parcels (give lot #'s) cannot be used for development, unless a new plat is approved and recorded as required under the Pender County Subdivision Ordinance”.

## **ATTACHMENTS:**

Subdivision Ordinance Excerpts

### **Definitions:**

**Drainage Way, Natural** – shall mean “ an incised or depressed channel with a defined channel bed and banks that are part of the natural topography, but does not include, construction channels, such as drainage ditches, unless the constructed channel was a natural drainage way that has been relocated, widened or otherwise modified.”

**Stream, Perennial** – shall mean a natural drainage way and associated impoundments or water bodies, that normally have continuous flow and is shown on the USGS 1:24,000 (7.5 min.) scale topographic maps as a solid blue line or area. All natural drainage ways that have a contributing drainage area of more than 300 acres shall be considered a perennial stream.

### **Family Subdivision Limitations**

The following limitations will apply to family subdivisions:

1. Family subdivisions will be allowed for resident households that exist in Pender County and own real property in Pender County on the effective date of this ordinance.
2. Family subdivisions will be allowed only on parcels that have been created and recorded in the Registry before the effective date of this ordinance.
3. A total of three parcels (excluding the remnant parcel, if the remnant parcel meets the requirements of this ordinance and the zoning ordinance) per qualified resident household will be allowed to be created under the family subdivision provisions.
4. The division does not create a new public or private street.

### **Three Lot Subdivision Limitations**

The following limitations will apply to three lot subdivisions:

1. Three lot subdivisions located on an existing NCDOT maintained or other public road will be limited to no more than three such parcels (excluding the remnant parcel, if the remnant parcel meets the requirements of this ordinance and the zoning ordinance) being created from any parcel that had been created and recorded in the Registry before the effective date of this ordinance.
2. Three lot subdivisions located on an access easement as defined in this ordinance will be limited to three such parcels (excluding the remnant parcel, if the remnant parcel meets the requirements of this ordinance and the zoning ordinance) being created from any parcel that had been created and recorded in the Registry on the effective date of this ordinance or any parcel that has been created and approved by the Director under the provisions of this ordinance.
3. The division does not create a new public or private street.