



# TOWN OF AYDEN MAJOR SUBDIVISION PRELIMINARY PLAT APPLICATION

Planning Department  
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Phone: (252) 481-5828 Fax: (252) 558-0747

## PROCESS INFORMATION

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**Applicability:** The Town of Ayden defines a major subdivision as any subdivision of land into eleven (11) or more lots.

**Process:** The applicant must submit a complete application to the Administrator. The submittal will proceed to the Technical Review Committee (TRC). The TRC will make a recommendation of approval or denial. If the major subdivision preliminary plat is part of a Conditional District, see Section 810.100 – Conditional Districts of the UDO for process procedures. If the major subdivision preliminary plat is **NOT** part of a Conditional District, the applicant must follow the process for Subdivisions as described in Section 810.050 of the UDO.

## FILING INSTRUCTIONS

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- Pre-application Conference:** The applicant must complete a pre-application conference with the Administrator. The conference includes discussion of the review process and assistance in the preparation of the application.
- Fees:** The applicant must remit fees upon application submittal. See the Town's current fee schedule for information.
- Materials:** Each application shall include the following documents:
  - One complete application form signed by the property owner or his/her authorized agent.
  - One existing conditions map.
  - One list of all adjoining property owners within one hundred (100) feet of the proposed request with mailing addresses
  - Three 18" x 24" copies of the master plan.
  - Twelve 11" x 17" copies of the master plan.

## EXISTING CONDITIONS MAP

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An existing conditions map identifies existing manmade and natural features including, but not limited to, the following:

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| <input type="checkbox"/> Rights-of-way and existing structures           | <input type="checkbox"/> Streets with pavement width  |
| <input type="checkbox"/> Cemeteries                                      | <input type="checkbox"/> Existing easements   |
| <input type="checkbox"/> Bridges or culverts                             | <input type="checkbox"/> Natural features such as large stands of trees, water features, and special flood hazard areas |
| <input type="checkbox"/> Utilities                                       | <input type="checkbox"/> Soil types   |
| <input type="checkbox"/> Driveways and curb cuts                         | <input type="checkbox"/> Existing topography  |
| <input type="checkbox"/> Sidewalks and surface parking and loading areas |   |

## MASTER PLAN

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A master plan is a detailed, two-dimensional drawing illustrating all required site features including:

- Buildings & parking areas
- Streets locations, street sections, sidewalks and new and existing rights-of-way
- Property lines and setbacks
- Required or proposed buffers
- Conceptual landscaping & open space areas
- All related development calculations (e.g., density, proposed building areas, number of parking spaces, estimated impervious surface) in enough detail to show compliance with the UDO ordinance.
- Detailed engineering drawings such as subsurface utilities (e.g., water and sewer) and on-site stormwater facilities are not required for Master Plans, except that horizontal water and sewer locations shall be indicated as required by the utility provider.

## REQUIRED INFORMATION

Information:	Major Subdivision Preliminary Plat
<b>Title Block Containing:</b>	
–Property Designation	X
–Name of Owner	X
–Location (including township, county, and state)	X
–Date or dates survey was conducted and plat prepared	X
–A scale of drawing in feet per inch listed in words or figures	X
–A bar graph	X
–Name, address, registration number, and seal of the Registered Land Surveyor	X
The name of the subdivider	X
A sketch vicinity map showing the relationship between the proposed subdivision and surrounding area. Scale: 1" = 400'	X
Corporate limits, township boundaries, county lines if on the subdivision tract	X
The names, addresses, and telephone numbers of all owners, mortgagees, registered land surveyors, land planners, architects, landscape architects, and professional engineers responsible for the subdivision	X
The registration numbers and seals of the professional engineers	X
Date of plat preparation	X
North arrow and orientation	X
The boundaries of the tract or portion thereof to be subdivided, distinctly and accurately represented with all bearings and distances shown	X
The names of owners of adjoining property	X
The names of any adjoining subdivisions of record or proposed and under review	X
Building line minimum	X
The zoning classifications of the tract to be subdivided and adjoining properties	X
Existing buildings or other structures, water courses, railroads, bridges, culverts, storm drains, both on the land to be subdivided and land immediately adjoining	X
Proposed lot lines, lot and block numbers, and approximate dimensions	X
The lots numbered consecutively throughout the subdivision	X
Wooded areas, marshes, swamps, rock outcrops, ponds or lakes, streams or streambeds, and any other natural features affecting the site	X
The exact location of the flood hazard, floodway, and floodway fringe areas from the FIRM	X
The following data concerning streets:	
–Proposed public streets	X
–Proposed private streets	X
–Existing and platted streets on adjoining properties and in the proposed subdivision	X
–Rights-of-way, location, and dimensions in accordance with the UDO	X
–Pavement widths	X
–Approximate grades	X
–Design engineering data for all corners and curves	X
–Typical street cross-sections	X
–Street names	X

Information:	Major Subdivision Preliminary Plat
<p>–Type of street dedication; all streets must be designated “public.” The subdivider must submit all public street plans to the Administrator for approval prior to preliminary plat approval. Where public streets are involved which will not be dedicated to the Town of Ayden, the subdivider must submit the following documents to the NC Department of Transportation District Highway Office for review: a complete site layout, including any future expansion anticipated; horizontal alignment indicating general curve data on site layout plan; vertical alignment indicated by percent grade, PI station and vertical curve length on site plan layout; the District Engineer may require the plotting of the ground profile and grade line for roads where special conditions or problems exist; typical section indicating the pavement design and width and the slopes, widths, and details for either the curb and gutter or the shoulder and ditch proposed; drainage facilities and drainage areas</p>	x
<p>–Where streets are dedicated to the public, but not accepted into the Town of Ayden system or the state system before lots are sold, a statement explaining the status of the street in accordance with this Ordinance</p>	
<p>–If any street is proposed to intersect with a state-maintained road, the subdivider shall apply for driveway approval as required by the North Carolina Department of Transportation, Division of Highways’ Manual on Driveway Regulations. Evidence that the subdivider has obtained such approval</p>	x
<p><b><u>The location and dimension of all of the following, if proposed:</u></b></p>	
<p>–Utility and other easements</p>	x
<p>–Riding trails</p>	x
<p>–Natural buffers</p>	x
<p>–Pedestrian or bicycle paths</p>	x
<p>–Parks and recreation areas with specific type indicated</p>	x
<p>–Areas to be dedicated to or reserved for public use</p>	x
<p>–Areas to be used for purposes other than residential with the zoning classification of each stated</p>	x
<p>–The future ownership (dedication or reservation for public use to governmental body, for owners to duly constituted homeowners’ association, or for tenants remaining in subdivider’s ownership) of recreation and open space lands</p>	x
<p><b><u>The plans for utility layouts including:</u></b></p>	
<p>–Sanitary sewers</p>	x
<p>–Storm sewers</p>	x
<p>–Other drainage facilities, if any</p>	x
<p>–Water distribution lines</p>	x
<p>–Natural gas lines</p>	x
<p>–Telephone lines</p>	x
<p>–Electric lines illustrating connections to existing systems, showing line sizes, the location of fire hydrants, blowoffs, manholes, force mains, and gate valves</p>	x
<p>Plans for individual water supply and sewage disposal systems, if any</p>	x
<p>–Profiles based upon Mean Sea Level datum for sanitary sewers and storm sewers</p>	x
<p><b><u>Site calculations including:</u></b></p>	
<p>–Acreage in total tract to be subdivided</p>	x
<p>–Acreage in parks and recreation and open space areas and other nonresidential areas</p>	x
<p>–Total number of parcels created</p>	x
<p>–Acreage in the smallest lot in the subdivision</p>	x

Information:	Major Subdivision Preliminary Plat
<p>–Sufficient engineering data to determine readily and reproduce on the ground every straight or curved line, street line, lot line, right-of-way line, easement line, and setback line, including dimensions, bearings, or deflection angles, radii, central angles, and tangent distance for the center line of curved property lines that are not the boundary line of curved streets. All dimensions shall be measured to the nearest one-tenth of a foot and all angles to the nearest minute</p>	
<p>–The accurate locations and descriptions of all monuments, markers, and control points</p>	
<p>–A copy of any proposed deed restrictions or similar covenants. Such restrictions are mandatory when private recreation areas or open space areas are established</p>	x
<p>–All certifications required in Section 710.150 – Certifications for Final Plats in the UDO.</p>	
<p>–All mapping shall comply with NCGS 47-30</p>	x

