

Carteret County Subdivision Regulations
CHECKLIST for a Major Subdivision (more than 5 Lots)

All major subdivisions require TRC and Planning Commission review.

Type of map or plan	# of prints for review	# of Mylars
Sketch Plan (TRC & PC)	15	-
Preliminary Plat (TRC & PC)	15	-
Final plat (Subdivision Administrator)	1	1

Required information for Subdivisions.

1. All plats or maps shall contain the following information before submission to the Administrator for review.
2. Please initial next to all items to indicate that each item of required information was included on the plat.
3. Additional information may be required for approval of the plat. The Administrator may waive items required, if it is judged that they are not necessary to complete the review.
4. If applicable, subdivisions must show the Normal High Water Line (NHWL), not "approximate" NHWL, and the NHWL & AEC lines must be verified by some official party. Surveyor can choose to have CAMA come out and verify the lines or the Surveyor can sign his name to that plat that all lines are correct, including all NHWL & AEC lines but that is his/her choice.

Required information for Major Subdivision Plats	Sketch Plan	Prelim. Plat	Final Plat
Please determine which stage the development is in. Then, initial over every "X" required for that stage of development to indicate that each item of required information was included on the plat.	X	X	X
Submission of all plats shall contain the following information before submission to the administrator for review.	X	X	X
PDF or JPEG file either via email or CD that can be printed at page-size for the Planning Commission meeting.	X	X	
BASIC MAP COMPONENTS			
Maps or plats submitted shall not exceed a maximum size of 24" by 36"	X	X	
Standard 18" by 24" sheet for plats to be recorded, minimum 1-1/2" border on the left side and a minimum 1/2" border on all other sides; or as required by the Carteret County Register of Deeds			X
Original drawn on material as required by the Carteret County Register of Deeds			X
Title Block containing: Name of Subdivision	X	X	X
Name of the type of plat (Sketch Plan, Preliminary Plat, Final Plat for...)	X	X	X
Owner's name with address and daytime phone number	X	X	X
Location (including address, township, county and state)	X	X	X
Date(s) plat(s) prepared or revised	X	X	X
Scale of drawing in feet per inch. Drawing shall be at a scale of not less than 1" equal to 100'. If all lots are greater than 3 acres, a 1" = 200' scale may be used	X	X	X
Bar graph	X	X	X
Name, address, telephone #, and email of preparer of plat (licensed surveyor, engineer, etc.).	X	X	X
Developer's name, address, and daytime phone number (if different from owner's)	X	X	X
Plat book or deed book reference	X	X	X
Names & PIN # of adjoining property owners (or subdivisions or developments of record with plat book reference)	X	X	X
Tax map, block, and parcel(s) number	X	X	X
Vicinity map showing location of site relative to surrounding area (typically drawn in upper right hand corner), at a scale of 1"= 2,000'	X	X	X

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Corporate limits, county lines, and other jurisdiction lines, if any, on the tract	X	X	X
Registration and seal of land surveyor			X
North arrow and orientation (north arrow shall not be oriented towards bottom of map)	X	X	X
Location and descriptions of all monuments, markers, and control corners			X
PARCEL DETAILS			
Boundaries of the tract to be subdivided or developed:	X	X	X
• Distinctly and accurately represented and showing all distances			
• Tied to nearest street intersection (within 300') or USGS (within 2000')	X	X	X
• Showing locations of intersecting boundary lines or adjoining properties	X	X	X
Existing property lines on tract to be subdivided. If existing property lines are to be changed, label as "old property lines" and show as dashed lines	X	X	X
Dimensions and locations of all existing and proposed buildings from the closest property lines	X	X	X
The name and location of any property or building on the National Register of Historic Places or locally designated historic property	X	X	X
Proposed lot lines and dimensions	X	X	X
Square footage of all proposed lots under an acre in size and acreage for all lots over an acre in size	X	X	X
Site calculations including:	X	X	X
• Acreage in total tract			
• Acreage in public open space	X	X	X
• Total number of lots proposed	X	X	X
Lots sequenced or numbered consecutively		X	X
Areas to be dedicated or reserved for the public	X	X	X
Areas designated as common area or open space under control of an Owners' Association		X	X
Location of designated recreation areas and facilities			
• Acres to be dedicated: _____		X	X
• Fee in lieu of dedication: \$ _____			
Size of buffer yard, walls, berms, and fences		X	X
Existing and proposed signs (location, height and area)		X	X
Location, dimensions and details of proposed clubhouses, pools, tennis courts, tot lots or other common area recreation facilities		X	X
Existing land use within the property and on adjacent properties	X	X	
Zoning district(s), if applicable, within the property and adjacent properties. Boundary lines shown on plat if zones change in, or adjacent to, subject parcel(s).	X	X	X
CAMA Land Use Classification	X	X	X
ENVIRONMENTAL INFORMATION			
Boundaries of applicable Areas of Environmental Concern in accordance with the State Guidelines for Areas of Environmental Concern (15 NCAC 7H) of the Coastal Area Management Act of 1974.	X		
• Preliminary determination of all AEC's to be clearly indicated within property.			
• <u>All</u> subdivisions checked by CAMA for presence and boundary delineation of AEC's. Date, field agent name, and result of field audit noted on plat.		X	X
• <i>Signed copy of CAMA or USACOE Wetlands map required before final, if applicable.</i>		X	

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Existing and proposed topography of tract and 100' beyond property showing existing contour intervals of no greater than 5' (2' where available) and labeling at least two contours per map and all others at 10' intervals from sea level.		X	
Base flood elevation boundaries from Flood Insurance Rate Maps.	X	X	X
Water courses, ponds, lakes, or streams	X	X	X
Marshes, swamp and other wetlands	X	X	X
INFRASTRUCTURE DATA			
Street data illustrating:		X	X
• Existing and proposed rights-of-way lines within and adjacent to property.		X	X
• Area in newly dedicated rights-of-way		X	X
• Total right-of-way width dimension		X	X
• Right-of-way width dimension from centerline of existing public streets		X	X
Existing and proposed streets showing:		X	X
• Pavement or curb lines		X	X
• Pavement width dimension (face-to-face)		X	X
• Cul-de-sac pavement radius		X	X
• Existing and proposed street names		X	X
• Street profiles		X	
Linear feet in streets		X	X
Utility Layout Plan showing connections to existing systems, line sizes, material of lines, location of fire hydrants, blow-offs, valves, manholes, catch basins, force mains, etc. for the following types of utility lines:		X	
• Sanitary sewer		X	
• Water distribution		X	
• Electric		X	
Location, dimension and type of all easements		X	X
Railroad lines and rights-of-way	X	X	X
A note indicating that the proposed subdivision is to be served by either a central or individual water supply and by either a central or individual sewage disposal system		X	X
AGENCY DOCUMENTATION (if applicable)			
Documentation of Submission of Erosion Control Plan		X	
Documentation of Approval of Erosion Control Plan			X
Documentation of Submission of Stormwater Permit		X	
Documentation of Approval of Stormwater Permit			X
Documentation of Submission of US Army Corps of Engineers Permit (one of the following ↓):		X	
• Letter of Permission			
• Individual Permit			
• Nationwide Permit			
• General Permit			

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Documentation of Approval of US Army Corps of Engineers Permit			X
CERTIFICATES (See Appendix B for wording):			
• Certificate of Survey Accuracy signed by surveyor and attested by Notary Public			X
• Disclosure Statement that Carteret County is not responsible for maintenance of drainage ditches			X
• Certificate of Purpose for Plat as required by NCGS 47-30			X
• Review Officer Certification			X
• Certificate of Ownership and Dedication			X
• Certificate of Preliminary Plat Approval		X	X
• Certificate of Final Plat Approval			X
• Division of Highways District Engineer Certificate (if public roads)			X
• Certificate of Utilities Approval			X
• Wetlands Certificate, if applicable			X
• Access Easement Disclosure Statement, if applicable			
• Notation Regarding Resubdivision of lots on an Access Easement , if applicable – “A maximum of 3 (three) lots may be served by an access easement. No additional lots, including the resubdivision of the lots served by the access easement, shall be permitted unless the access easement is upgraded by the property owner(s) to a private lane, private street, or public street that meets or exceeds the standards of Carteret County or the NCDOT, whichever is applicable”			X
• Private Lane Disclosure Statement, if applicable			X
• Notation Regarding Resubdivision of lots on a Private Lane , if applicable – “No more than ten lots, including the resubdivision of the lots served by the private lane, shall be permitted unless the private lane is upgraded by the property owner(s) to a private street or public street that meets or exceeds the standards of Carteret County or the NCDOT, whichever is applicable.”			X
• Private Streets Disclosure Statement, if applicable			X
• AICUZ Disclosure Statement, if applicable			X
OTHER DOCUMENTATION – if applicable			
Documentation that the applicant has a legally sufficient interest in the property that is proposed for development to use it in the manner requested or is the duly-appointed agent of such a person.		X	
Certifications from the appropriate agencies that proposed utility systems are or will be adequate to handle the proposed development and that all necessary easements have been provided.		X	
Detailed descriptions of recreational facilities to be provided.		X	
Legal documentation establishing homeowners' associations or other legal entities responsible for control over required common areas and facilities.		X	
Bonds, letters of credit, or other surety devices.			X
A traffic impact study performed and prepared by a qualified transportation or traffic engineer or planner.		X	
Time schedules for the completion of phases in staged development.		X	
The environmental impact of a development, including its effect on historically significant or		X	

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ecologically fragile or important areas and its impact on pedestrian or traffic safety or congestion.			
If any street is proposed to intersect with a state-maintained street, a copy of the application for driveway approval as required by the Department of Transportation, Division of Highways Manual on Driveway Regulations.		X	
Proposed deed restrictions or covenants to be imposed upon newly created lots.		X	
Street and utility construction plans and profiles (if required by the County, NCDOT, or applicable utility).		X	

(Ord. of 7-15-02; Amd. of 3-20-06)

STORMWATER PERMIT: You may need a Stormwater Permit if:

YES/NO

1. Does the project require a CAMA Major permit or an Erosion & Sedimentation Control Plan?	
2. Is the project residential and located within ½ mile of SA waters and adding <u>more than</u> 10,000sf of built-upon areas such that the impervious cover is <u>greater than</u> 12%?	

If you answered YES to **either** of these questions, please contact the Division of Water Quality, Stormwater Section located in Wilmington, NC, 1-910-796-7215, to verify if a Stormwater Permit is required.

**Note: Most of the waters within Carteret County's planning jurisdiction are SA. Exceptions include Nelson Bay and many of the streams and tributaries feeding into the county's sounds. These areas must be determined by CAMA. (p. I-97, 1996 Carteret County Land Use Plan)*