



# Application for SUBDIVISION

P.O. Drawer 357  
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This application is for both major and minor subdivisions, as defined in Article VIII of the *City of Graham Development Ordinances*.

## Site

General description of subdivision location, using nearest streets, streams or other identifiable features:

Tax Map#: \_\_\_\_\_ GPIN: \_\_\_\_\_

Current Zoning District(s): \_\_\_\_\_

Overlay District, if applicable:

Historic     S Main St/Hwy 87     E Harden St/Hwy 54

Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone # \_\_\_\_\_

## Applicant and Project Contact

Name: \_\_\_\_\_

Property Owner     Engineer/Surveyor

Other \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone # \_\_\_\_\_

Email: \_\_\_\_\_

I certify that all information furnished is true to the best of my knowledge.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**Submit SUBDIVISION MAPS with this application**

## Proposed Subdivision

Subdivision Name: \_\_\_\_\_

Type of Application:

- Preliminary Plat, Major Subdivision *\*By signing this application, I authorize the City of Graham to record the Final Plat.*
- Final Plat\*, Major Subdivision
- Final Plat\*, Minor Subdivision

Number of Lots: \_\_\_\_\_ Total Acreage: \_\_\_\_\_

Related Development (if any): \_\_\_\_\_

## Subdivision Maps

This application **must be accompanied** by a subdivision map, which may include one or more sheets to provide sufficient detail for review. **See the back of this application for a checklist of items that should be shown on the subdivision map, as applicable.** The following copies of the subdivision map are required to be submitted with this application:

- For Major Subdivision Preliminary Plan, 4 paper copies and an electronic pdf
- For Major Subdivision Final Plats, an electronic pdf for preliminary review, then 2 Mylar and 2 paper copies
- For Minor Subdivision Final Plats, an electronic pdf for preliminary review, then 2 Mylar and 1 paper copy

## Other Requirements

- NCDOT Driveway Permit**, if a new or relocated driveway is proposed on a NCDOT road, or for existing driveways if the use of the property is changing
- NCDOT 3-Party Encroachment Agreement**, if things such as a sidewalk or utility connection are proposed in the right-of-way
- Flood Elevation Certificate**, if there is Special Flood Hazard Area near the development
- Floodplain Development Permit**, if development is proposed in a Special Flood Hazard Area
- Stormwater Permit**, if one or more acres is disturbed
- Erosion Control Permit** from the NC Dept. of Environment and Natural Resources if the land disturbing activity exceeds one acre

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## Subdivision Map Checklist

### Title Block and Data

- Plat title
- Owner's name with address and daytime phone number
- Developer's name, address and daytime phone number, if different from owner
- Surveyor's name and address
- Location (township, county, state)
- Name, address and telephone number of map preparer
- Dates map prepared or revised
- Scale of drawing in feet per inch and bar scale
- North arrow and orientation (north arrow shall not be oriented towards the bottom of the map)
- Zoning and overlay districts in the area
- Proposed land use on the property and existing land use on adjacent properties
- Plat book references
- Tax map, block and lot numbers
- Acreage of all proposed lots and of total tract
- Total number of lots proposed
- Subdivision location shown on small-scale vicinity map
- Surveyor's Certificate
- Statement of Land Use Regulation
- Statement of Planning Agency Approval
- Statement of Review Officer Approval
- An index sheet, if more than two sheets

### Planimetric

- City limits and other jurisdiction lines
- Boundaries of the tract, with bearings, distances and control corners
- Existing property lines on the tract to be subdivided; show any property lines to be changed as dashed lines
- Proposed lot lines and dimensions
- Addresses of all lots
- Proposed minimum building setback lines
- Label all existing and proposed structures
- Railroad lines and rights-of-way
- Locations designated as common areas or open space
- Existing and proposed topography of the tract and beyond showing contour intervals of no greater than 5ft (2ft preferred) and labeling at least two contours per map
- Location, dimension and type of any easements, existing or proposed
- Proposed phasing, if any

### Utilities

- Preliminary water and sanitary sewer layouts (final to be provided with Utility Construction Plans)

### Landscaping

- Location, dimensions and type of required planting yards and opaque screens/buffers
- Location of proposed plantings with a description of the species to be used
- Approximate height, species and method of tree protection where existing vegetation is to be preserved
- 10'x70' site triangle at all street and driveway intersections

### Transportation and Parking

- Existing and proposed right-of-way lines
- Existing and proposed streets showing pavement or curb lines, width, and existing and proposed street names
- Profile of any proposed new street
- Width of driveways and internal circulation roadways
- Driveways adjacent to or across the street from the site and the distance between driveways
- Existing and proposed sidewalks and handicap ramps, including dimensions
- Dimensions and location of all parking, queuing and loading areas, including spaces and maneuvering areas
- Calculation of minimum required off-street parking spaces and total spaces provided

### Stormwater Control, Stream Buffers and Floodplains

- Location and type of existing and proposed stormwater controls, including location of inlets
- Layout of stormwater control, grading and significant components
- Location of all streams and drainageways
- Location of stream buffers on all USGS and NRCS Soil Survey mapped streams
- Indicate that all buffers are to remain in an undisturbed state
- Location of jurisdictional waters and wetlands (Note 1)
- Location of proposed stream crossings showing the proposed grading and overall stream impact, including culvert and outlet protection length
- Identify any FEMA regulated floodway or floodplain on the property and locate and label the 100-year Base Flood Elevation
- Extent and size (in acres) of area to be disturbed (Note 2)
- Location and type of proposed erosion control devices

**Note 1.** The US Army Corps of Engineers and the NC Division of Water Quality regulate wetlands and waters of the United States through the 404 Corps Permit and 401 State Water Quality Certification process. Site designers and developers are responsible for obtaining all applicable local, state and federal permits, certifications or approvals as necessary for proposed site development activities.

**Note 2.** If the proposed land disturbing activity exceeds one (1) acre, an Erosion Control Permit from NCDENR Land Quality is required.