

Minor Residential/Commercial Subdivision 2, 3, 4 Lot Minor Subdivisions

NOTIFY SOUTH MILLS WATER ASSOCIATION IMMEDIATELY TO CONFIRM WATER AVAILABILITY

Minor subdivisions are the creation of 2, 3, or 4 lots plus the residual. Documents required are as follows:

- 2, 3, 4, Lot Minor Subdivision Land Use Application
- Mylar plus 1 hard **copy and electronic copy** of plat depicting requirements listed below
- Perc Test on each newly created lot from Albemarle Regional Health Services (ARHS)
- Or approval by County for connection to County Sewer.
- Certified Drainage Plan - 3 and 4 new lots shall be approved by the County's Engineer at the applicant's expense.
- Notify the postmaster about the subdivision
- Maintenance Warranty for the Drainage Plan Maintenance
- Responsible Party for the Drainage Maintenance (HOA, Deed, etc.)

3.2 Check List for Final Plat of 2, 3, or 4 Lot Plus Residual Minor Subdivision

Title Information	
1. Name of Subdivision	
2. Property owner	
3. Township, County, State where property is located	
4. Name, Signature, License #, Seal and Address of land surveyor or professional engineer	
5. Vicinity Map showing location of principle roads	
6. North Arrow	
7. Scale to be one inch equals 100 feet or less	
Site Data/Development Notes	
8. Owner and/or Developer Information	
9. Existing Land Use and Future Land Use	
10. Property Data	
11. Zoning District of property	
12. Average square footage or acreage of Lots	
13. Total Number of Lots and Setbacks	
14. Control Corners	
15. Areas of environmental concern include the following statement: "This property does/does not contain 404 Jurisdictional Wetlands"	
16. Statement "Use of land within a floodway or floodplain is substantially restricted by the Unified Development Ordinance"	
17. FIRM (Flood Insurance Rate Map) Data (151.3.8.3.C.2.b)	
Existing Information within 50 feet of the property identify the following	
18. Boundaries of the tract to be subdivided with bearings and distances	
19. Location of property lines	
20. Streets and Railroads	
21. Structures	
22. Water Courses, Bridges, Culverts, & Storm Drainage Pipes	
23. Utility transmission lines and utility structures	
24. Waterlines and Sewer Lines	
25. Easements within the tract to be subdivided	
26. Ownership of adjoining land	
Existing Natural features	
27. Location of Wooded Areas	
28. Location of Swamps and Wetlands	
29. Bodies of Water; including streams, sounds, rivers, ponds and the like	
30. Floodplain information as depicted on the flood insurance rate maps (per UDO151.3.8.3)	
31. Soil types (May be required at the discretion of the Administrator)	
32. Contour intervals of two feet (May be required at the discretion of the Administrator)	

Development Information on Site Plan	
33. Proposed natural buffers	
34. Location of Existing Cemeteries	
35. Location, Width and Purpose of Proposed Pedestrian, Bicycle, other Right-of-Ways & other Easements	
36. Layout of lot arrangements with lot lines, lot dimensions; square footage or acreage	
37. Minimum building Setback Lines shown on each individual lot	
38. Layout of proposed utilities (sewer, 6" water-6.2.7.B.2.b, drainage, gas, electric, telecommunications, etc.)	
39. Community Mailbox	
40. Layout of existing utilities and any new/existing utility easements	
41. 6.1.6 Each lot shall provide combined utility and drainage easements with a minimum of 10' all sides and rear lot lines and a minimum of 15 feet along lot lines bounded by a street.	
42. Connection of ALL lots to water if available 2.3.18.C.6.a.8	
Additional Documentation	
43. Perk Test or connection to county wastewater	
44. Certified Drainage Plan for 2 lots and Residual Lot	
45. Drainage Plan Approved by County Engineer for 3 or 4 lots and Residual Lot	
46. NC DEQ-Erosion and Sediment Control Permit	
47. NC DEQ-Stormwater Permit	
48. NC DOT Permit	
49. CAMA Permit	
50. Wetlands Delineation	
51. Has the lot (s) or residual been subject to another minor subdivision in past 5 years?	
52. Confirmation of US Postmaster Approval 2.3.18. C.5.b.	
53. Deed for property	
Certifications and Statements Required if applicable (Details at end of this document)	
54. Minimum Lot Size	
55. Certification by Administrator regarding UDO Compliance -	
56. Division of Highway District Engineer Certificate for Public Streets, if applicable	
57. Certificate of Ownership and Rededication	
58. Engineer Certification of Stormwater Improvements	
59. Certificate of Survey and Accuracy	
60. Certificate of Review Officer	
61. If any portion of the property lies within a floodplain, the plat must contain in clearly discernable print the statement, "Use of land within a floodway or floodplain is substantially restricted by the Unified Development Ordinance."	
62. 2.3.18.B.3 Shall connect to the public water system and pay fees at final plat	
63. If connection to the public water supply system is required, then the plat shall contain the following statement: "The developer is required to install all water lines and related improvements."	

Fees to be paid if applicable

1. Application Fee
2. Drainage Plan Review Escrow Fee
3. Water Tap Fee
4. Wastewater Tap Fee
5. Maintenance Warranty – 18 months

The following certifications/statements are required on each plat:

(1) Minimum Lot Size Statement

The residual parcel(s), if any, meet or exceed the minimum lot size as specified within the Camden County Unified Development Ordinance.

Surveyor's Signature

Date

(2) Certification regarding Public Streets, and UDO Compliance

I hereby certify this plat is in all respects in compliance with the Camden County Unified Development Ordinance and that therefore this plat has been approved by the Camden County Administrator subject to its being recorded in the Office of the Camden County Register of Deeds within thirty (30) days of the date below.

Administrator's Signature

Date

3) Division of Highway District Engineer Certificate for Public Streets, if applicable.

I hereby certify that the public streets shown on this plat are intended for dedication and have been completed or as designed and guaranteed by the applicant in accordance with at least the minimum specifications and standards of the NC Department of Transportation for acceptance of subdivision streets on the NC highway system for maintenance.

Date

District Engineer

(4) Certificate of Ownership and Rededication.

I hereby certify that I am the owner of the property described hereon, which property is located within the subdivision regulation jurisdiction of Camden County, that I hereby freely adopt this plat of subdivision and dedicate to public use all areas shown on this plat as streets, alleys, walks, parks, open space and easements, except those specifically indicated as private and that I will maintain all such areas until the offer of dedication is accepted by the appropriate public authority. All property shown on this plat as dedicated for a public use shall be deemed to be dedicated for any other public use authorized by law when such use is approved by the appropriate public authority in the public interest.

Owner's Signature

Date

(5) Engineer Certification of Stormwater Improvements.

In the subdivision entitled _____, stormwater drainage improvements have been installed:

(1) According to plans and specifications prepared by _____, or
(2) According to As-Built plans submitted by _____ and approved by the County. Camden County assumes no responsibility for the design, maintenance or the guaranteed performance of the stormwater drainage improvements and their effects.

Registered Land Surveyor/Civil Engineer Signature

Registration Number

(6) Certificate of Survey and Accuracy.

I, _____, certify that this plat was drawn under my supervision from an actual survey made under my supervision (deed description recorded in Book _____, Page _____, of the Camden County registry (other); that the boundaries not surveyed are clearly indicated as drawn from information found in Book _____, Page _____, that the ratio of precision as calculated is _____; that this plat was prepared in accordance with G.S. § 47-30, as amended. Witness my original signature, registration number, and seal this _____ day of _____, 20____.

(Seal or Stamp)

Surveyor's Signature

Registration Number

The plat must contain a certificate prepared by the surveyor and shown on the plat attesting to the following statement from GS 47-30(f) 11a. "The survey creates a subdivision of land within the area of a county or municipality that has an ordinance that regulates parcels of land.

(7) Certificate of Review Officer.

State of North Carolina
County of Camden

I, _____, Review Officer of Camden County, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.

Review Officer's Signature

Date

(8) If any portion of the property to be subdivided lies within a floodplain, the plat must show specific criteria in accordance with UDO 151.3.8.3 and contain in clearly discernable print the statement, "Use of land within a floodway or floodplain is substantially restricted by the Unified Development Ordinance."

(9) If the minor subdivision is required to provide a connection to a public water supply system, then the plat shall contain the following statement: "The developer is required to install all water lines and related improvements."