

Preliminary Plat

- Preliminary Plat Land Use Application
- 2 final copies (18 X 24) and a pdf copy of Preliminary Plat depicting requirements listed in section below. (Option of more copies upon request)
- Conceptual layout of Drainage Plan indicating how the development will handle stormwater runoff, nearest outfall(s) and elevation of tail water, upstream offsite watershed area of any lead ditch running through the development.
- Perc test on all lots to be developed
- Development Impact Analysis in accordance with table below
- Plan for completion of public and private improvements.
- Phasing Plan if applicable.

Title Sheet Information

1. "Preliminary Plat" with Name of Subdivision	
2. Township, County and State	
3. Name, License #, seal, address of license preparer	
4. Vicinity Map 1" = 2000' or larger than 2000' showing principle roads	
5. North Arrow	
6. Include Legend (s)	

General Development Notes

1. Project Name	
2. Owner/Applicant	
3. Property data - PIN	
4. Zoning Classification of property	
5. FIRM (Flood Insurance Rate Map) Data (151.3.8.3.C.2.b)	
6. Zoning District (s) of Property	
7. Zoning District (s) Setbacks of property	
8. Note or show Zoning District (s) of all adjacent property	
9. Drainage/Utility easements	

Development Notes to Include

1. Total acreage	
2. Proposed number of lots	
3. Size of lots	
4. Open space	
5. Subdivision setbacks (if applicable)	

Certifications and Statements On Front Sheet –(Examples at end of this document)

1. Certificate of Approval by Board of Commissioners Chairperson	
2. Approval Notation: Statement for compliance with UDO 151.7.5	
3. Certificate of Ownership and Dedication	
4. Certificate of Survey and Accuracy	
5. Division of Highway District Engineer Certificate for Public Streets	
6. Engineer Certificate for Private Streets	
7. Certification Signature by the Local Coastal Area Management Act (CAMA) Permit Officer if subdivision is located within any area of environmental concern	
8. Engineer Certification of Stormwater Improvements	
9. Certificate of Review Officer	

10. Special flood hazard area shall include the following statement: “Use of land within a floodplain or a special flood hazard area is substantially restricted by Camden County.”	
11. A connection to a public water supply system shall include the following statement: “The developer is required to install all water lines and related improvements.”	
12. Areas of environmental concern include the following statement: “This property does/does not contain 404 Jurisdictional Wetlands”	
13. Statement for Stormwater Maintenance: current and future responsible party	
Existing and Subdivision Plan Sheets	
North arrow and scale 1" = 200' or less than 200'	
Existing Features Sheet (Approximate location and general description of Existing Property Information to include features within 50' of exterior property lines)	
1. Property Lines	
2. List Ownership of all adjoining property	
3. List Zoning District of all adjoining property	
4. Existing Structures	
5. Ditches, canals, streams, ponds and water courses	
6. Bridges, culverts, and storm drainage pipes	
7. Utility lines and utility structures	
8. Water lines, septic systems, and wells	
9. Paths, streets, roads and railroads	
10. Easements and rights-of-way	
11. Metes and bounds description showing dimensions, bearings and distances	
12. Cemeteries	
13. Contour intervals of 2 feet flood elevation data	
Approximate location, general description, and area of the following which are on site and within 100' of exterior property lines of Proposed Subdivision	
1. Wooded Areas	
2. Swamp	
3. Water Courses	
4. Floodplains	
5. Soil Types	
6. CAMA Wetlands	
7. 404 Wetlands	
Proposed Subdivision Plan Sheets	
1. Include Legend (s)	
2. Metes and bounds description showing dimensions, bearings and distances of the property and the portion of property to be subdivided	
3. Monumentation set and control corner established	
4. Wetlands Delineation (if applicable)	
PROPOSED/APPROXIMATE location for the following (Entire tract, residential and nonresidential. No future development area left undefined)	
1. Proposed location of surface and subsurface drainage area	
2. Pond (s) and all storm drainage features with dimensions	

3. Lot lines shown for the entire tract	
4. Lot Dimensions	
5. Lot Numbers	
6. Block Numbers	
7. Minimum Building Setback shown on typical lot	
8. Community mailboxes (CPU)	
9. Bus Stops (6'x3')	
10. Street Names	
11. Future Development of the site (s) don't have to show lot lines, need to show any stages and/or phases shown in detail	
Approximate location and size of land to be dedicated or reserved for public or private use	
1. Parks and recreational sites (public and private)	
2. Open Space Requirements shown (Details of all Features)	
3. Reserved Utility Space and the like	
Development Information: Proposed location and width	
1. Landscaping Perimeter, Street yard Buffers	
2. Natural Buffers	
3. Farm Compatibility Buffer	
4. Trails and/or Courses (pedestrian, bicycle, jogging)	
5. Right-of-Way (s) and Easement (s)	
6. Existing Cemeteries	
Water and Sewer Systems	
1. Approval by Appropriate Agency for County Water System	
2. Approval by Appropriate Agency for County Wastewater System	
3. Approved Health Department Septic System Perk Test on each individual lot	
4. NC Wastewater Approval Letter (if applicable)	
5. NC Water Resources approval letter on water main extension	
Additional Documentation	
1. Approval of Existing Conditions Drainage Plan from County Engineer	
2. Deed showing ownership	
3. Apply for Erosion and Sediment Control Permit from State	
4. Apply for Storm water Permit from State Approval	
5. Apply for any NC Department of Transportation Approval	
6. In cases where land subject to a preliminary plat is located within an AEC, approved preliminary plats shall bear a certification from the NC Division of Coastal Management certifying compliance with all AEC requirements. 2.3.18.6.d	
7. Stormwater Management Plan 7.1	
8. Fire Protection Plan	
Development Impact Statement: For subdivisions containing 20 or more lots , the information listed below shall be provided; the number of lots shall be determined by counting the cumulative number of lots created on a tract as such boundaries that existed as of the effective date of Ch. 151 of the code of ordinances by anyone who owned, had an option on or any legal interest in the original subdivision	
9. Physical analysis (type of units expected, including number of bedrooms, projected value, size and timing of phases and the like)	
10. Housing market analysis (delineate market area, project demand, supply and unmet demand, determine net capture, identify development profile)	

11. Water & sewer impact (water consumption estimated per unit type, available water resources, report outlining sewer generation and means of disposal)		
12. Fiscal analysis (estimated real property valuation, estimated personal property valuation, estimated annual land transfer tax value)		
13. Traffic analysis (estimated number of trips generated, volume of existing traffic on roads adjacent to and within one-half mile of tract, directional distribution of traffic, capacity analysis)		
FEES		
1. Application fee per lot		
2. Drainage Fee (Escrow)		
3. Subdivision containing 30 lots or more of single family residential lots a Dedication of Land for Public Park or pay fee-in-lieu required at Final Plat		

Certification Blocks Required for Major Subdivisions

The appropriate certificate blocks as set forth below shall appear on all copies of the preliminary plat unsigned in preparation of Construction Drawings and final plat. It is required that all certification blocks and other detail or design information be grouped on a separate single sheet of the plat plans in order to eliminate confusion.

(1) Certificate of Approval.

I hereby certify that all streets shown on this plat are within Camden County, all streets and other improvements shown on this plat have been installed or completed or guaranteed to according to UDO 151.6.3.5 and that the subdivision shown on this plat is in all respects in compliance with the Camden County Unified Development Ordinance, and, therefore, this plat has been approved by the Camden County Planning Board and signed by the Chairperson, Board of Commissioners, subject to its being recorded in the Camden County Registry within ninety (90) days of the date below.

Date: _____ Chairperson, Board of Commissioners: _____

(2) Approval notation of compliance with UDO 151.7.5. The developer shall place in a conspicuous manner a notation containing the following words:

Open space, drainage facilities, reserved utility open space, and ponds required to be provided by the developer in accordance with UDO 151.7.5 shall not be dedicated to the public, except upon written acceptance by the County, but shall remain under the ownership and control of the developer (or his or her successor) or a homeowner's association or similar organization that satisfies the criteria established in UDO 151.6.4.

(3) Certificate of Ownership and Dedication.

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 area 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.

Date: _____ Owner: _____

_____ County, North Carolina

I, _____, a notary public for the above named County & State, do hereby certify that _____ personally appeared before me this date and acknowledged the due execution of the foregoing certificate.

Witness my hand and official seal this _____ day of _____, 20____.

Notary Public Signature (SEAL)

My commission expires _____

(4) 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

1. 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."

(5) 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

(6) Engineer Certificate for Private Streets, if applicable.

I hereby certify that the private streets shown on this plat are intended for private use and will remain under the control, maintenance and responsibility of the developer and/or a homeowner's association and that they have been completed in accordance with at least the minimum specifications and standards of the State Department of Transportation.

Date

Licensed Engineer

(7) Additional statement regarding Area of Environmental Concern. If the subdivision is located within a State Coastal Area Management Act area of environmental concern, the preliminary plat shall contain a statement as follows, signed by the coastal area management permit officer:

This subdivision (or portions thereof) is located within an Area of Environmental Concern.

Date

Coastal Area Management Permit Officer

(8) 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

(9) 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

(10) Subdivided property within floodplain. 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 floodplain is substantially restricted by the Unified Development Ordinance.”**

(11) If the preliminary plat is required to provide a connection to a public water supply system, the plat shall include the following statement:

“The developer is required to install all water lines and related improvements.”

(12) Location and area of all designated areas of environmental concern within the subdivision or other such areas which are environmentally sensitive, such as CAMA wetlands or 404 wetlands, as defined by the U.S. Army Corps of Engineers include the following statement:

“This property does/does not contain 404 Jurisdictional Wetlands”

(13) Statement of Stormwater maintenance plan: the current responsible party and the future responsible party with details on maintenance.

10/28/2020