

**Transfer Plat Subdivision**

Transfer Plat subdivision is the creation of one (1) lots plus the residual. Transfer from:

- Parent to Child
- Child to Parent
- Grandparent to Grandchild
- Grandchild to Grandparent

In cases where a transfer plat is proposed to transfer from a grandparent to a grandchild, the grandparent (grantor) shall have owned the property for the previous ten (10) years unless inherited through testate or intestate succession.

***SOUTH MILLS WATER ASSOCIATION District CONFIRM WATER AVAILABILITY IMMEDIATELY***

Documents required:

- Transfer Plat Land Use Application
- Mylar plus 1 hard copy or 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.
- Paid water fee tap if applicable
- Proof of relationship Copy of Birth Certificate (s)
- Copy of **Deed with restriction**: “In accordance with Article 151.2.3.24 of the Camden County Unified Development Ordinance, property cannot be sold for a period of five (5) years or until the child’s 18th birthday (whichever is greater) from date of recording”.

<b><u>3.2 Check List for Plat</u></b>	
<b>Detailed Information and Notes to Include</b>	
1. Title Block “Transfer Plat...Grantor Name to Grantee Name” Identify Relationship Example “Transfer Plat John Smith Sr. (Parent) to John Smith Jr (child)	
2. Property owner	
3. Township where property is located	
4. Name and Address of preparer	
5. Vicinity Map showing location of principle roads	
6. Total Acreage	
7. Zoning District	
8. FIRM (Flood Insurance Rate Map) Data (151.3.8.3.C.2.b)	
9. Statement “Use of land within a floodway or floodplain is substantially restricted by the Unified Development Ordinance”	
10. Areas of environmental concern include the following statement: “ <b>This property does/does not contain 404 Jurisdictional Wetlands</b> ”	
11. Statement “Transfer Plat in accordance with Article 151.2.3.24 of the Camden County Unified Development Ordinance”	
<b>Existing Information</b>	
12. Boundaries of the tract to be subdivided with bearings and distances	
<b>Within 50 feet of the property identify the following:</b>	
13. Property lines	
14. Streets	
15. Structures,	
16. Water courses,	
17. Railroads,	
18. Utility transmission lines	
19. Water lines and Sewer Lines	
20. Bridges and Culverts	
21. Storm drainage pipes,	
22. Right of Ways and/or Easements within the tract to be subdivided	

23. Ownership of adjoining land	
24. Location of Existing Cemeteries	
<b>Natural features</b>	
25. Location of wooded areas	
26. Swamps	
27. Wetlands	
28. Water bodies, including streams, sounds and the like	
29. Soil types	
30. Contour intervals of two feet (May be required at the discretion of the Administrator, as depicted on the flood insurance rate maps UDO151.3.8.3)	
<b>Development Information</b>	
31. Proposed buffers	
32. Setbacks	
33. Location of Right-of-Ways – location width and purpose	
34. Location of Easements – location width and purpose (required 10' sides & 15' bounded by street utility and drainage easement)	
35. Layout of lot arrangements with lot lines	
36. Dimensions; square footage or acreage	
37. If any portion of property to be subdivided lies within a floodplain: the Plat <b>must</b> show location (specific criteria in accordance with UDO 151.3.8.3) AND clearly discernable print the statement Use of land within a floodway or floodplain is substantially restricted by the Unified Development Ordinance.”	
<b>Certifications</b>	
38. Minimum Lot Size Statement	
39. Certification of Administrator (UDO Compliance)	
40. Certification of Ownership and Rededication	
41. Certification of Accuracy	
42. Certification of Review Officer	

The following certifications/statements are required on each plat:

**(1) Minimum Lot Size Statement**

<p>The residual parcel(s), if any, meet or exceed the minimum lot size as specified within the Camden County Unified Development Ordinance.</p>	
<p>_____</p> <p>Surveyor's Signature</p>	<p>_____</p> <p>Date</p>

**(2) Certification regarding Public Streets, and UDO Compliance**

<p>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.</p>	
<p>_____</p> <p>Administrator's Signature</p>	<p>_____</p> <p>Date</p>

**(3) 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

**(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

**(5) 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

**(6) 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."**

8/26/2021