



GUILFORD COUNTY PLANNING AND DEVELOPMENT

Final Plat Checklist

SHEET SIZE

Final Plats shall be an original drawing submitted on mylar drafting film, matte both sides with a 0.003 to 0.004 mil thickness. The sheets shall be eighteen (18) inches by twenty-four (24) inches with one and one-half (1 1/2) inch margin on the left side and a half (1/2) inch margin on all other sides.

TITLE BLOCK AND SITE DATA

- Name of Development
- Name of map or Plan (Final Plat)
- Location (including address, city township, county and state)
- Date(s) map(s) prepared or revised
- Bar Graph
- Name, address and telephone # of preparer of map (licensed surveyor, engineer or architect), if different from owner's
- Developer's name, address and daytime phone number if different from owners.
- Owner's name with address and daytime phone number
- Zoning district(s) within the property and adjacent property
- Plat book or deed book reference
- Names of adjoining property owners (or subdivisions or developments of record with plat book reference)
- Tax parcel number(s)
- Vicinity map showing location of site relative to surrounding area (typically drawn in upper right hand corner), at a scale of 1" = 2000'
- Acreage in total tract
- Acreage in public greenways, other open space, common area, etc.
- Total number of lots proposed
- Linear feet in streets
- Acreage in newly dedicated right-of-way

PLANIMETRIC

- North arrow and orientation (north arrow shall not be oriented towards bottom of map)
- Proposed lot lines and dimensions
- Lots sequenced as numbered consecutively
- Square footage of all proposed lots under an acre in size and acreage of for all lots over an acre in size
- Corporate limits, county lines and other jurisdiction lines if any on the tract
- Boundaries of the tract to be developed distinctly and accurately represented and showing all distances
- Boundaries of the tract to be developed tied to nearest street intersection (within 300') or U.S.G.S. (within 2000')
- Boundaries of the tract to be developed showing locations of intersecting boundary lines or adjoining properties

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.

- The name and location of any property or building on the National Register of Historic Places or locally designated historic property
- Railroad lines and right-of-ways
- Areas to be dedicated or reserved for the public or a local jurisdiction
- Areas designated as common area or open space under control of an Owners Association
- Location, dimension and type of all easements

ENVIRONMENTAL

- Water courses, pond, lakes or streams
- Location of floodway and floodway fringe from Flood Hazard Boundary Maps and cross-section elevations.
- Field located properly sized drainage easements with dimensions from centerline of easement to property line and location of course changes.

LOCATED IN DESIGNATED WATERSHED

- Permanent erosion control and watershed protection controls including ponds, maintenance and access easements and natural infiltration areas.
- Engineering certification statement, if required by Ordinance.
- Street Data
- Existing and proposed rights-of-way lines within and adjacent to property.
- Existing and proposed rights-of-way within and adjacent to property showing total right-of-way width dimension.
- Existing and proposed rights-of-way within and adjacent to property showing right-of-way width dimension from centerline of existing public streets.
- Existing and proposed streets showing existing and proposed street names.

ADDITIONAL INFORMATION

- Registration and seal of surveyor
- Location and description of all monuments, markers and control corners.
- Notes/certificates/endorsements (See page two for wording)
- Deed Reference(s)
- Error of Closure
- Note: "NO IMPROVEMENT PERMIT HAS BEEN ISSUED FOR THIS LOT" labeled on the lot and lot to be cross-hatched if denied or no evaluation has been made.



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SIGNATURES

- Signatures of Surveyor, seals for boundary survey and map certificate per NCGS 47-30
- Notary Confirmation (seal)
- North Carolina Department of Transportation, if public right-of-way dedication involved public street construction or improvement.
- City Signature, if a portion of the plat is within city limits.
- Proper Signatures and attest of property owner(s) or property owner's legal designee (submit legal copy of Power of Attorney, etc.).

FINAL PLAT SUBMISSION

- Original Mylar Plat and five (5) paper copies, if on public water and sewer, verify final number of copies.
- Approved Health Department Copy (Preliminary Plan)
- Documents
- Disclosure Statements (Private Lanes Only)
- Approved Owners Association Agreement, if Common Area involved.
- Instruments to verify legality of signatures (e.g., administrator of estate, recorded deed copy, corporate seal, power of attorney).
- Statements of approval on Public Improvements, if completed and accepted.
- Approved Surety for Incomplete Public Improvements (e.g. letter of credit, bond, etc.)

FEES

- Water/Sewer Acreage Fees, if applicable
- Sign Payment, if applicable
- A Recording Fee is required by and payable to the Register of Deeds.

OTHER APPROVALS

- Approval from the Corps of Engineers, if wetlands involved.
- Approval from the Erosion Control Division, if improvements include grading.

MAP CERTIFICATES

Certificate of Survey 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 _____, etc.) (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 1: _____; this plat was prepared in accordance with G.S. 47-30 as amended. Witness my original signature, registration number and seal this _____ day of _____, A.D. 19_____.

SEAL OR STAMP

Surveyor _____
Registration Number _____

Certificate of Review Officer:

State of North Carolina
County of Guilford

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

Review Officer _____
Date _____

Certificate of Ownership and Dedication:

The undersigned hereby acknowledge(s) that the land shown on this plat is within the subdivision regulation jurisdiction of the Board of Commissioners of Guilford County and this plat and allotment to be _____ free act and deed and hereby dedicate(s) to public use as streets and easements, forever all areas so shown or indicated on said plat.

Signed _____
Attest _____

Certificate of Approval by Division of Highways of the North Carolina Department Transportation:

Department of Transportation
Division of Highways
Proposed Subdivision Road
Construction Standards Certificate

Approved - District Engineer _____
Date _____

Certificate stating no approval is required by Division of Highways of the North Carolina Department of Transportation:

This plat does not required certificate of approval by the Division of Highways as provided in N.C.G.S. 136-102.6, subsection (g).

Planning Director _____ Date _____

Certificate of Local Jurisdiction Approval for Recordation:

Approved by the Planning Department of Guilford County, North Carolina on the _____ day of _____, 20____ pursuant to Article V of the Guilford County Development Ordinance.

Planning Director _____



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Certificate of Purpose of Plat:

The Final Plat shall contain one of the following surveyor's certificate, signed and sealed by the surveyor:

- a. This survey creates a subdivision of land within the area of a county or municipality that has an ordinance that regulates parcels of land;
- b. This survey is located in a portion of a county or municipality that is unregulated as to an ordinance that regulates parcels of land;
- c. Any one of the following:
 1. This survey is of an existing parcel or parcels of land and does not create a new street or change an existing street;
 2. This survey is of an existing building or other structure, or natural feature, such as a watercourse; or
 3. This survey is a control survey.
- d. This survey is of another category, such as the recombination of existing parcels, a court-ordered survey, or other exception to the definition of subdivision; or
- e. The information available to the surveyor is such that the surveyor is unable to make a determination to the best of the surveyor's professional ability as to provisions contained in (a) through (d) above.

Surveyor _____ SEAL

Date: _____

Certificate of Review by Licensed Soil Scientist:

I hereby certify that lot(s) _____ shown on this plat have been reviewed as appropriate and with respect to minimum lot requirements set forth in _____ of the regulations governing sewage treatment and disposal systems in Guilford County as amended from time to time. As of this date and based on this review of existing site conditions the lots numbered above on this plat will presumably meet these regulations.

I hereby certify that lot(s) _____ shown on this plat have been reviewed as appropriate and with respect to alternative requirements set forth in _____ of the regulations governing sewage treatment and disposal systems in Guilford County as amended from time to time. As of this date and based on this review of existing site conditions the lots numbered above on this plat will presumably meet these regulations.

This certification does not represent approval or a permit for any site work, nor does it guarantee issuance of an improvement permit for any lot. Final site approval for issuance of improvement permits is based on regulations in force at the time of permitting and is dependent on satisfactory completion on individual site evaluations following application for an improvement permit detailing a specific use and siting.

Any change in use or any site alteration may result in suspension or revocation of certification.

NC Licensed Soil Scientist _____ SEAL

Date _____

This document is intended for public information purposes only. It summarizes and omits some provisions. It is not to be construed or used as an official interpretation of the Guilford County Development Ordinance in any legal proceeding.