

PAGE 2: CHECKLIST OF INFORMATION AND ITEMS NEEDED PRIOR TO APPROVAL & RECORDATION OF BOUNDARY SURVEY:

To demonstrate compliance with Section 303 of the Perquimans County Subdivision Regulations, the Applicant hereby submits this Application Form and additional information:

_____ Application Form and if applicable, a signed and notarized Owner's Authorization Form.

_____ Boundary Survey with Certification Statements and references to residual parcel, if any (see Note #1, below). A "rough sketch" drawing is recommended for this initial review.

_____ Proposed sewage system: _____ (per Section 402B)(4), attach copy of Septic Tank Permit or Preliminary Approval issued by Albemarle Regional Health Services (ARHS) or letter of availability for public sewer as Applicable; and include Preliminary Approval for "residual" parcel if applicable).

_____ My (our) ownership of the parent tract is evidenced by attached deed recorded in Real Estate Book _____, Page _____ OR Will File Number _____.

_____ My (our) parent tract is known as Township No.____, Map No. _____, Parcel No. _____.

_____ Size of Parent Tract: _____ acres; Linear footage width (street frontage): _____; and depth (from front lot lint to rear lot line _____ of parent tract.

_____ Parent tract is zoned: _____; Future Land Use classification: _____.

This section to be completed by County:

_____ Water availability: _____.

_____ Review and consultation with Soil & Water Conservation staff _____.

_____ Proposed drainage improvements: _____
(attach letter of review from Perquimans Soil & Water Conservation District). May need to establish drainage easements on the property lines depending upon drainage plan requirements.

_____ Disclosure statement referencing Perquimans County Subdivision Regulations, Sections 402B); B)(5); D)(1); F); I); and J), regarding grading, drainage and erosion control.

_____ Other (specify): _____.

_____ Applicable fees at the time of submission: \$50.00 Abbreviated Plat Review Fee.

_____ Water Facility Fees due before plat recordation: Up to and including four (4) or six (6) lots per parent tract @ \$500 each and, where Major Subdivisions are permitted, a fee of \$2,500 per lot for any parent tract over four (4) or six (6), pursuant to Section 303.1 of the Subdivision Regulations, and Note #2, below:

NOTES: (1) Any lot of less than 10 acres, including any "residual" parcel, must obtain a certificate or letter from the Health Department stating that a septic system may be approved for the lot(s); and (2) All lots subdivided from a tract since December 31, 1998 shall be included in determining when the maximum number has been reached and when the full review procedure shall be required.

PAGE 3: NOTE: **IF THE APPLICANT REQUESTING AN ABBREVIATED SUBDIVISION FOR A PARTICULAR PIECE OF PROPERTY IS NOT THE ACTUAL OWNER OF THE PROPERTY, THE ACTUAL OWNER MUST COMPLETE THIS FORM. IF THE PERSON WHO IS REQUESTING AN ABBREVIATED SUBDIVISION IS THE OWNER, PLEASE DISREGARD THIS FORM**

Dear Sir or Madam:

I am (We are) the owner(s) of the property located on/at _____.

I (We) hereby authorize _____ to appear with my (our) consent before the Planning and Zoning Administrator and the County Manager in order to request an abbreviated subdivision at this location. I (We) authorize you to advertise and present this matter in my (our) name(s) as the owner(s) of the property. If you have questions or need more information, please contact me (us) at address _____ or by telephone at _____.

Respectfully yours,

Printed Name and Signature of Owner Date

Printed Name and Signature of Owner Date

Sworn to and subscribed before me, this the _____ day of _____, 2012.

Notary Public _____ County of _____

State of _____

My commission expires: _____

ARTICLE III: PROCEDURES FOR REVIEW & APPROVAL OF SUBDIVISION PLATS

Section 301 Plat Shall Be Required on Any Subdivision of Land: Pursuant to G.S. 153A-330, a final plat shall be prepared, approved, and recorded pursuant to the provisions of this ordinance whenever any subdivision of land takes place.

Section 302 Approval Prerequisite to Plat Recordation: No final plat of a subdivision within the subdivision jurisdiction of Perquimans County as established in Section 104 of this ordinance shall be accepted for record by the Register of Deeds of Perquimans County until final approval has been given by the Board of Commissioners of Perquimans County or by the Subdivision Review Officer where he is authorized to do so in this ordinance. To secure such approval of a final plat, the subdivider shall generally follow the procedures established in this section.

Section 303 Procedure for Abbreviated Plat Review

Section 303.1 Qualification: A subdivider may apply to the Subdivision Review Officer appointed by the Perquimans County Board of Commissioners, for one step final plat review, which precludes the submission requirements for a sketch design plan and a preliminary plat.

- A) The abbreviated final plat review procedure may be used in such cases where the subdivision:
- 1) Involves not more than four (4) lots fronting on a state maintained Principal Arterial, Minor Arterial or Major Collector Road or six (6) lots fronting on a state maintained Minor Collector or Local Road; and
 - 2) Does not constitute the enlargement of a previously platted subdivision to more than four (4) or six (6) lots, as noted above; and
 - 3) Does not require extension of public water and sewage lines or the creation of new drainage deeds of easement on adjoining lands; and
 - 4) Does not adversely affect the remainder of the parcel or the adjoining property.
- B) In addition, the seller of any lot of less than ten 10 acres must submit to the Subdivision Review Officer a certificate from the Health Department stating whether or not septic systems have been approved for the lot and this certificate shall be made available to the purchaser of the property.
- C) The Subdivision Review Officer shall make determinations on eligibility of exemption under exemptions specified in the definition of subdivision (currently Article VII, Section 701).

Section 303.2 Requirements: The use of the abbreviated final plat review is subject to the following requirements:

- A) All lots subdivided from a tract since December 31, 1998 shall be included in determining when the four (4) or six (6) lot maximum has been exceeded and when the full review procedure shall be required by a subdivider.
- B) On application for abbreviated final plat processing, the subdivider shall pay an inspection fee to Perquimans County in an amount set by the Board of County Commissioners in a separate fee schedule.
- C) Four (4) copies of the final plat shall be presented to the Subdivision Review Officer for review under the abbreviated procedure and shall include all Final Plat Requirements (currently Section 306.3A) through M).
- D) The final plat shall be reviewed by the Subdivision Review Officer for qualification under the abbreviated procedure and compliance with subdivision regulations and if the Subdivision Review Officer finds that proposed final plat qualifies for review under the abbreviated procedure and complies with all applicable subdivision regulations, the Subdivision Review Officer shall have the authority to approve the final plat for recordation in the Register of Deeds.