

PAGE 2: CHECKLIST OF INFORMATION AND ITEMS NEEDED

The number of Preliminary Plats and specific Construction Drawings will be determined by Planning & Zoning staff prior to Applicant’s submittal of Application Form and other materials. To demonstrate compliance with the Perquimans County Subdivision Regulations, attach all information stipulated in Article III for the applicable stage of review (Sketch Plan Review, or Preliminary Plats/Construction Plan Review, or Final Plat Review), together with the following materials, information and fees:

- _____ Application Form and Owner’s Authorization Form (if applicable).
- _____ Boundary Survey with appropriate Certification Statements (and references to residual parcels, if any – see Note #1, below).
- _____ My (our) ownership of 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 property line to rear property line) of parent tract: _____.
- _____ Proposed water system improvements: _____
Water availability: _____.
- _____ Proposed sewage system: _____ (per Section 402B)(4), attach copy of approvals issued by Albemarle Regional Health Services (ARHS) or letter of availability for public sewer as applicable; include review of any “residual” parcel;
- _____ Proposed drainage improvements: _____
(attach applicable permits to construct issued by other agencies).
- _____ Disclosure statement referencing Section 402(11)f), (19) and (20) of the Perquimans County Subdivision Regulations regarding grading, drainage and erosion control.

This section to be completed by County:

- _____ Review and consultation with Technical Review Committee scheduled on _____.
- _____ Other (specify): _____.
- _____ Applicable fees due at the time of plan submittal: \$100.00 + \$15.00 per lot.
- _____ Applicable fees due before plat recordation: \$2,500 per lot for Major Subdivision Lots.

NOTES:

- (1) Any lot of less than 10 acres, including any residual parcel, must obtain a certificate from the Health Department stating whether or not septic systems 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 four lot maximum has been reached under the Minor Subdivision process, and when the Major Subdivision procedures apply. The construction or installation of infrastructure requires processing as a Major Subdivision even when there are less than four lots being created from the parent tract.
- (3) See County Subdivision Regulations, Article III, Section 306.7, for information required on (1)Sketch Design Plat and (2) Preliminary Plat / Construction Drawings and (3) Final Plat.

OWNER'S AUTHORIZATION FORM

NOTE: IF THE APPLICANT(S) REQUESTING A MAJOR SUBDIVISION FOR A PARTICULAR PIECE OF PROPERTY IS/ARE NOT THE ACTUAL OWNER OF THE PROPERTY, THE ACTUAL OWNER MUST COMPLETE THIS FORM. IF THE PERSON WHO IS REQUESTING A MAJOR SUBDIVISION IS THE OWNER, PLEASE DISREGARD THIS FORM.

_____ is hereby authorized TO ACT AS AGENT ON BEHALF OF _____, the Owner(s) of those lands described within the attached Application, and as described in the attached deed or other such proof of ownership as may be required, in applying to Perquimans County, North Carolina, to appear with my (our) consent before the Perquimans County Board of Commissioners and Planning Board in order to request a Major Subdivision at this location. If there are any questions, I may be contacted at address: _____ or by telephone at _____.

BY: _____
Signature of Owner Date

Print Name

Signature of Owner Date

Print Name

State of _____

County of _____

Signed and sworn before me on this _____ day of _____, 20____

BY: _____

Identification Verified: _____

Oath sworn: [] Yes [] No

Notary Signature
My Commission expires: _____

APPLICABLE FEES

At the TIME of APPLICATION to the PLANNING & ZONING OFFICE:

Sketch Design Plan: \$100

Preliminary Plat/Construction Plans: \$100 + \$15 per lot

Final Plat: \$100 + \$15 per lot

DUE BEFORE PLAT RECORDATION:

Water Facility Fees:

Up to and including four (4) to six (6) Abbreviated or Minor Lots per parent tract (depending on street type): \$500 each; and \$2,500 per lot for any parent tract over the four to six maximum. All lots subdivided from a tract since December 31, 1998 shall be included in determining when the four (4) to six (6) lot maximum has been reached and when the full review procedure shall be required.

REVIEW FEES are DUE with SUBMITTAL of APPLICATION FORM and SKETCH PLAT or PRELIMINARY PLAT/CONSTRUCTION PLANS or FINAL PLAT WATER FACILITY FEES are DUE PRIOR to APPROVAL of FINAL PLAT BEFORE RECORDATION in the REGISTER OF DEEDS OFFICE.

Form revised 12-11-15

Work documents/Zoning Applications/Major Subdivision application