

**BOARD OF ALDERMEN
SUBDIVISION FINAL
PLAN APPLICATION
FEE: \$25.00 per lot or
\$200.00 (whichever is
greater)**

City of New Bern



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Date Submitted: _____ for Board of Aldermen Meeting Date: _____
Amount Submitted: _____ # of Lots: _____
Development Name: _____
Address: _____ Phone No.: _____
Fax No.: _____ E-mail: _____
Applicant Name (Please Print): _____

REQUIREMENTS:

Submit 1) **one** mylar; 2) **one** full size copy; and 3) **12** reduced 8 1/2" x 11" copies of proposed final plan, along with inspection fee and all supplemental documentation, to the Planning and Inspections Department fourteen (14) days prior to the regularly scheduled meeting of the Board of Aldermen. Following recording of the plan by the Craven County Registrar of Deeds, and within one (1) year of final plan approval, the applicant must submit **one mylar** and **three full size** copies to the Planning and Inspections Department for City distribution.

Drawing scale: 1" = 100' or larger Drawing sheet size: 18" x 24" or larger for mylar

The final plan shall contain the following information:

- ____ 1. The lines of all streets and roads.
- ____ 2. Lot lines and numbers.
- ____ 3. Addresses of all lots.
- ____ 4. Building envelopes in the case of Planned Unit Developments (PUD).
- ____ 5. Reservations, easements, alleys, and any other areas to be dedicated to public use, conservation or other purposes.
- ____ 6. Sufficient data to determine readily and reproduce on the ground, the location, bearing and length of every street, block line, building line, whether curved or straight, and including true north point. Include the radius, central angle, and tangent distance for the center line of curved streets and curved property lines that are not the boundary of curved streets.
- ____ 7. All dimensions should be to the nearest 1/10 ft. and angles to the nearest minute.
- ____ 8. Accurate location of all monuments and markers.

- ____ 9. Names and locations of all adjoining subdivisions and streets, and the location and ownership of adjoining unsubdivided property.
- ____ 10. Title, date, name, sketch vicinity map, graphic scale, and true north point.
- ____ 11. Name of owner, surveyor, and land planner.
- ____ 12. Zoning classification of subdivision and adjacent properties.
- ____ 13. Written approval by Corps of Engineers with reference to wetlands, if applicable.
- ____ 14. Copy of restrictive covenants, conservation easement, or Homeowners' Association Agreement.
- ____ 15. Restricted access easement on limited access streets.
- ____ 16. Appropriate certificates and signatures.

Supplemental documentation needed:

- ____ 1. Lot inspection fee to be paid (\$25 per lot, \$200 whichever is greater).
- ____ 2. Guarantee in lieu of completed improvements in the form of a letter of credit, corporate surety bond, cashier's (bank) check, or deed of trust on property. This guarantee shall equal 120% of the cost of improvements and shall be accompanied by an engineer's estimate of the cost of the improvements to be completed. Include expiration date when applicable.
- ____ 3. Conveyance of improvements and maintenance easements.
- ____ 4. One year warranty on improvements in the subdivision.

Applicant Signature