

**PLANNING & ZONING  
BOARD - GENERAL  
SUBDIVISION PLAN  
APPLICATION  
FEE: \$150.00 per  
subdivision or \$10.00 per  
lot (whichever is greater)**

*City of New Bern*



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Date Submitted: \_\_\_\_\_ Planning & Zoning Meeting Date: \_\_\_\_\_

Development Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone No: \_\_\_\_\_

Fax No: \_\_\_\_\_ E-mail: \_\_\_\_\_

Applicant Name (Please Print): \_\_\_\_\_

***REQUIREMENTS:***

Submit **12 approved sets** of folded plans no later than twenty-one (21) days prior to the regularly scheduled meeting of the Planning and Zoning Board. **Application fees (\$150 per subdivision review or \$10 per lot (whichever is greater) must be submitted with plans.** Proposed General Plans must receive Departmental Subdivision Plan Review and approval prior to submission for Planning & Zoning Board consideration.

Drawing scale: 1" = 100' or larger

Drawing sheet size: 18" x 24" or larger

The general plan shall contain the following information:

- \_\_\_\_ 1. Title, date, north point, and graphic scale.
- \_\_\_\_ 2. Name of owner, surveyor, and/or planner.
- \_\_\_\_ 3. Sketch vicinity plan including surrounding street system.
- \_\_\_\_ 4. Boundaries of tract to be subdivided showing bearings and distances.
- \_\_\_\_ 5. Zoning classifications of tract to be subdivided and adjoining properties.
- \_\_\_\_ 6. Names of all adjoining property owners.
- \_\_\_\_ 7. Proposed minimum setback lines.
- \_\_\_\_ 8. Existing and platted property lines, streets, buildings, watercourses, sewers, water mains (existing and proposed), transmission lines, bridges, culverts, and easements (both public and private).
- \_\_\_\_ 9. Site plan of existing conditions including wooded areas, marshes, wetlands, etc.

- \_\_\_\_\_ 10. Other proposed rights-of-way and easements.
- \_\_\_\_\_ 11. Proposed lot lines, lot numbers, building envelopes in the case of PUDs, and approximate dimensions.
- \_\_\_\_\_ 12. Contour map - one foot intervals based on sea level data.
- \_\_\_\_\_ 13. Proposed plantings mini-parks, school sites, public open space, if applicable.
- \_\_\_\_\_ 14. Provisions for the maintenance of open space and parks including draft of conservation easement, if applicable.
- \_\_\_\_\_ 15. Profiles showing grade of streets, sewers, water lines, etc.
- \_\_\_\_\_ 16. Plans for proposed utilities, including water, gas, sanitary sewer, storm drainage, electric, telephone, cable, etc.
- \_\_\_\_\_ 17. Proposed planting plan, including type and details of required screening.
- \_\_\_\_\_ 18. Postal enumeration of each lot in subdivision.
- \_\_\_\_\_ 19. Verification of submission of stormwater management and sedimentation erosion control plans, if applicable.
- \_\_\_\_\_ 20. Statement by developer that wetlands are not present on site or that appropriate permits are being sought.
- \_\_\_\_\_ 21. Site data chart containing: a) acreage in tract; b) acreage in open space, parks or schools; c) average lot size; d) total number of lots; and e) linear feet in streets.

**Additional information may be required based on the results of staff plan review as set forth in section 15-49 of the New Bern Land Use Ordinance.**

**FOR LANDSCAPING INFORMATION, PLEASE REFER TO**

**<http://www.newbern-nc.org/PI/index.php>**

**FORMS & DOCUMENTS: Plant plan sample and Plant list & symbols**