



First Plat Submission Checklist

Subdivision Name: _____

Submit the following with this application:

- _____ 20 paper copies (folded) of the Plat showing proposed subdivision (minimum size 18” x 24”) *See Section 6.1 of Subdivision Regulation for information required to be on Plat*
- _____ 1 digital copy of all documents conforming to Digital Document Submission Guideline
- _____ 1 Reduced copy of plat (8.5” x 11”)
- _____ List (1 copy) of adjoining property owners with mailing addresses. List must include all adjoining property owners within 400 feet of property boundaries. A Microsoft Excel spreadsheet listing the names and addresses shall be submitted with the digital submission.

Submit two (2) paper copies and one (1) digital copy of the following:

- _____ Utility Plan (proposed layouts for sewer and water where applicable, showing feasible connections to the existing utility system, or any proposed utility system).

Submit 20 bound packets of the following information:

- _____ Completed First Plat Review Application (2 Pages)
- _____ Location Map (with Aerial Photo) from County GIS System (8.5” x 11”)
- _____ Topographic Map (contours at vertical intervals of not more than five [5] feet, at the same scale as the First Plat), if required by staff.
- _____ Comments from Chatham County Historical Association from Concept Review (If any)
- _____ Comments from Chatham County Schools from Concept Review (If any)
- _____ Copy of Environmental Documentation or Environmental Impact Assessment and report from Environmental Quality Department.
- _____ Community Meeting Report Form
- _____ Recommendation(s) from Technical Review Committee Meeting at Concept (If any)
- _____ Detailed Soil Scientist Report and Soils Map
- _____ Road name submittal form from Chatham County Emergency Operations office
- _____ Copy of Riparian Buffer Review
- _____ Army Corps of Engineers Permit, if required
- _____ NC Division of Water Quality Permit, if required

If submitting a Conservation Subdivision, must also submit the following documentation along with 15 paper copies (bound in a 3 ring binder) and 1 digital copy:

- _____ Documentation (i.e. deed, easement document) of Ownership of Conservation Space
- _____ Conservation Space Management Plan (See Section 7.7 [G])
- _____ Legal Instrument for Permanent Protection (See Section 7.7 [H])



**CHATHAM COUNTY
PLANNING DEPARTMENT**

DIGITAL DOCUMENT SUBMISSION GUIDELINES

Chatham County, in the interest of record automation, requires that all subdivision and re-zoning applications and supporting documents, including plats/maps, be submitted to the Planning Department in digital and hardcopy formats. The primary function of this document is to provide digital submission standards, procedures, and requirements. Failure to comply with these requirements will delay the processing of your application.

ELECTRONIC PLAN AND APPLICATION SUBMITTAL

- ALL DIGITAL FILES MUST BE PC COMPATIBLE. All digital documents must be submitted in Portable Document Format (.pdf). A digital copy of all hardcopy documents must be provided with the application submittal.
- All related digital files should be located in a single directory or folder in the media and named accordingly. Acceptable media includes CD-ROM's. Discs and disc sleeves/cases should be labeled with the contact name, phone number, project name and phase. Revisions to previous submittals should be labeled as such. Digital files may be transmitted via email if approved by the Planning Division.
- Multiple pages of a document shall be combined into a single document when document size permits. Ideally, files should not be larger than 5 megabytes (MB) in size. Files should not be submitted in a compressed format (i.e. WinZip or PkZip).
- PDF documents produced by scanning paper documents should be scanned at resolutions that will ensure pages are legible both on the computer screen and when printed. Therefore, we recommend scanning documents at 300 dots per inch (dpi) to balance legibility and file size. All documents should be properly oriented to the top of the page.
- When submitting numerous digital documents you must provide an ASCII text file named "Submittal.txt" that contains a listing of the documents in the order of the packet submission.

Note: Staff may request digital files compatible with ESRI ArcView GIS software (i.e. AutoCAD .dwg or .dxf files) depending on the size and scope of the project.

If you have any questions regarding the submission of digital documents please contact Jason Sullivan with the Planning Department at 919/542-8233 or jason.sullivan@chathamnc.org.