

**CHATHAM COUNTY
MAJOR SUBDIVISION
REVIEW CHECKLIST**

Subdivision Name _____

Review For _____

Final Plat

Attach all supporting documentation regarding these approvals.

	APPROVAL DATE

FINAL PLAT REVIEW	
<input type="checkbox"/> 6 copies of plat if staff reviewed (folded)
<input type="checkbox"/> 20 copies of plat if Board reviewed (folded)
<input type="checkbox"/> Major Subdivision Application	____/____/____
<input type="checkbox"/> Chatham County Environmental Health approval of Soil Scientist report and map	____/____/____
<input type="checkbox"/>	____/____/____
<input type="checkbox"/>	____/____/____
<input type="checkbox"/>	____/____/____
<input type="checkbox"/> Road , Utilities, Erosion Control, and/or Stormwater Completion Certificates or engineers cost estimate and documentation for Financial Guarantee & Contract	____/____/____
<input type="checkbox"/> 1 electronic copy of all items above	____/____/____
<input type="checkbox"/>	____/____/____
<input type="checkbox"/> Draft copy of financial guarantee and draft copy of contract	____/____/____
<input type="checkbox"/> County attorney approval of financial guarantee and contract (staff info)	____/____/____
<input type="checkbox"/>	____/____/____
	____/____/____
Fees Paid:	____/____/____
Recreation Fee: _____	____/____/____
	____/____/____
Other:	

	____/____/____
	____/____/____
	____/____/____
	____/____/____

Date Complete Application Rec'd: ____/____/____ By: _____

P.O. Box 54
Pittsboro, NC 27312
Tel: (919) 542-8204
Fax: (919) 542-2698

[] Final

MAJOR SUBDIVISION APPLICATION

Name of Subdivision: _____

Subdivision Applicant: _____ Subdivision Owner: _____

Name: _____ Name: _____

Address: _____ Address: _____

Phone:(W) _____ Phone:(W) _____

Phone:(H) _____ Fax: _____ Phone:(H) _____ Fax: _____

E-Mail _____ E-Mail _____

Township: _____ Zoning: _____ P. I. N. # _____

Flood Map # _____ Zone: _____ Parcel # _____

Watershed: _____ Existing Access Road: S.R. # _____

S.R. road name _____

Total Acreage: _____ Total # of Lots: _____ Min. Lot Size: _____

Ph. I Acreage _____ Ph. I # of lots _____ Max. Lot Size: _____

Ph. II Acreage _____ Ph. II # of lots _____ Avg. Lot Size: _____

Ph. III Acreage _____ Ph. III # of lots _____

Type of new road: [] Private/ Length _____ [] Public/ Length _____

Road Surface: _____ Water System: _____ Sewer System: _____

[] paved [] individual wells [] septic systems

[] gravel [] community wells [] community system

[] public system [] public system

name _____ name _____

List other facilities: commercial, recreation, etc., and the approximate acreage or square footage:

_____ Date _____ Signature of Applicant _____ Date _____ Signature of Owner _____

Signature of Applicant

Signature of Owner

For Office Use Only:

Notes: _____

Approved by County Commissioners: First Plat _____

Construction _____

Final _____

Fee Paid: _____ Date: _____

Sketch	/ /	/ /
--------	-----	-----

Preliminary	/ /	/ /
-------------	-----	-----

Dates and Actions of Planning Board Meetings

Sketch	/ /	<input type="checkbox"/> Appv'd	<input type="checkbox"/> Denied	<input type="checkbox"/> Tabled
Preliminary	/ /	<input type="checkbox"/> Appv'd	<input type="checkbox"/> Denied	<input type="checkbox"/> Tabled
Final	/ /	<input type="checkbox"/> Appv'd	<input type="checkbox"/> Denied	<input type="checkbox"/> Tabled

Dates and Actions of Board of Commissioners Meetings

Sketch	/ /	<input type="checkbox"/> Appv'd	<input type="checkbox"/> Denied	<input type="checkbox"/> Tabled
Preliminary	/ /	<input type="checkbox"/> Appv'd	<input type="checkbox"/> Denied	<input type="checkbox"/> Tabled
Final	/ /	<input type="checkbox"/> Appv'd	<input type="checkbox"/> Denied	<input type="checkbox"/> Tabled

Conditions stipulated by Planning Board or Board of Commissioners (label as sketch, preliminary or final):

Financial Guarantee (if applicable):

Submitted by: _____

Guarantee Type: _____

Amount: \$_____

Acceptance Date: ___/___/___

Expiration Date: ___/___/___

Release Date: ___/___/___

Release Payable to: _____

_____ / /
Planning Department

Date

**CHATHAM COUNTY
PLANNING OFFICE**

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 Office 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 will include floppy disks and 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 Office.
- 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 Office at 919/542-8233 or jason.sullivan@chathamcountync.gov.