



First Plat Submission Checklist

Subdivision Name: Savannah Ridge

Submit the following with this application:

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| <u> x </u> | 1 | digital copy of all documents conforming to Digital Document Submission Guideline |
| <u> x </u> | 1 | Reduced copy of plat (8.5" x 11") |
| <u> x </u> | A1 | List (1 copy) of all property owners names and mailing addresses within 400 feet of property |
| | A2 | boundaries. A Microsoft Excel spreadsheet listing the names and addresses shall be submitted with the digital submission. If more than 10 property owners, provide mailing labels. |
| <u> N/A </u> | | Completed Flood Plain Determination Application. No Flood Plain on-site |

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

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|--------------|----|--|
| <u> x </u> | A3 | Utility Plan (proposed layouts for sewer and water where applicable, showing feasible connections to the existing utility system, or any proposed utility system). |
|--------------|----|--|

Submit 4 packets of the following information: The remaining 16 packets shall be submitted within one week after Staff Sufficiency review.

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|------------------------|-----|--|
| <u> x </u> | A4 | Folded Plat showing proposed subdivision (minimum size 18" x 24") <i>See Section 6.1 of Subdivision Regulation for information required to be on Plat</i> |
| <u> x </u> | A5 | Completed First Plat Review Application (2 Pages) |
| <u> x </u> | A6 | Location Map (with Aerial Photo) from County GIS System (8.5" x 11") |
| <u> x </u> | A7 | 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. |
| <u> x </u> | A8 | Comments from Chatham County Historical Association from Concept Review (If any) |
| <u> x </u> | A9 | Comments from Chatham County Schools from Concept Review (If any) |
| | A10 | Copy of General Environmental Documentation & approval letter from Watershed Protection or Environmental Impact Assessment-(50 lots or more). |
| <u> x </u> | A11 | Community Meeting Report Form |
| <u>None / Approved</u> | | Recommendation(s) from Technical Review Committee Meeting at Concept (If any) |
| <u> x </u> | A12 | Detailed Soil Scientist Report, Soils Map, and e-mail correspondence from Environmental Health |
| <u> x </u> | A13 | Road name submittal form from Chatham County Emergency Operations office |
| <u> x </u> | A14 | Copy of Riparian Buffer Review |
| <u> x </u> | A15 | Army Corps of Engineers Permit, if required |
| <u> x </u> | A16 | NC Division of Water Quality Permit, if required |

If submitting a Conservation Subdivision, must also submit the following documentation along with 2 paper copies and 1 digital copy: The remaining 13 packets shall be submitted within one week after Staff Sufficiency review.

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|----------------|---|---|
| <u> N/A </u> | 1 | Documentation (i.e. deed, easement document) of Ownership of Conservation Space |
| <u> N/A </u> | 1 | Conservation Space Management Plan (See Section 7.7 [G]) |
| <u> N/A </u> | 1 | Legal Instrument for Permanent Protection (See Section 7.7 [H]) |
| <u> N/A </u> | 1 | Fragmentation Map and On-Site Inventory Map |
| <u> N/A </u> | 1 | Confirmation letter from Watershed Protection Department |

Revised 7/21/2021



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@chathamcountync.gov.