



First Plat Review Fee: \$250.00 + \$50.00 per Lot

MAJOR SUBDIVISION - FIRST PLAT REVIEW APPLICATION

Proposed Subdivision Name: \_\_\_\_\_

Property Owner/Applicant:

Representative (Surveyor, Engineer, Etc.):

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

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

Address: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (W) \_\_\_\_\_

Phone: (W) \_\_\_\_\_

(H) \_\_\_\_\_

(C) \_\_\_\_\_

(C) \_\_\_\_\_

Fax: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Who should staff contact (circle one)? Property Owner/Applicant Consultant

PROPOSAL

Parcel # (AKPAR): \_\_\_\_\_ P.I.N. # \_\_\_\_\_ Zoning District: \_\_\_\_\_

Flood Map # \_\_\_\_\_ Zone: \_\_\_\_\_ Watershed District: \_\_\_\_\_

Existing Access Road (S. R. # and name): \_\_\_\_\_

Total Acreage \_\_\_\_\_ Total # of Lots \_\_\_\_\_ Min. Lot Size (Acres) \_\_\_\_\_

Max. Lot Size \_\_\_\_\_ Avg. Lot Size \_\_\_\_\_ # Exempt Lots (over 10 ac.) \_\_\_\_\_

Phased Development/Development Schedule? YES [ ] NO [ ] How Many Phases? \_\_\_\_\_

If Subdivision will be Phased or Developed under a Development Schedule, Please attached a DETAILED Phasing Schedule or Development Schedule (for subdivisions consisting of 50 Lots or More).

Mixed-Use YES [ ] NO [ ] Multi-Family (Townhomes, Apts., etc.) YES [ ] NO [ ]

Proposed Number of Lots: Residential \_\_\_\_\_ Commercial \_\_\_\_\_ Other \_\_\_\_\_

If Other, Specify (i.e. recreation) \_\_\_\_\_

Wastewater Disposal: Individual Septic [ ] Community Septic [ ] Public System [ ]

Water System: Individual Well [ ] Community Well(s) [ ] Public System [ ]

Public Water System Name: \_\_\_\_\_

Public Wastewater System Name (ex. Aqua NC): \_\_\_\_\_

Will New Road(s) be constructed? YES  NO  Internal  External/Access

Type of Road: Private  Length (mi.): \_\_\_\_\_ Public  Length (mi.): \_\_\_\_\_

Road Surface: Paved  Gravel  Width of Road Surface (feet) \_\_\_\_\_

Will this be a Conservation Subdivision (See Section 7.7 of Subdivision Ordinance) YES  NO

Type and Acreage of Other Facilities (ex. Recreation, Mixed-Use, Commercial, etc.):

\_\_\_\_\_  
\_\_\_\_\_

Date of Community Meeting: \_\_\_\_\_ Location: \_\_\_\_\_

*Once the Planning Department has determined sufficiency, the applicant shall provide time(s) during at least two (2) separate days for site visits by county staff, advisory board, and elected officials.*

DATE

TIME(S)

\_\_\_\_\_  
\_\_\_\_\_

**Please See Attached for Submittal Requirements**

\_\_\_\_\_  
Signature of Property Owner/Applicant

\_\_\_\_\_  
Date

***For Staff Use Only***

PL \_\_\_\_\_

Date Received \_\_\_\_\_ By \_\_\_\_\_

Date Fee Paid \_\_\_\_\_ Received By \_\_\_\_\_

Date Review Completed \_\_\_\_\_ Date Applicant Contacted \_\_\_\_\_



**First Plat Submission Checklist**

**Subdivision Name:** \_\_\_\_\_

**Submit the following with this application:**

- \_\_\_\_\_ 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 all property owners names and mailing addresses **within 400 feet** of property 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.
- \_\_\_\_\_ Completed Flood Plain Determination Application.

**Submit two (2) paper copies and a 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 2 paper copies of the following information: After the TRC meeting comments 16 revised paper copies and a digital of the application and plat only shall be submitted within one week after Staff Sufficiency review.**

- \_\_\_\_\_ **Folded** Plat showing proposed subdivision (minimum size 18" x 24") See Section 6.1 of Subdivision Regulation for information required to be on Plat
- \_\_\_\_\_ 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 General Environmental Documentation & approval letter from Watershed Protection or Environmental Impact Assessment-(50 lots or more).
- \_\_\_\_\_ Community Meeting Report Form
- \_\_\_\_\_ Recommendation(s) from Technical Review Committee Meeting at Concept (If any)
- \_\_\_\_\_ Detailed Soil Scientist Report, Soils Map, and e-mail correspondence from Environmental Health
- \_\_\_\_\_ 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 2 paper copies and a digital copy: If there are any revisions provide 2 paper copies and a digital shall be submitted within one week after Staff Sufficiency review.**

- \_\_\_\_\_ 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])
- \_\_\_\_\_ Fragmentation Map and On-Site Inventory Map Confirmation
- \_\_\_\_\_ letter from Watershed Protection Department

Revised 12/14/2023



**CHATHAM COUNTY**

**PLANNING DEPARTMENT**

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**DIGITAL DOCUMENT SUBMISSION GUIDELINES**

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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](mailto:jason.sullivan@chathamcountync.gov).

**For Questions, Contact Kimberly Tyson, Subdivision Administrator ([Kimberly.Tyson@chathamcountync.gov](mailto:Kimberly.Tyson@chathamcountync.gov)) or (919) 542-8283**

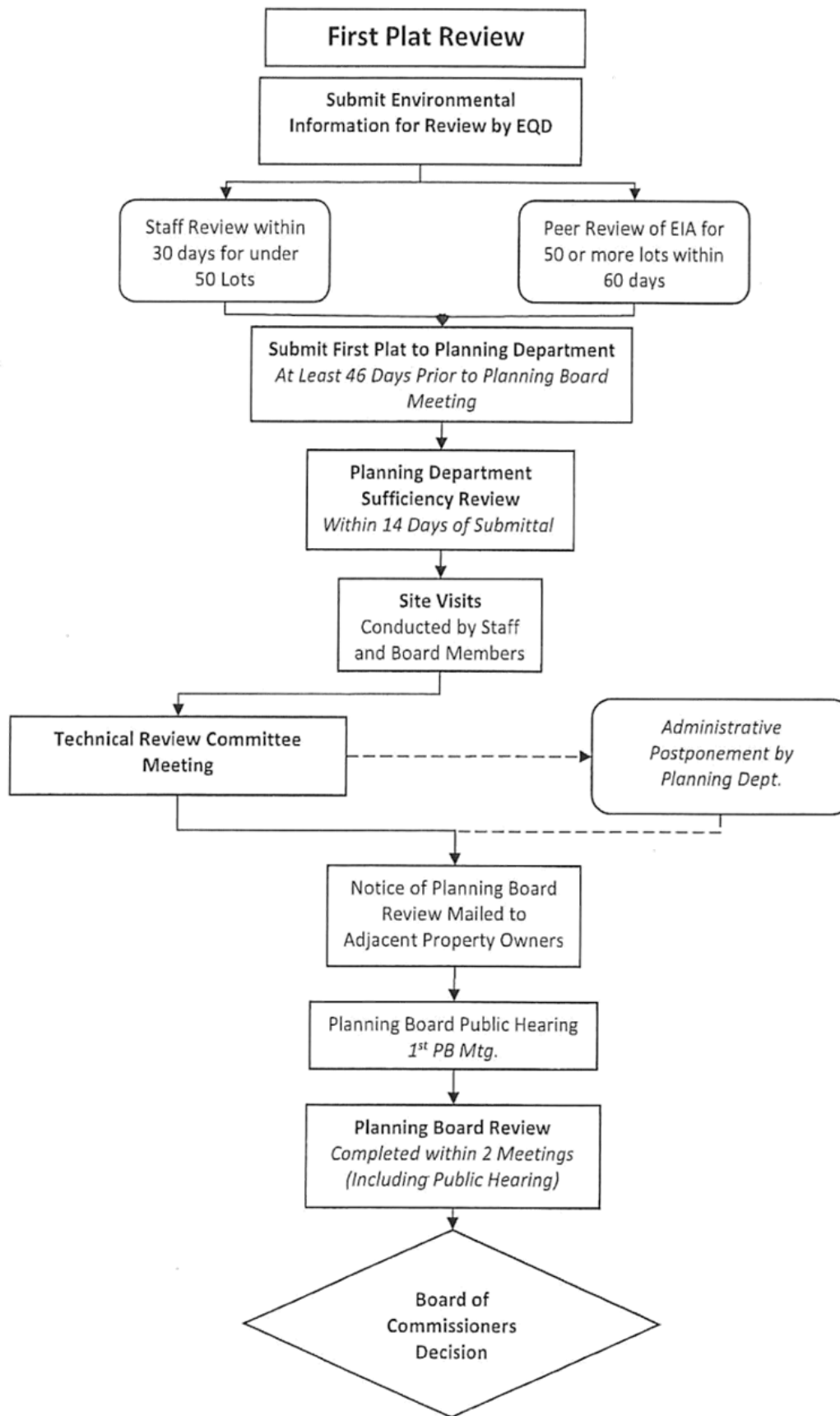


Figure 2. First Plat Review Process Diagram