



First Plat Submission Checklist

Subdivision Name: _____

Submit the following with this application:

- SRN 1 digital copy of all documents conforming to Digital Document Submission Guideline
- SRN 1 Reduced copy of plat (8.5" x 11")
- SRN 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.
- SRN Completed Flood Plain Determination Application.

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

- SRN 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.

- SRN **Folded** Plat showing proposed subdivision (minimum size 18" x 24") See Section 6.1 of Subdivision Regulation for information required to be on Plat
- SRN Completed First Plat Review Application (2 Pages)
- SRN Location Map (with Aerial Photo) from County GIS System (8.5" x 11")
- SRN 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.
- SRN Comments from Chatham County Historical Association from Concept Review (If any)
- N/A Comments from Chatham County Schools from Concept Review (If any) **NONE PROVIDED**
- SRN Copy of General Environmental Documentation & approval letter from Watershed Protection or Environmental Impact Assessment-(50 lots or more).
- SRN Community Meeting Report Form
- N/A Recommendation(s) from Technical Review Committee Meeting at Concept (If any) **NONE PROVIDED**
- SRN Detailed Soil Scientist Report, Soils Map, and e-mail correspondence from Environmental Health
- SRN Road name submittal form from Chatham County Emergency Operations office
- SRN Copy of Riparian Buffer Review
- _____ Army Corps of Engineers Permit, if required **IN PROCESS**
- _____ NC Division of Water Quality Permit, if required **IN PROCESS**

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.

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

Revised 7/21/2021