

**MINOR SUBDIVISION APPLICATION**

Planning and Zoning Department, 30 South Main Street, P.O. Box 338, Weaverville, NC 28787  
(828) 484-7013--- fax (828) 645-4776 --- tgupton@weavervillenc.org

**Fee: \$50.00 + \$25.00 per lot**  
**Four lot subdivision -- \$150.00 + \$25.00 per lot**

APPLICATION DATE:

OWNER NAME:

SUBDIVISION NAME:

PROPERTY ADDRESS:

PIN:

DEED BOOK/PAGE:

ORIGINAL TRACT SIZE (acres):

PROPOSED NUMBER OF LOTS:

SUBDIVISION TYPE:  RESIDENTIAL  COMMERCIAL  INDUSTRIAL

OWNER/AGENT NAME:  
ADDRESS:

PHONE NUMBER:

REGISTERED SURVEYOR:  
ADDRESS:

PHONE NUMBER:

REGISTERED ENGINEER:  
ADDRESS:

PHONE NUMBER:

Which utilities will serve the proposed development?:

PUBLIC SANITARY SEWER  COMMUNITY SEWER  SEPTIC TANKS ON EACH LOT  
 PUBLIC WATER  COMMUNITY WATER  WELLS ON EACH LOT

**It is the applicant's responsibility to obtain a copy of the Town of Weaverville Subdivision Ordinance and Zoning Ordinance and to be fully aware of the regulations detailed therein.**

**I certify that the above information is accurate and true and that I am the owner or a duly appointed agent of the owner. I understand that a copy of the recorded plat must be submitted to the Zoning Department prior to the issuance of any permits associated with this subdivision.**

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

**OFFICE USE ONLY**

FEE: \_\_\_\_\_ DATE PAID: \_\_\_\_\_  CHECK  CASH  
PRELIMINARY PLAT APPROVAL DATE: \_\_\_\_\_ FINAL PLAT APPROVAL DATE: \_\_\_\_\_

APPROVED WITH CONDITIONS:

**MINOR SUBDIVISION PLAT REQUIREMENTS**

**All applications for major subdivisions (including preliminary and final plats) should be submitted to the Town of Weaverville Planning and Zoning Administrator.**

**In order to be considered for the next regularly scheduled meeting of the Planning and Zoning Board, complete applications must be submitted no fewer than ten (10) days business days before the meeting. Eight (8) copies of the plat shall be submitted.**

**The minor subdivision procedures may not be used a second time within three years from the date of its first use on any property which is less than 1,500 feet from the original property boundaries by anyone who owned, had an option on, or any legal or equitable interest in the original subdivision at the time of the original subdivision received preliminary plat or final plat approval.**

**Preliminary and Final plats submitted for consideration must contain the following:**

	Title Block containing:
	Name of subdivision, if any
	Name of Owner and Subdivider or Developer
	Zoning designation of property
	Location: (address, township, county, state)
	Buncombe County tax PIN
	Date or dates survey was conducted and plat was prepared
	Scale of the drawing in feet per inch listed in words or figures
	Sketch vicinity map depicting the relationship between the proposed subdivision and the surrounding area
	North Arrow and orientation
	Acreage of total tract to be subdivided
	Number of parcels/lots to be created
	Corporate line limits, township boundary lines, county lines if any such lines intersect the subdivision tract
	Names, addresses, telephone numbers of all owners, registered surveyors, professional engineers, architects, and landscape architects responsible for the subdivision. Include registration number and seals for engineers and surveyors
	Exact exterior boundary lines of the tract in metes and bounds, and the location of existing boundary lines of adjoining tracts
	Names of owners of adjoining properties and zoning designation
	Names of any adjoining subdivisions of record or proposed
	Plans for individual water supply and sewerage disposal system including septic. *Submit statement from Buncombe County Health Department that the final plat has been submitted.
	Existing and proposed roads, driveways, easements, and rights-of-way, both private and public. Include width.
	Existing and proposed encroachments into setbacks, rights-of-way, and/or easements, if any.

**MINOR SUBDIVISION CERTIFICATES REQUIRED**

- (2) The final plat shall be prepared by a registered land surveyor currently licensed and registered to do business in the State of North Carolina by the North Carolina State Board of Registration for Professional Engineers and Land Surveyors. The final plat shall conform to the provisions for plats, subdivisions, and mapping requirements set forth in G.S. 47-30, or its successor, and to the "Standards of Practice for Land Surveying in North Carolina".
- (3) The submission of any final plat shall be accompanied by a filing fee set by the town.
- (4) Signed certificates substantially in the forms provided for in subsections (i) and (ii) below, shall appear on all copies of the final plat.

(i) Certificate of Ownership and Dedication

I hereby certify that I am the owner of the property shown and described hereon, which is located within the subdivision jurisdiction of the Town of Weaverville and that I hereby adopt this plan of subdivision with my free consent. I further certify that the subdivision complies with all provisions of the ordinance of the Town of Weaverville.

Date:\_\_\_\_\_ Owner:\_\_\_\_\_

- (ii) A certificate of survey and accuracy which shall be prepared in accordance with G.S. 47-30, or its successor.

- (c) *[Additional requirements.]* In addition to the requirements of subsections [25-80](#)(a) and (b), above, the town council, if it deems necessary, may require the subdivider to provide to the town an agreement to complete and a guarantee to insure the proper completion of landscaping, buffering, utilities or other necessary improvements in a minor subdivision. If the town council requires such an agreement to complete and a guarantee, the provisions of subsections [25-83](#)(e)(1)—(3), set forth hereinafter, shall be applicable.

(Ord. of 12-15-2008; Ord. of 6-21-2010)

If the town council approves the final plat, such approval shall be shown on the original tracing of the plat by the addition thereto of the following signed certificate:

I hereby certify that the subdivision plat shown hereon has been found to comply with the Subdivision Regulations of the Town of Weaverville, North Carolina and that this plat has been approved by the Town Council of Weaverville for recording in the Office of the Register of Deeds of Buncombe County.

\_\_\_\_\_  
Town Manager Weaverville, North Carolina

Date\_\_\_\_\_