

MINOR SUBDIVISION APPLICATION

Planning and Zoning Department, 30 South Main Street, P.O. Box 338, Weaverville, NC 28787
(828) 484-7002--- fax (828) 645-4776 --- jeller@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 CARD

PRELIMINARY PLAT APPROVAL DATE: _____ FINAL PLAT APPROVAL DATE: _____

APPROVED WITH CONDITIONS:

MINOR SUBDIVISION PLAN AND PLAT REQUIREMENTS

All applications for major subdivisions (including the concept plan and 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. However, it is strongly encouraged that applications be submitted no fewer than fifteen (15) business days in advance of the aforementioned deadline to allow additional time for review. 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.

Concept Plans submitted for consideration must contain the following:

	Name, if any, of the proposed subdivision
	Exact exterior boundary lines of the tract in metes and bounds, and the location of existing boundary lines of adjoining tracts
	Sketch vicinity map depicting the location of the subdivision in relation to neighboring tract, subdivisions, roads and waterways
	A scale of the plat, denoted both graphically and numerically
	North arrow and orientation
	Existing street names and designation as public or private
	Minimum building set back lines
	Total acreage to be subdivided
	Total number of lots created
	Current zoning classification of the tract and of adjacent properties
	Existing street layout and right-of-way width, lot layout and size of lots including approximate dimensions and acreage or square footage

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 and size of lots	
Corporate line limits, township boundary lines, county lines if any such lines intersect the subdivision tract	
Minimum building setback lines	
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 streets, driveways, easements, and rights-of-way, designated as private or public. Include width and names of streets.	
Existing and proposed encroachments into setbacks, rights-of-way, and/or easements, if any.	

MINOR SUBDIVISION CERTIFICATES REQUIRED

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".

The submission of any final plat shall be accompanied by a filing fee set by the town.

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.

(iii) 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_____

[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)

Additional Contact Information

	Phone	Location
Buncombe County Register of Deeds	828-250-4303	205 College Street Asheville, NC 28801
Buncombe County Erosion Control	828-250-4848	46 Valley Street Asheville, NC 28801
Metropolitan Sewerage District	828-254-9646	2028 Riverside Drive Asheville, NC 28804
Buncombe County Environmental Health	828-250-5016	40 Coxe Avenue Asheville, NC 28801
Buncombe County Stormwater Management	828-250-4830	46 Valley Street Asheville, NC 28801
Buncombe County Permits & Inspections	828-250-5360	30 Valley Street Asheville, NC 28801
Buncombe County Floodplain Development	828-250-4836	46 Valley Street Asheville, NC 28801
NCDOT Division 13	828-251-6171	55 Orange Street Asheville, NC 28801
Weaverville Fire Marshal	828-484-7033 jharwood@weavervillefd.org	3 Monticello Road Weaverville, NC 28787
Weaverville Public Works (Water & Streets)	828-645-0606 tlaughter@weavervillepublicworks.org	15 Quarry Road Weaverville, NC 28787