

**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  
**Application Fee: \$100.00 + \$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  
 PUBLIC WATER

COMMUNITY SEWER  
 COMMUNITY WATER

SEPTIC TANKS ON EACH LOT  
 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.**

**Appropriate measures shall be taken to control erosion and sedimentation related to construction or any other land disturbance activity. Properties found to be noncompliant with municipal ordinance or other local or state rules and regulations may be subject to permit revocation or civil penalties issued to the property owner. Additional information related to erosion and sedimentation controls are attached hereto.**

**All applications for minor subdivisions should be submitted to the Planning Director who will present to the appropriate ruling authority once the application, plats and plans are deemed complete. Copies of the Plat shall be submitted in accordance with Sec. 20-2502.**

**Limitations on the subsequent use of the expedited minor subdivision process may be found at Sec. 20-2110.**

**MINOR SUBDIVISION PLAN AND PLAT REQUIREMENTS**

**Preliminary and final plats submitted for consideration must contain the following, if applicable:**

Information	Preliminary Plan	Final Plat
<b>Title block containing:</b>		
Name of the development	X	X
Name of map or plan (sketch plan, preliminary plan, final plat, etc.)	X	X
Owner's name with address and daytime phone number	X	X
Developer's name, address, and daytime telephone number (if different from owner's)	X	X
Name, firm name, license number, address, & telephone number of preparer	X	X
Location (including address, city, township, state)	X	X
Date map prepared, dates and descriptions of revisions after original signing	X	X
Scale of drawing in feet per inch (not less than 1" equal to 200')	X	X
Bar graph scale	X	X
Vicinity map showing location of site relative to surrounding area typically drawn in upper right hand corner, at a scale of 1"=2000'.	X	X
Zoning district designation within the property & adjacent properties	X	X
Existing land use within the property & adjacent properties	X	
Plat book or deed book references	X	X
Names of adjoining property owners (or subdivision or developments of record with plat book and/or deed book reference)	X	X
Parcel Identification Number(s) (PINs) of the property & adjacent properties	X	X
Corporate limits, city limits, and other jurisdiction lines, if any, on the tract	X	X
North arrow coordinated with bearings & orientation (north arrow shall be oriented towards top of map where practicable)	X	X
<b>Boundaries of tract to be subdivided or developed:</b>		
Distinctly and accurately represented boundary; show bearings and distances and curve data on outside boundaries sufficient to form a continuous closure of the entire perimeter	X	X
Street centerlines on preliminary with street centerline tied to boundary	X	X
Tie at least one corner to NC grid and provide grid coordinates where at least one of two control monuments needed are within 2,000 feet of the boundary or tie to nearest street intersection.		X

Showing locations of intersecting boundary lines of adjoining properties.	X	X
Location and descriptions of all monuments, markers and control corners		X
Existing property lines on tract to be subdivided. If existing property lines are to be changed, label as "old property lines" and show as dashed lines.	X	X
Dimensions, location and use of all existing buildings; distances between buildings measured at the closest point; distance from buildings to closest property lines; building to remain on final.	X	X
Name and location of any property or building on the National Register of Historic Places or locally designated historic site	X	X
Water courses, ponds, lakes or streams	X	X
Marshes, swamps and other wetlands areas to be dedicated or reserved for the public or a local jurisdiction	X	X
Areas designated as common area or open space under control of an owners' association	X	X
Existing and proposed topography of tract and 100 feet beyond property showing existing contour intervals of no greater than 5 feet (2 feet where available) and labeling at least two contours per map and all others at 10 foot intervals from sea level	X	X
Proposed lot lines and dimensions; show bearings and distances on final	X	X
Acreage and square footage for all lots	X	X
<b>Site calculations including:</b>		
Acreage in total tract	X	X
Acreage in public greenways and other open space	X	X
Total number of lots	X	X
Linear feet in streets	X	X
Area in newly dedicated right-of-way	X	X
Lots sequenced or numbered consecutively	X	X
Density in units per acre	X	X
<b>Street and sidewalk data illustrating:</b>		
Existing and proposed rights-of-way within and adjacent to property showing:		
a. R/W lines	X	X
b. Total R/W width dimension	X	X
c. R/W width dimension from centerline of existing public streets	X	X
d. Cul-de-sac R/W radius from centerpoint	X	X
Existing and proposed streets and sidewalks showing:		

a. Pavement or curb lines	X	
b. Pavement width dimensions (face-to-face or EP to EP)	X	
c. Cul-de-sac pavement radius from centerpoint	X	
d. Existing & proposed sidewalks	X	
e. Existing & proposed street names (as approved by Buncombe County)	X	
f. Location, dimension & type of all easements (existing & proposed)	X	
g. Designation of public or private for each street or note concerning same	X	X
<b>Utility layout plan showing connections to existing systems, line sizes, material of lines, location of fire hydrants, blowoffs, valves, manholes, catch basins, force mains, etc. for the following types of utility lines (not to substitute for construction plans):</b>		
Sanitary sewer system	X	
Water distribution system including fire hydrants	X	
Storm drainage system	X	
Natural gas, electric, cable TV	X	
Plan for providing water and sewer service; graphic or narrative form.	X	
Utility easements for underground or aboveground utilities, min. 20' width		X
<b>Additional documentation to be provided separately (not on plans or plats)</b>		
Application for town public street commitment, if public streets proposed	X	
Application for town public water commitment, if town water proposed	X	
Road maintenance agreement for private streets		X

**CERTIFICATIONS, NOTES AND APPROVAL BLOCKS**

Certifications, notes and approval block, if applicable, may be found in Sec. 20-2505 and shall be placed on the appropriate plans and plats substantially in the form shown.

**ADDITIONAL CONTACT INFORMATION**

	Phone	Location
Buncombe County E911 Addressing	828-250-4846	46 Valley St. Asheville, NC
Bun. Co. Environmental Health	828-250-5016	30 Valley St. Asheville, NC
Bun. Co. Erosion Control	828-250-4848	46 Valley St. Asheville, NC
Bun. Co. Floodplain Development	828-250-4836	46 Valley St. Asheville, NC
Bun. Co. Permits & Inspections	828-250-5360	30 Valley St. Asheville, NC
Bun. Co. Register of Deeds	828-250-4303	205 College St. Asheville, NC
Bun. Co. Stormwater Management	828-250-4854	46 Valley St. Asheville, NC
Metropolitan Sewerage District	828-254-9646	2028 Riverside Dr. Woodfin, NC
NCDOT Division 13	828-250-3000	55 Orange St. Asheville, NC
Weaverville Fire Marshal	828-645-3500	3 Monticello Rd. Weaverville, NC
Weaverville Public Works	828-645-0606	15 Quarry Rd. Weaverville, NC

**I certify that the above information is accurate and true and that I am the owner or a duly appointed agent of the owner.**

\_\_\_\_\_  
**PRINTED NAME OF APPLICANT**

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

\_\_\_\_\_  
**DATE**

**OFFICE USE ONLY**

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

APPROVED WITH CONDITIONS: