



GUILFORD COUNTY PLANNING AND DEVELOPMENT

Final Plat Checklist

SHEET SIZE

Final plats shall be an original drawing submitted on mylar drafting film, matte both sides with a 0.003 to 0.004 mil thickness. The sheets shall be eighteen (18) inches by twenty-four (24) inches with a one and one-half (1 ½) inch margin on the left side and a one-half (1/2) inch margin on all other sides.

TITLE BLOCK AND SITE DATA

- Name of Map or Plan (Final Plat)
- Name of Development
- Location (including address, city, township, county and state)
- Date(s) map(s) prepared or revised
- Bar Graph
- Name, address and telephone # of preparer of map (licensed surveyor, engineer or architect), if different from owner(s)
- Name of Developer, address and daytime phone number, if different from owners
- Name(s) of Owner(s), address and daytime phone number
- Zoning district(s) within the property and adjacent property
- Plat book or deed book reference
- Names of adjoining property owners (or subdivisions or developments of record with plat book reference)
- Tax parcel number(s)
- Vicinity map showing location of site relative to surrounding area (typically drawn in upper right-hand corner), at a scale of 1" = 2000'
- Acreage in total tract
- Acreage in public greenways, other open space, common area, etc.
- Total number of lots proposed
- Linear feet in streets
- Acreage in newly dedicated right-of-way

PLANIMETRIC

- North arrow and orientation (north arrow shall not be oriented towards bottom of map)
- Proposed lot lines and dimensions
- Lots sequenced as numbered consecutively
- Square footage of all proposed lots under an acre in size and acreage for all lots over an acre in size
- Corporate limits, county lines and other jurisdiction lines if any on the tract
- Boundaries of the tract to be developed distinctly and accurately represented and showing all distances
- Boundaries of the tract to be developed tied to nearest street intersection (within 300') or U.S.G.S. (within 2000')
- Boundaries of the tract to be developed showing locations of intersecting boundary lines or adjoining properties

- 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
- The name and location of any property or building on the National Register of Historic Places or locally designated historic property
- Railroad lines and right-of-way
- Areas to be dedicated or reserved for the public or a local jurisdiction
- Areas designated as common area or open space under control of an Owners Association
- Location, dimension and type of all easements

ENVIRONMENTAL

- Water courses, ponds, lakes or streams
- Location of floodway and floodway fringe from Flood Hazard Boundary Maps and cross-section elevations
- Field located properly-sized drainage easements with dimensions from centerline of easement to property line and location of course changes

LOCATED IN DESIGNATED WATERSHED

- Permanent erosion control and watershed protection controls including ponds, maintenance and access easements, and natural infiltration areas.
- Engineering certification statement, if required by UDO
- Street Data
- Existing and proposed right-of-way lines within and adjacent to property
- Existing and proposed right-of-way within and adjacent to property showing total right-of-way width dimension
- Existing and proposed right-of-way within and adjacent to property showing right-of-way width dimension from centerline of existing public streets
- Existing and proposed streets showing existing and proposed street names.

ADDITIONAL INFORMATION

- Registration and seal of surveyor
- Location and description of all monuments, markers and control corners
- Notes/certificates/endorsements (see page 2 for wording)
- Deed Reference(s)
- Error of Closure
- Note: "NO IMPROVEMENT PERMIT HAS BEEN ISSUED FOR THIS LOT" labeled on the lot and lot to be cross-hatched if denied or no evaluation has been made.



SIGNATURES

- Signatures of Surveyor, seals for boundary survey and map certificate per NCGS 47-30
- Notary Confirmation (seal)
- North Carolina Department of Transportation, if public right-of-way dedication, involved public street construction or improvement
- Proper Signatures and attest of property owner(s) or property owner(s) legal designee (submit legal copy of Power of Attorney, etc.)

FINAL PLAT SUBMISSION

- Original Mylar Plat
- Disclosure Statements (Private Lanes Only). Must reference Deed Book and Page # or Recorded Plat
- Approved Owners Association Agreement, if Common Area involved
- Instruments to verify legality of signatures (e.g., administrator of estate, recorded deed copy, corporate seal, power of attorney)
- Statements of approval on Public Improvements, if completed and accepted
- Approved Surety for Incomplete Public Improvements (e.g., cash equivalent, letter of credit, bond, performance guarantee agreement, etc.)

FEES

- Water/Sewer Acreage Fees, if applicable
- Road Sign payment, if applicable. Must be installed prior to release of original mylar
- A Recording Fee is required and made payable directly to the Register of Deeds

OTHER APPROVALS

- Approval from the Corps of Engineers, if wetlands involved
- Approval from the Erosion Control Division, if improvements include grading

MAP CERTIFICATES

Certificate of Survey Accuracy (Final and Exempt Plats)

I, _____, certify that this plat was drawn under my supervision from an actual survey made under my supervision (deed description recorded in Book _____, page _____etc.) (other); that the boundaries not surveyed are clearly indicated as drawn from information found in Book _____, page _____ that the ratio of precision or positional accuracy as calculated is _____; this plat was prepared in accordance with G.S. 47-30 as amended. Witness my original signature, license number and seal this _____ day of _____, A.D., _____.

SEAL OR STAMP

Surveyor _____

Registration Number _____

Certificate of Review Officer (Final Plats)

State of North Carolina

County of Guilford

I, _____, Review Officer of Guilford County, certify that the map or plat to which this certification is affixed meets all statutory requirement for recording.

Review Officer _____

Date _____

Certificate of Ownership and Dedication (Final & Exempt Plats)

The undersigned hereby acknowledge(s) ownership of the property shown and described hereon and hereby adopts this plant and allotment to be a free act and deed and hereby dedicate(s) to public use streets, playgrounds, parks, drainageway, and open space, and easements forever all area so shown or indicated on said plat, and authorize(s) Guilford County to record this plat in the office of the Register of deeds of Guilford County, N.C.

Signed _____

Attest _____

Date _____

Department of Transportation, Division of Highways Certificate (Final Plats and Exempt Plats)

I hereby certify that the plans for streets in the subdivision shown hereon meet the design standards and specifications of the North Carolina Department of Transportation Division of Highways.

District Engineer _____

Date _____



**GUILFORD COUNTY
PLANNING AND DEVELOPMENT**

**Final Plat
Checklist**

Certificate Stating No Approval Is Required by Division of Highways of The North Carolina Department of Transportation (Final Plats And Exempt Plats)

This plat does not require a certificate of approval by the Division of Highways as provided in G.S. 136- 102.6, subsection (g).

Certificate of Local Jurisdiction Approval for Recordation

I, _____, as a representative of the Guilford County Planning and Development Department hereby certify that this plat meets the design standards and specifications set forth in the Guilford County Unified Development Ordinance and is approved for recordation this _____ day of _____ A.D. _____.
Planning Director _____ Date _____

Certificate of Purpose of Plat

The Final Plat shall contain one of the following surveyor's certificate, signed and sealed by the surveyor:

1. This survey creates a subdivision of land within the area of a county or municipality that has an ordinance that regulates parcels of land.
2. This survey is located in a portion of a county or municipality that is unregulated as to an ordinance that regulates parcels of land.
3. Any one of the following:
 - a. This survey is of an existing parcel or parcels of land and does not create a new street or change an existing street.
 - b. This survey is of an existing building or other structure, or natural feature, such as a watercourse.
 - c. This survey is a control survey.
4. This survey is of another category, such as the recombination of existing parcels, a court- ordered survey, or other exception to the definition of subdivision
5. The information available to the surveyor is such that the surveyor is unable to make a determination to the best of the surveyor's professional ability as to provisions contained in (a) through (d) above.

Surveyor _____ SEAL
Date _____

Certificate of Review by Licensed Soil Scientist (Final Plat)

I hereby certify that lot(s) _____ shown on this plat have been reviewed as appropriate and with respect to minimum lot requirements set forth in _____ of the regulations governing sewage treatment and disposal systems in Guilford County as amended from time to time. As of this date and based on this review of existing site conditions the lots numbered above on this plat will presumably meet these regulations.

I hereby certify that lot(s) _____ shown on this plat have been reviewed as appropriate and with respect to alternative requirements set forth in _____ of the regulations governing sewage treatment and disposal systems in Guilford County as amended from time to time. As of this date and based on this review of existing site conditions the lots numbered above on this plat will presumably meet these regulations.

This certification does not represent approval or a permit for any site work, nor does it guarantee issuance of an improvement permit for any lot. Final site approval for issuance of improvement permits is based on regulations in force at the time of permitting and is dependent on satisfactory completion on individual site evaluations following application for an improvement permit detailing a specific use and siting.

NC Licensed Soil Scientist _____ SEAL
Date _____

This document is intended for public information purposes only. It summarizes and omits some provisions. It is not to be construed or used as an official interpretation of the Unified Development Ordinance (UDO) in any legal proceeding.