



YANCEYVILLE

TRADITION WITH VISION

SUBDIVISION APPLICATION

Date Submitted: _____

Instructions: An application for subdivision approval is required for the preliminary approval of the following types of plans: Major and Minor Subdivisions, Sketch Plans, Dedication Plats, Access Easement Plats, and Combination/Recombination Maps.

APPLICATION MATERIALS CHECKLIST:

- Application Fee
- A completed and signed application form
- Five sets of plans. Maximum sheet size shall be 24" x 36". Plans must be to engineering scale (1"=20', 1"=100', etc.). All plans shall be scaled to no less than one (1) inch equals one hundred (100) feet; If all lots are greater than three (3) acres in size, a smaller scale (i.e. 1"=200') may be used. Plans may be drawn on multiple sheets with appropriate match lines. Preliminary plans do not require an engineer's surveyor's, or landscape architect's seal.

TYPE OF APPLICATION		
Major Subdivision	Minor Subdivision	Sketch Plan
Dedication Plat	Access Easement Plat	Combination/Recombination

PROPERTY INFORMATION	
Development Name (title of plat):	
Location:	
Township:	Map #:
Tax map parcel #:	Lot #:
Plat book #:	Page #
Zoning district:	Total acres:
Total # of lots:	Section or phase #:

APPLICANT INFORMATION	
Surveyor / Representative:	Phone Number:
E-mail address:	
Mailing address:	



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Owner's name:	
Owner's address:	
Zip code:	Phone #:

COMPLETE SUBMISSION CHECKLIST (WHERE APPLICABLE):

SOIL EVALUATION (SELECT AT TIME OF SUBMITTAL):

1. Environmental Health Department Evaluation
2. Community System (NCDEHNR approval required)

REQUIREMENTS FOR SKETCH AND PRELIMINARY SUBDIVISION PLANS

3. Sheet Size
 - The preliminary subdivision plan shall be drawn on sheets no greater than 24" x 36"
 - All plans shall be submitted scaled to no less than one (1) inch equals 100 feet
 - If all lots are greater than three (3) acres in size, a smaller scale (i.e. 1"=200') may be used
 - Plans may be drawn on multiple sheets with appropriate match lines
4. Title block and general site data
 - Name of development
 - Type of map or plan
 - Owners name, address, and daytime telephone number
 - Location, including town, township, county, state
 - Date(s) map or plan was prepared or revised
 - Name, address, and daytime telephone number of preparer of map
 - Zoning district(s) within/adjacent to property (Note: for conditional use cases, list the case number and all zoning conditions)
 - Names of adjoining property owners or subdivision names with Plat Book and/or Deed book references
 - Acreage in total tract
 - Tax map, block, and parcel number of tract(s) to be subdivided
 - A vicinity sketch at scale of two thousand (2000) feet equal to one (1) inch, showing the position of the subdivision in relation to surrounding streets (with state road numbers) and jurisdictional boundaries, and oriented in the same direction as the plan
 - Total number o lots proposed
 - Plat Book and/or Deed Book references
 - Acreage in any newly dedicated rights-of-way
5. Planimetric Elements
 - True north arrow with reference
 - Proposed lot lines and dimensions with bearings and distances
 - Minimum and maximum building lines, as determined by the zoning district
 - Corporate limits, county lines, and other jurisdiction boundaries on the tract



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- Existing property lines on tract to be subdivided. If property lines are to be changed or removed, dash and label old lines
 - Dimension, location, and use of all existing and proposed buildings, with distances between buildings measured at the closest point and distance from buildings to the closest property line
 - Address of existing structure or lot
 - Areas designated as common elements or open space to be controlled by owner's association
 - Location, dimension, and type of existing and proposed easements
 - Existing and proposed signs, with location, dimension, height, and area
 - Railroad lines or rights of way
 - Lots sequenced or numbered consecutively
 - Source of property boundaries signed or sealed by a registered surveyor, architect, or engineer
 - Boundaries of tract to be developed tied to nearest street intersection
 - Boundaries of tract to be developed showing location of intersecting boundary lines or adjoining properties
 - The name & location of any property or building on the National Register of Historic Places or locally designated historic property
 - Areas to be dedicated or reserved for the public
6. Environmental Elements
- Water courses, ponds, lakes, and streams
 - Location of floodway and floodway fringe from Flood Hazard Boundary Maps, with cross-section elevations
 - Designated watershed noted, with applicable watershed critical tiers indicated
 - Existing septic and well locations
 - Marshes, swamps, or other wetlands
 - Drainage easement calculations. Include delineated drainage area on a 2' contour topographic map, run-off coefficients and intensity, or curve numbers and rainfall.
7. Major Subdivisions with a designated watershed
- Area to be disturbed with number of acres graded and percentage of site noted
 - Area to be left undisturbed with number of acres and percentage of site noted
 - Percentage of slope prior to any grading
 - Total impervious surface area, including streets, roofs, patios, parking areas, sidewalks, & driveways
 - Shortest distance to nearest Floodway identified on Federal Emergency Management Agency maps
 - Permanent erosion control and watershed protection controls including ponds, maintenance, and access easements or natural infiltration areas
 - Soil types as defined in the Caswell County Soil Survey
 - Engineering certification statement
8. Street Data
- Show ROW lines and dimensions including centerline, within and adjacent to property
 - Existing and proposed streets showing edge and dimensions of pavement or curb lines
 - Existing and proposed cul-de-sac pavement radius
 - Existing street names and state road numbers
 - Proposed street names



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- Sight distance triangles at each intersection

9. Utility Data

- Water line layout showing connections to existing systems, line sizes, material of lines, fire hydrants, blow-ffs, valves, manholes, etc.
- Sewer line layout, showing connections to existing systems, line sizes, materials of lines, catch basins, direction of flow, etc.
- Utility layout showing connections to existing systems for natural gas, electric, cable TV, phone, etc.
- Stormwater line layout, showing connection to existing systems, line sizes, materials of lines, catch basins, direction of flow, etc.
- Easements for existing and proposed electric, telephone, cable, natural gas, or other utilities
- Utility Plan, if alternate utility locations are proposed
- If removing utility easements, must provide letter from appropriate utility provider

10. Documents to be provided in special circumstances

- Copies of previous Board of Adjustment actions, Special Use Permits, or Certificates of Appropriateness
- Combination deed
- Detailed flood elevation study documents

(The following is to be completed by Town of Yanceyville staff)

FEE	
Amount:	Receipt number:

Staff Certification	
The Town of Yanceyville certifies that the information provided is a complete application and will be processed either by the zoning administrator or the planning board.	
Town official:	Date: