

Final Plat Checklist

7/1/16

Standard Requirements

- Review Fee (payable to the City of Greensboro) – Subdivision \$140; Exemption \$127
- Recording Fee (payable to Guilford Co. Register of Deeds) submitted with the mylars - \$21 per sheet
- 2 Mylars – Meeting G.S. 47-30(a) size requirements after the plat is approved in the system
- Pickup: City of Greensboro
- Plat Book Page__
- Vicinity Map with North Arrow
- Location for the Register of Deeds Sticker (1.1" x 3")
- Engineer's Seal and Signature
- Deed transferring new common elements and open space to the home owners' association.
- Covenants updated to incorporate the new phase, if needed

Title Block and Site Data

- Name of Subdivision – Phase or Section number
- Type of Plat
- Location (including address, city, township, county, & state)
- Name of Owner
- Date Map Prepared
- Developer's/Owner's Contact Information
- Preparer's Contact Information
- Bar scale - Scale of drawing in feet per inch
- Number of Sheets
- Total Acreage
- Running total of acreage in open space, common elements, public greenways, etc.
- Acreage in newly dedicated right-of-way
- Plat Reference
- Deed Reference
- Tax Map Number
- Zoning District
- Number of Lots
- Multifamily Development Type (Number of Units)
- Number of Units
- Watershed Designation

Property Information

- Proposed and existing lot lines & dimensions
- Lot numbers
- All required setbacks
- Buffer limit lines
- Areas designated as common elements or open space
- List the conditions, if property is zoned conditional district
- City limits, county lines, and other jurisdiction lines, if any
- North arrow & orientation

- Label location, dimension, & type of all proposed easements within and adjacent to site
- Label location, dimension, PB/PG and/or DB/PG references & type of all existing easements within and adjacent to site
- Location and size of existing freestanding signs
- Label all adjoining streets
- Label street classification (Ryan Moats 336-373-2859)
- Label right-of-way lines distance
- Label centerline of road and distance from centerline to right-of-way line
- All curves shall be defined by radius, central angle (delta), tangent, arc, chord distances, and chord bearings. All curve data shall be shown in Curve Tables.
- Label two or more permanent "Control Corners" on the plat.
- Boundaries of the tract to be developed tied to in accordance with G.S. 47.30(F)(9)

Boundaries of Property

- Locations of intersecting boundary lines of adjoining properties
- Existing property lines
- Source of property boundaries
- Zoning of adjoining properties
- Existing land use of adjoining properties
- Names of adjoining property owners

Condominium Plat Requirements

- Common Elements Owners' Association Declaration 30-13-9.2
- Limits of ownership
- PB/PG and/or DB/PG references of all previously recorded plats
- Tie downs to iron with distance and metes & bounds
- Watershed Notes
- Finished floor elevation of each floor in each building
- Copies of floor plans and elevations with the finished floor elevation labeled to match plat and site plan (as applicable).
- Plans must contain a verified statement, sealed by a North Carolina Registered Architect or Professional Engineer, certifying that such plats or plans fully and accurately depict the layout, location, ceiling and floor elevations, unit numbers and dimensions of the units, as built
- Provide a copy of condominium documents with notarized attorney's certification that documents meet the requirements of GS 47C-2-105 through 47C-2-109 and 47C-2-115, 47C-2-116 and 47C-3-103(d) as applicable.
- Zoning of adjoining properties
- Existing land use of adjoining properties
- Names of adjoining property owners

Standard Notes

Provide the surveyor's certificate of accuracy and mapping stating that the plat has been prepared in accordance with GS 47-30, as amended.

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 as calculated is 1: __; that this plat was prepared in accordance with G.S. 47-30 as amended. Witness my original signature, registration number and seal this ____ day of __, A.D., __.

Seal or Stamp

Surveyor
Registration Number

Provide the Survey Type Certificate

- This survey creates a subdivision of land within the area of a county or municipality that has an ordinance that regulates parcels of land;
- This survey is located in a portion of a county or municipality that is unregulated as to an ordinance that regulates parcels of land;
- This survey is of an existing parcel or parcels of land;
- 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;
- This 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.

Provide a Review Officer's stamp

North Carolina
County of Guilford

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

Review Officer Date

Certificate stating no approval is required by Division of Highways of the North Carolina Department of Transportation

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

Signed _____ Date _____
Planning Director

Approval for Recordation block

Approved for recordation by the City Of Greensboro, North Carolina on the ____ day of, __, 20 __, Pursuant to the Greensboro Development Ordinance.

Signed _____ Date _____
Planning Director

Standard Easement Note

Easements shall be utilized and maintained in accordance with the provisions of and disclaimers contained in Section 30-12-8.1 (B) and (D) of the City of Greensboro Land Development Ordinance.

Ownership and Dedication Statement

The undersigned hereby acknowledge(s) this plat and allotment to be their free act and deed and hereby dedicate(s) to public use as Streets, Playgrounds, Parks, Open Spaces and Easements forever all areas so shown or indicated on said Plat, and authorize(s) the City of Greensboro to record this Plat in the office of the Register of Deeds of Guilford County, NC.

(If there are NO common elements/open space use this as the middle paragraph)

_____ by recordation of this plat, hereby gives, grants and conveys to AT&T, Duke Energy, Piedmont Natural Gas Company, Time Warner Cable and the City of Greensboro, their respective successors and assigns right-of-way and easements to maintain and service their respective wires, lines, conduits and pipes in their present locations together with the right of ingress and egress as necessary, for the purpose of maintaining and servicing said wires, lines, conduits and pipes.

When grade of adjacent property does not conform to the street grade, an easement is effective for the purpose of sloping embankments from street grade level at the property line having a slope ratio of three feet horizontal for each foot of vertical dimensions.

Owner Date
Attest Date

(If there are common elements/open space substitute this as the middle paragraph)

_____ by recordation of this plat, hereby gives, grants and conveys to AT&T, Duke Energy, Piedmont Natural Gas Company, Time Warner Cable and the City of Greensboro, their respective successors and assigns right-of-way and easements to maintain and service their respective wires, lines, conduits and pipes in their present locations, including those within the "Common Elements" and/or "Open Spaces" as shown here on together with the right of ingress and egress as necessary, including over and upon said "Common Elements" and/or "Open Spaces" for the purpose of maintaining and servicing said wires, lines, conduits and pipes.

Provide the property owner's signature with the proper attest. If the owner is a corporation, provide the president's or vice-president's signature, secretary's attest and corporate seal.

Additional Notes

The Integrated Multiple Use Development (IMUD)

This Property is being developed as an Integrated Multiple Use Development (IMUD). As such, it will be developed with common driveways and off-street parking, and be subject to common signage and common landscaping plans. Should the property cease to conform to the definition of an integrated multiple use development, the property will then be in violation of this ordinance and must be retrofitted with conventional parking and landscaping, even if doing so requires the removal of previously installed improvements.

Condominium Plat

I hereby certify that these plats and plans contain all of the information required under NC General Statutes Section 47C-2-109 and that these plats and plans fully and accurately depict the layout, ceiling and floor elevations, unit numbers and dimensions of the units, as built. I further certify that these plats and plans accurately depict the legal boundaries of the condominium and the physical location of the units and other improvements constructed within the condominium, relative to those boundaries. I hereby certify that all structural components and mechanical systems of all buildings, including Phases _____, are substantially completed in accordance with these plans.

Sign, stamp and date.

Unified Development Plan (UDP) Notes

No fence or wall may exceed 8 feet in height unless the fence is at least 15 feet from all property lines.

Landscaping will be provided in accordance with section 30-10 of the Development Ordinance.

Easement encroachments shall be governed by the City of Greensboro Zoning requirements as found in the Development Ordinance Section 30-7-1.6.

Accessory Freestanding sign specifications shall be in accordance with the City of Greensboro Development Ordinance Section 30-7-7.2 (E)(12) and 30-14.

Certification for UDP

This is not a subdivision as defined by the City of Greensboro subdivision ordinance

_____ *Date* _____

*Planning Director
City of Greensboro*

This plan was not prepared in accordance with 47-30 since it is for illustrative and notice purposes only, all areas and boundaries shown are approximate. This map shall not be used to convey or define specific property lines or areas.

Frequently Use Watershed Notes

Individual owner's maintenance

The owner is responsible for maintaining the permanent engineered stormwater control labeled as _____ as directed by the government office having jurisdiction for watershed protection.

Association Maintenance

The _____ Association is responsible for maintaining the permanent engineered stormwater control as directed by the government office having jurisdiction for the watershed protection according to the approved maintenance plan. If the association should be dissolved or cease to exist, then in that event all owners of record at the time of required maintenance shall be jointly and severally liable for any and all cost attendant thereto as recorded in Deed Book _____, Page _____.

Government Access Rights

The government office having jurisdiction for watershed protection and their assigns will have right of access to the engineered stormwater control labeled as _____ for inspections and maintenance enforcement.

Pond Bond Note

No certificate of compliance shall be issued for any buildings on the lots shown on this plat until the engineered stormwater control has been completed. _____ has posted a guarantee and bears the responsibility of its timely completion.

Engineer's Certification of Stormwater Control Completion

I certify that, pursuant to generally accepted engineering standards, it is my professional opinion that the permanent engineered stormwater control(s) labeled as _____ on this plat and recorded in the Office of the Guilford County Register of Deeds has been completed in conformance with the plans and specifications approved on _____, and has its full design volume available and is functioning as designed.

P.E. Signature _____

Date _____

Seal