



MAJOR SUBDIVISION APPLICATION FORM

APPLICATION PAGE 1 OF 6

APPLICATION LAST UPDATED: 12.13.21

Planning & Zoning Department • 14094 Buffalo Road Archer Lodge, NC 27527 • P. 919.359.9727

1. THINGS TO KNOW ABOUT THE MAJOR SUBDIVISION PROCEDURE

1. The major subdivision review procedure is described in Section 30-3312 of the Archer Lodge Unified Development Ordinance (UDO).
2. A major subdivision is one that creates four or fewer lots with no extension of public utilities (streets, water, or sewer) or
3. Any division of land involving the extension of public utilities (streets, water, sewer, etc.) is not a minor subdivision.
4. A major subdivision may not result in the establishment of new or residual land parcels that do not meet the requirements of the State, the County, or the Archer Lodge UDO.
5. All subdivisions shall be consistent with the applicable rules in Article 7, Subdivisions, of the Archer Lodge UDO.
6. All lots within a major subdivision shall comply with the standards for access in Article 6, Division 1 of the Archer Lodge UDO. All driveways shall comply with applicable NCDOT requirements.
7. No lots may be sold or building permits issued for development within a minor subdivision until after a major subdivision plat is recorded with the Johnston County Register of Deeds.
8. A major subdivision plat must be prepared by a licensed land surveyor, professional engineer, or professional landscape architect.
9. Subdivisions located within one or more overlay districts shall be subject to the applicable overlay standards in Article 4, Division 5.

2. GENERAL PROJECT INFORMATION

A. Parcel Information

1. Street Address:
2. Parcel Identification Number:
3. Lot Area/Acreage:
4. Base Zoning District Classification:
5. Overlay Zoning District(s) (if applicable):

B. Primary Point of Contact Information

1. Primary Point of Contact Name:
2. Mailing Address:
3. Phone:
4. Email:

C. Preparer Information

1. Name and License Number:
2. Mailing Address:
3. Phone:
4. Email:

MAJOR SUBDIVISION APPLICATION FORM

APPLICATION PAGE 2 OF 6

APPLICATION LAST UPDATED: 12.13.21

Planning & Zoning Department • 14094 Buffalo Road Archer Lodge, NC 27527 • P. 919.359.9727



3. DESCRIPTION OF REQUEST

(Please complete the following)

1. Please list the project name:

2. Please indicate the number of building lots that will result after the subdivision

3. Is the project phased? Yes No

If so, please identify this phase and if there are any subsequent phases:

4. Is any land proposed for dedication to the Town? Yes No

If so, for what purpose:

5. Please indicate how each lot in the subdivision will be accessed:

6. Does this subdivision include any private infrastructure? Yes No

If do, please list all forms of private infrastructure provided:

7. Does this application include a request for a fee-in-lieu? Yes No

If so, for what features?

8. Is this subdivision subject to an approved variance or administrative adjustment or a cluster subdivision?

Yes No

If so, please describe:

9. Are there any zoning conditions of approval that apply to this property? Yes No

If so, please describe:

4. SUBMITTAL CHECKLIST

(Please ensure your application includes 3 paper copies and 1 digital (pdf) copy of all of the following)

1. Major subdivision application form

2. Application fee

3. Copy of the property deed.

4. Transportation impact analysis, if required

5. Copy of county health department approval for on-site wastewater disposal and on-site potable water systems, as appropriate

6. Any additional information determined to be necessary by the Town, Johnston County, the State, or federal governmental entity

MAJOR SUBDIVISION APPLICATION FORM

APPLICATION PAGE 3 OF 6

APPLICATION LAST UPDATED: 12.13.21

Planning & Zoning Department • 14094 Buffalo Road Archer Lodge, NC 27527 • P. 919.359.9727



5. PRELIMINARY PLAT INFORMATION (UDO Appendix, Division 5)

(Please ensure your application includes 3 paper copies and 1 digital (pdf) copy of all of the following)

All site plans and subdivision plats shall be prepared by a North Carolina registered engineer, architect, or professional land surveyor, signed, and be sealed by the same, and shall include the following information:

(a) *Information required for both site plans and subdivision plats.*

- (1) Site plans shall include a location map that shows the location of the project in the broad context of the Town or planning jurisdiction.
- (2) Development site plans shall be drawn to scale, using such a scale that all features required to be shown on the plans are readily discernible. Large developments may require that plans show the development in sections. The objective may be accomplished by using different plans or plans drawn to different scales to illustrate different features. Also, an applicant may use a narrative or master plan to describe and define those site plan elements that cannot be readily depicted in a graphic format.
- (3) Development site plans shall show on the first page the following information:
 - a. Name of applicant.
 - b. Name of development (if any).
 - c. North arrow.
 - d. Legend.
 - e. Scale.
- (4) Existing natural, man-made and legal features:
 - a. Tree line of wooded areas.
 - b. Streams, ponds, drainage ditches, swamps, boundaries of flood ways and flood plains.
 - c. Existing storm drainage patterns.
- (5) Existing man-made features:
 - a. Public streets, sidewalks and other walkways, all designated by the type of surface material.
 - b. Curbs and gutters, curb inlets and curb cuts and drainage grates.
 - c. Stormwater and drainage facilities.
 - d. Underground utility lines, including water, sewer, electric, telephone, gas and cable.
 - e. Above-ground utility lines and other utility facilities.
 - f. Fire hydrants.
 - g. Buildings, structures (including dimensions).
 - h. The location of any areas previously used for landfill or other waste disposal purposes that are known or reasonably should be known to the applicant.
- (6) Existing legal features:
 - a. Zoning of the subject property and surrounding properties.
 - b. Property lines of the tract to be developed (with dimensions identified).
 - c. Street right-of-way lines.

MAJOR SUBDIVISION APPLICATION FORM

APPLICATION PAGE 4 OF 6

APPLICATION LAST UPDATED: 12.13.21

Planning & Zoning Department • 14094 Buffalo Road Archer Lodge, NC 27527 • P. 919.359.9727



- d.* Utility or other easement lines.
 - e.* Deed book and page reference demonstrating ownership of property. If the applicant does not yet own the property, the applicant shall include a written statement describing the applicant's legal authority to make application for the requested permit or conditional zoning.
- (7) Show all proposed changes in existing natural, man-made and legal features, including, but not limited to, the following:
- a.* Lot dimensions.
 - b.* The location, dimensions, and footprints of all buildings on the property, including the distances of all buildings from property lines, streets or street right-of-way lines; (subdivisions may show building setback lines).
 - c.* The location and dimensions of all recreational areas.
 - d.* The location and dimensions of all areas intended to remain as usable open space. The plans shall clearly indicate whether such open space areas are intended to be offered for dedication to public use or to remain privately owned.
 - e.* Street names (labeled by classification) showing linear feet, street paving widths and typical street cross-sections.
 - f.* Curbs and gutters (constructed using the same specifications as used by the North Carolina Department of Transportation), curb cuts and drainage grates as required by Town policy.
 - g.* If required, a stormwater management plan, as approved by the State of North Carolina, or Town in the Water Supply Watershed Protection Overlay District and drainage facilities.
 - h.* All new proposed storm drainage patterns.
 - i.* Sidewalks and walkways, showing widths and surface material.
 - j.* Bridges.
 - k.* Underground utility lines or easement areas for said lines, including water, sewer, electric, telephone, gas, and cable.
 - l.* Above-ground utility lines and other facilities.
 - m.* Fire hydrants.
 - n.* Vehicle accommodation areas including parking areas, loading areas and circulation areas, all designated by the type of surface material and dimensions of proposed parking spaces. The total number of parking spaces and the total number of parking spaces for disabled persons (i.e. handicapped spaces) shall be indicated;
 - o.* For properties in the Water Supply Watershed Protection Overlay District provide the proposed total impervious surface area and the calculations showing how the impervious surface area was found.
 - p.* The location and description of all yards, buffers, screening, landscaping and plantings or devices (i.e. fences, berms, etc.) proposed for compliance. Plans shall label trees and shrubbery by common or scientific name, show the distance between plants and indicate the height at the time of planting and expected mature height and width.
 - q.* Proposed phasing, if any. Phasing plans shall provide a description of the facilities to be built in each phase.
 - r.* Documentation confirming that the applicant has a legally sufficient interest in the property proposed for development to use it in the manner requested or is the duly appointed agent of such a person, such as a deed book and page reference demonstrating ownership of property. If the applicant does not

MAJOR SUBDIVISION APPLICATION FORM

APPLICATION PAGE 5 OF 6

APPLICATION LAST UPDATED: 12.13.21

Planning & Zoning Department • 14094 Buffalo Road Archer Lodge, NC 27527 • P. 919.359.9727



yet own the property, the applicant shall include a written statement describing the applicant's legal authority to make application for the requested permit.

- s. Certifications from the appropriate agencies that all necessary easements have been provided;and
- t. If any street or driveway is proposed to intersect with a state-maintained road, a copy of the application for driveway approval as required by the Department of Transportation, Division of Highways Manual on Driveways Regulation.

6. APPLICANT SIGNATURE

I certify that the information provided on this application form and in the associated site plan is complete and accurate to the best of my knowledge. I hereby authorize City officials to enter the subject property for the purposes of determining compliance.

If there are multiple land owners or applicants, a signature is required for each.

Land Owner or Authorized Signature: _____
Date: _____

Land Owner or Authorized Signature: _____
Date: _____

Land Owner or Authorized Signature: _____
Date: _____

OFFICE USE ONLY

Project #:

Associated Project #:

Received By:

Filing Date:

Accepted as Complete By:

Complete Date:

Decision:

Decision By:

Decision Date:

Pre-application Conference Date (if conducted):

MAJOR SUBDIVISION APPLICATION FORM

APPLICATION PAGE 6 OF 6

APPLICATION LAST UPDATED: 12.13.21

Planning & Zoning Department • 14094 Buffalo Road Archer Lodge, NC 27527 • P. 919.359.9727



Notes/Comments: