



Town of Archer Lodge

Preliminary Plat Approval Procedure, Format, Mapping Application

An application for subdivision preliminary plat shall be submitted on this form to the Town of Archer Lodge Planning Development, as agent for the Town of Archer Lodge Planning Board. A complete application will then be forwarded to the Technical Review Committee (TRC)/Members; and then forward to Planning Board for consideration after receiving input from the TRC/Members. Applications will be processed in accordance with the with adopted meeting schedule.

Planning Board Meeting Date/Time: Unless otherwise posted on the Town's website, the Planning Board meets on the 3rd Wednesday of every other month at 6:30 P.M.

Location: Jeffrey D. Barnes Council Chambers; Archer Lodge Town Hall, 14094 Buffalo Road, Archer Lodge, NC 27527

A. SUBMISSION CUT-OFF- DATE AND REVIEW PROCEDURE:

STEP 1. PRELIMINARY PLAT

The procedure for the Preliminary Plat review follows the following timeline:

- Thirty (30) days prior to the scheduled Planning Board meeting date submit preliminary subdivision plat and application fee. Applicant will submit 12 large paper copies (size 24" x 36" or 30" x 42"), along with an electronic copy of the plat. These plans, the Preliminary Plat Application Form, and related fees (see adopted fee schedule) shall be submitted simultaneously to the Town of Archer Lodge Planning Department.
- In accordance with adopted Planning Board meeting calendar (attached) the plat/plans will be reviewed by the Technical Review Committee (TRC).
 - The Planning Department will submit copies of the plat to the TRC; and they will review the plat.
 - Staff will forward any TRC comments to the applicant/developer.
 - Any revisions required to the preliminary subdivision plat should be done and new plans submitted to the Planning Department by 5:00 p.m. on the Wednesday following the TRC meeting.
- Planning Board Meeting: Staff will present the subdivision preliminary plat and the Planning Board will approve (with or without conditions) or disapprove the preliminary plat. The applicant (or a representative) is required to attend the meeting. (If an agent is the representative, the owner shall complete the statement authorizing such person to speak on their behalf).

STEP 2. TECHNICAL REVIEW COMMITTEE

The Town of Archer Lodge Planning Staff will consult with the Technical Review Committee Members during the review process and shall provide the following agencies an opportunity to review and make recommendations concerning the proposed subdivision plat before it is presented to the Planning Board for approval. The Technical Review Committee consists of representatives from NC Department of Transportation, Johnston County Environmental Health Department, Johnston County Public Utilities,

Archer Lodge Fire Department, Planning Board Chair, Planning Board Member (as designated), Planning staff, and any other individual/agency as is deemed necessary.

- In accordance with adopted Planning Board meeting calendar (attached) the plat/plans will be reviewed by the Technical Review Committee (TRC) Members.
 - The Planning Department will submit copies of the plat to the TRC Members; and they will be given the opportunity to review the plat.
 - Staff will forward any TRC member comments to the applicant/developer.
 - Any revisions required to the preliminary subdivision plat should be done and new plans submitted to the Planning Department by 5:00 p.m. on the Wednesday following the TRC meeting.

STEP 3. PLANNING BOARD CONSIDERATION

Upon completion of the TRC review, any revisions required to the preliminary subdivision plat should be done and new plans submitted to the Planning Department by 5:00 p.m. on the Wednesday following the TRC meeting.

- A total of three (3) sets of revised plans must be submitted. The developer will also be responsible for submitting a set of plans in digital media either in JPEG or PDF format.
- Unless otherwise posted on the Town's website, all Planning Board meetings are held on the 3rd Wednesday every other month, at 6:30 p. m, in the Jeffrey D. Barnes Council Chambers Archer Lodge Town Hall, 14094 Buffalo Road, Archer Lodge, NC 27527.
- The Planning Board shall approve, approve with conditions or disapprove the preliminary subdivision plat. If the Planning Board should disapprove the preliminary plat, the reasons for such action shall be stated and recommendations made based on which circumstances the proposed subdivision would be approved.
- When a subdivision is to be developed in phases, the preliminary plat shall be submitted for the entire development with the phases depicted.

B. FORMAT:

- _____ 1. Scale of 1" = 100' or larger.
- _____ 2. Drawn in ink or pencil on mylar film.
- _____ 3. Mylar film size shall be a minimum of 18" x 24" and a maximum of 30" x 42".
- _____ 4. Boundary lines shall be distinctly and accurately represented, all bearing, and distances shown, with an accuracy of closure of not less than one (1) in two thousand-five hundred (2,500), and in accordance with the Standards of Practice of Land Surveying in North Carolina.
- _____ 5. Elevation and bench marks shall be referenced to National Geodetic Vertical Datum (NGVD).
- _____ 6. Prepared by a professional engineer/surveyor licensed by the State of NC.
- _____ 7. Multiple sheets shall be collated and stapled. Match lines shall be clearly indicated.
- _____ 8.
 - a) Twelve (12) large size (24"x 36" or 30" x 42") paper copies at the time of original submission for departmental review;
 - b) A digital copy (PDF) and two (2) blue-line paper copies, shall be submitted for each review department requesting revisions, following the initial review. The total number is to be specified by the Planning Department staff; and
 - c) Three (3) mylar film copies for disposition up request of the Planning Department staff.
- _____ 9. Filing Fee - In accordance with the Fee Schedule adopted by the Town Council.
- _____ 10. Owners statement. The owner or agent of the owner shall submit a signed statement requesting Planning Board's consideration of the preliminary plat as submitted and acknowledging that such approval is subject to approval of a construction plan. Such statement shall be on the preliminary plat approval procedure, format, mapping and application requirement sheet as provided by the Planning Department.

C. GENERAL INFORMATION:

- _____ 1. Subdivision name.
- _____ 2. The name(s) of the city, township, county and state in which the subdivision is located.
- _____ 3. Name, address and telephone number of land owner(s).
- _____ 4. Name, address and telephone number of the subdivider and/or developer.
- _____ 5. Name, address and telephone number of the engineer preparing the plat.
- _____ 6. North Carolina registration number and seal as listed per five (5) above.
- _____ 7. Locational vicinity map, at a scale of 1" = 1000' showing the subdivision in relation to major and minor roads or streets, natural features, existing city limit lines and other obvious references.
- _____ 8. Date of original survey, plat preparation and/or revision(s).
- _____ 9. Number of sheets.
- _____ 10. Scale denoted both graphically and numerically.
- _____ 11. Statement on Preliminary Plat

D. SITE INFORMATION:

- _____ 1. North arrow and delineation as to whether true, grid or magnetic including date.
- _____ 2. Existing, platted and proposed streets, their names and numbers (if state marked routes) shown and designated as either "public" or "private", indicating right-of-way and/or easement widths, pavement widths, centerline curve and corner radius data, including site distance triangles and typical cross sections. All streets indicated on the Thoroughfare Plan shall indicate future right-of-way widths. Private streets shall designate maintenance responsibility.
- _____ 3. Proposed and existing lot lines within the subdivision showing approximate dimensions. Plat references shall be indicated for existing lots.
- _____ 4. Location of all existing buildings with exterior dimensions including heights, number of stories, distance to existing and proposed lot lines, private drives, public right-of-way and easements.
- _____ 5. Existing and proposed property lines, public and private streets, right-of-way and/or easement widths, pavement widths, easements, utility lines, hydrants, recreation areas or open spaces on adjoining property.
- _____ 6. Ownership of all contiguous property indicated and referenced by deed book/map book and page number.
- _____ 7. Existing zoning classification(s) boundaries of the tract to be subdivided and on adjoining property within one hundred (100) feet.
- _____ 8. Political subdivision(s) including city limit lines and township boundaries.
- _____ 9. Water courses, railroads, bridges, culverts, storm drains, wooded areas, marches, swamps, rock outcrops, ponds or lakes, stream or stream beds, ditches or other natural or improved features which affect the site.
- _____ 10. Proposed pedestrian, riding, bicycle trails or easements, their location, width and purpose.
- _____ 11. Sites proposed to be dedicated or reserved for public or private purposes including location, intended use, size and expected future ownership and maintenance of such spaces. (including private streets)
- _____ 12. Areas to be used for purposes other than residential, if any, with the purpose, location, and dimensions of each indicated, including any land dedicated for recreation purposes.
- _____ 13. Statement of proposed ownership and maintenance or other agreements.
- _____ 14. Topography (existing and proposed) at a contour interval of one (1) foot, based on mean sea level datum, with an accuracy of plus or minus 0.5 of a foot and referenced to the National geodetic Vertical Datum (NGVD).
- _____ 15. The location of water, water courses, ditches, drainage channels, and sub-surface drainage structures, and the proposed method of disposing of all run-off from the proposed subdivision,

- and the location and size of all drainage easements and structures relating thereto, whether they're located within or outside of the proposed plat and any other pertinent datum.
- _____ 16. Floodway zone and floodway fringe zone shown, indicating base flood elevations for all lots adjoining such zones per Johnston County's Flood Insurance Rate Map.
 - _____ 17. Lot numbers and block numbers in consistent and logical sequence.
 - _____ 18. Minimum building setback lines.
 - _____ 19. Fire hydrant locations and connections.
 - _____ 20. Water main locations, connections and anticipated sizes.
 - _____ 21. Sanitary sewer main locations, connections and anticipated sizes
 - _____ 22. Storm sewer main locations, connections and anticipated sizes.
 - _____ 23. Street and lot drainage correlated to the town drainage system, including break points and the direction of surface water flow on each lot, street and ditch.
 - _____ 24. Easements, including but not limited to electric (existing & proposed), water, sanitary sewer, storm sewer, drainage easements (existing & proposed), private street, gas or other service delivery easements including their location, width and purpose.
 - _____ 25. Soil scientist review (when septic tanks are utilized)
 - _____ 26. Distance to and location of public water and sanitary sewer systems if such facilities are not available.
 - _____ 27. The following in tabular form:
 - a) Lineal feet in streets
 - b) Number of lots created
 - c) Acreage in total tract
 - d) Acreage in parks, recreation areas, common areas, mail kiosk and the like.
 - _____ 28. The name and location of any property within the proposed subdivision or within any contiguous property that is listed on the National Register of Historic Places, or that has been designated by ordinance as a local historic property and/or district.
 - _____ 29. Environmental impact statement pursuant to Chapter 113-A of the North Carolina General Statutes. The Planning Board may require the subdivider to submit an environmental impact statement with the preliminary plat if: (1) the development exceeds two (2) acres in area; and, (2) if the board deems it necessary due to the nature of the land to be subdivided or peculiarities in the proposed layout.
 - _____ 30. Statements on the plat that:
 - a) Construction plan approval shall be obtained prior to construction of any street, water and/or sanitary sewer and storm drainage systems.
 - b) All lots shall equal or exceed the minimum development standards of the Town of Archer Lodge Zoning Ordinance.
 - _____ 31. Traffic Impact Study – As required per Code of Ordinances, Archer Lodge, NC, Chapter 30, Article VI, Section 30-208.
 - _____ 32. Stream buffers (50 ft. buffer on perennial & intermittent streams)
 - _____ 33. Neuse River Basin Nutrient Control Stormwater Requirement
 - _____ 34. Turn lane as required by NCDOT
 - _____ 35. Water Supply Watershed Requirements
 - _____ 36. Floodplain Requirements.
 - _____ 37. The approximate delineation of Corps of Engineers Section 404 Wetlands. Approval map from the Corps of Engineers.
 - _____ 38. The subdivision sign location with a detailed drawing of the proposed sign.
 - _____ 39. If public water is to be provided, proper approval by either county or state.
 - _____ 40. Any other information considered by either the subdivider or the Planning Board to be pertinent to the review of the preliminary plat.
 - _____ 41. Written statement addressing the reasons for being unable to meet the minimum requirements as listed above.

**Town of Archer Lodge, North Carolina
Development Application**

Date of Submittal: _____

Name of Project: _____

Owner of Property: _____

Contact Person: _____

Address: _____ City/State/Zip: _____

Phone No: _____ Fax No: _____ E-mail: _____

Developer: _____

Contact Person: _____

Address: _____ City/State/Zip: _____

Phone No: _____ Fax No: _____ E-mail: _____

Design Engineering Company: _____

Contact Person: _____

Address: _____ City/State/Zip: _____

Phone No: _____ Fax No: _____ Email: _____

Type of Development Application (check one):

- ☐ Sketch Plan
- ☐ Minor Subdivision Preliminary Plat
- ☐ Major Subdivision Preliminary Plat
- ☐ Construction Drawings
- ☐ Major Subdivision Final Plat
- ☐ Exempt Plat
- ☐ Family Exemption
- ☐ Commercial Subdivision

Total Acreage of Property to be Developed: _____ Total Number of Phases: _____

Total Number of Lots: _____ Average Square Footage of Lot: _____

Proposed Development Build Out Date _____; Development Density: _____;

Utilities (check all that apply):

Electric _____; Gas: _____; Public Water: _____; Public Sewer: _____; Well: _____; Septic: _____
Roads: Public: _____; Private: _____; Protected Watershed: Yes: _____, No: _____

I, as owner, understand that I am responsible for all applicable review fees due upon submittal of these plans. I understand that no review will take place until all review fees have been paid. I have read all information within the **Preliminary Plat Approval Procedure, Format, Mapping Application** Development Review Procedures Packet and understand the process and my requirements with the proposal.

Signature

Date

OWNERS STATEMENT:

I, _____, being the Owner or Agent acting on behalf of the owner

request that the attached preliminary plat request of:

be placed on the agenda of the Planning Board Meeting scheduled for ____/____/____

I understand that failure to address any item in these requirements may result in the preliminary plat request not meeting the minimum submission requirements and said plat shall be returned to me for revision and resubmission; and,

NOTE: AGENTS ACTING ON BEHALF OF PROPERTY OWNERS MUST COMPLETE THE NOTARIZED STATEMENT FROM THE PROPERTY OWNER WHICH GIVES THEM THE AUTHORITY TO ACT ON THE OWNERS BEHALF.

I, _____ being the Owner of the property described herein, do hereby authorize _____ my agent for purposes of this application.

Signature

Date

Sworn to and subscribed before me, this ____ day of _____

Notary Public

PLANNING STAFF USE ONLY:

Date Received: ____/____/____

Signature