
FAMILY SUBDIVISION CHECKLIST

Refer to Section 3.6 (pp 3-18 to 3-20) of the Polk County Subdivision Ordinance for step-by-step procedural process.

It is recommended that the subdivider meet with the Polk County Administrator in a pre-application conference to informally discuss this ordinance and the subdivision of land in Polk County.

The subdivider shall submit with this application for a Family Subdivision written evidence that the subdivision is a division of land by a property owner among his immediate family, to wit: spouse, children, or their lineal descendants or ascendants, or the lineal descendants or ascendants of said property owner as a gift, or as a settlement of the property owners estate.

The family subdivision shall provide that each lot or parcel of land shall have direct access from an existing recorded right-of-way or shall have a recorded 30' access easement from a public road. If a grantor has a recorded access easement, it must transfer along with the property.

FAMILY SUBDIVISION FINAL PLAT

Final Plat Submission Date _____

Administrative Review Due Date _____
(+15 working days)

** Final plats shall be clearly and legibly drawn by a registered land surveyor currently licensed in the State of North Carolina by the NC State Board of Registration for Professional Engineers and Land Surveyors.*

** The Administrator shall review the plat in accordance with the requirements of this Ordinance and any other applicable ordinance. This review shall take not more than 15 working days. After conducting an application completeness review, the Administrator will notify the applicant of any deficiencies. The receipt of a revised application will restart the 15 day review period.*

** The plat shall be drawn at a scale of not less than two hundred (200) feet to one (1) inch and shall be drawn on a sheet acceptable to the Register of Deeds of Polk County.*

** The Final Plat must be recorded within fourteen (14) days and a copy of the recorded plat submitted to the Administrator.*

*** Must depict or contain the following information:**

- Name of proposed development
- Location (including township, county, and state)
- Name and address of owner of record
- North arrow
- Boundaries of the property, distinctly and accurately represented with all bearings and distances shown (drawn to scale)
- Tax map number(s) of the property
- Adjacent property owners and tax map numbers
- Date(s) of survey(s)
- A sketch vicinity map showing the relationship between the proposed development and surrounding area
- Scale of drawing in feet per inch in words or figures (no smaller than 1" = 200')
- Graphic bar scale
- Proposed lot lines and corners, lot and block numbers and other dimensions including acreage
- Name, address, and registration number of registered land surveyor
- Building setbacks in table format
- Existing buildings or structures, railroads, and bridges on the property
- Boundaries of floodplains or note stating that property is not within the floodplain
- Proposed school sites, parks, or other open spaces
- Existing street layout and right-of-way width
- Proposed street types, including cross-sections
- Road name(s) and designation of private or public dedication
- For Family Subdivisions, a road maintenance agreement signed by all affected parties
- Subdivision Roads Disclosure Statement prepared in accordance with NCGS 136-102.6(f)
- Utility and other right-of-ways or easements of record on and abutting to the subdivision
- Transmission lines
- Approximate location of natural gas lines

- Approximate location of water and sanitary sewers existing, size and plans for connection to private community or public community or public systems
- Storm sewers, culverts, detention ponds, and other drainage facilities, if any (actual)
- Other infrastructure details deemed necessary by the Administrator
- Total acreage
- Total number of lots and/or units
- Area of each lot in acres
- Proposed acreage in street right-of-way
- Average lot size
- Location of control corners
- Location and description of all monuments, reference markers and property and lot corners designation of any and all wetlands
- Certifications:
 - *Certificate of Survey and Accuracy.* 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 _____; that 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., 20____.

Professional Land Surveyor

License Number

_____ County, North Carolina

- *Certificate of Ownership and Dedication.* I hereby certify that I am (we are) the owner(s) of the property shown and described hereon, and that I (we) hereby adopt this plan of subdivision with my (our) free consent, and dedicate all roads and other easements to public use, where applicable.

Owner(s)

Date

- *Certification of Private Water/Septic Systems (if applicable).* If the Health Department has not approved private water or septic systems, then the following written statement shall be included on the plat: “The Polk County Health and Human Services Agency has expressed no opinion as to the suitability of private septic or water systems on this property. Each lot is subject to individual inspection and approval of septic systems.”
- *Certificate of Approval for Recording Final Plat.* I hereby certify that the subdivision plat shown hereon has been found to comply with the Polk County, North Carolina Subdivision Ordinance and that this plat has been approved for recordation with the Polk County Register of Deeds.

Administrator

Date

Administrator Signature _____ Date _____

Applicant Signature _____ Date _____

Date Recorded at Register of Deeds (*within 14 days of final approval*) _____