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## EXPEDITED THREE-LOT 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.

This is an administrative process. The applicant shall submit an application with a plat for recordation for the division of a tract or parcel of land in single ownership if all of the following criteria are met:

- a. The tract or parcel to be divided is not already exempt according to the Subdivision definition
- b. No part of the tract or parcel to be divided has been divided in the 10 years prior to the division
- c. The entire area of the tract or parcel to be divided is greater than five acres
- d. After division, no more than three lots shall result from the division
- e. After division, all resultant lots comply with all of the following:
  - i. Any lot dimension size requirements of the applicable land-use regulations, if any
  - ii. The use of the lots is in conformity with the applicable zoning requirement, if any
  - iii. A permanent means of ingress and egress is recorded for each lot.

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## EXPEDITED THREE-LOT 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
- 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*) \_\_\_\_\_