

# Town of Harrisburg

## Application for Final Plat Approval



For an application to be considered complete, you must submit the following information to the Town of Harrisburg Planning and Zoning Department:

1. One (1) complete Town of Harrisburg Final Plat Application
2. Seven (7) FOLDED copies of the final plat (blue/black lines)
3. A fee of \$175.00 for final plat review
4. One (1) complete signed application for Letter of Credit/Bond Review (if applicable)
5. A fee of 100.00 for Letter of Credit/Bond Review (if applicable)+Engineering Costs
6. Street Name Review and Conformation form (if streets have not already been approved/placed on reserve)
7. Once submitted, review agencies have approximately ten (10) working days to review the plats. Comments will be returned to the contact designated on this form in section 3 under Owner/Developer Information. (Please note that if a review entails a third submittal to the review agencies, a resubmittal fee will be charged.)
8. Final plats must be recorded with the Register of Deeds within 30 days of approval by the Planning Director or the plat shall be deemed void.

**NOTE: Incomplete applications will not be processed by the Planning and Zoning Department and will be returned to the applicant. (Contact Planning for additional information 704-455-5614)**

Project Information	
1. Name of subdivision:	_____
2. Location of subdivision:	_____
3. Cabarrus County Parcel Identification Number(s):	_____
4. Cabarrus County Map Number(s):	_____
5. Current zoning and project classification:	Zoning: _____ Project Classification: Residential, Commercial, Industrial, etc.: _____
6. Is this a Conditional Use Project?	<input type="checkbox"/> Yes CUP or Zoning Case # _____ <input type="checkbox"/> No
7. Date of preliminary plat approval:	Subdivision Case # _____

Owner/Developer Information	
1a. Property Owner Name and Address:	_____
1b. Property Owner Phone Number and E-mail address:	_____
2a. Agent/Developer Name and Address:	_____
2b. Agent/Developer Phone Number and E-mail address:	_____
3a. Contact for Comments Name and Address:	_____
3b. Contact for Comments Phone Number and E-mail address:	_____

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Improvement Guarantee			
1. Have all required improvements been installed to specification?	<input type="checkbox"/> Yes*	<input type="checkbox"/> No	*If yes, skip to Street Naming Section
2. Will a bond or letter of credit be necessary for recording this final plat? (check as appropriate)	<input type="checkbox"/> Yes**	<input type="checkbox"/> No	**If yes, complete Improvement Guarantee Application form
3. We will be providing the following (check as appropriate):	<input type="checkbox"/> Cash	<input type="checkbox"/> Letter of Credit	<input type="checkbox"/> Bond

**Please note that if you guarantee the completion of improvements with a performance bond, cash deposit or letter of credit, the amount required shall be equal to 125% of the cost to complete said improvements. (Contact Town of Harrisburg Engineer for additional information 704-455-5614)**

Street Names	
1. Have all street names been approved by Cabarrus County 911?	*If no, submit Street Name Review and Confirmation Form. Street names are subject to review and approval of the 911 Coordinator. (To increase odds of proposed name approval, submit more names than needed.)
<input type="checkbox"/> Yes <input type="checkbox"/> No*	

Utilities			
	Water Service		Sewer Service
1. Who will provide water and sewer services for the site?	<input type="checkbox"/> Private <input type="checkbox"/> Public	Provider: _____	<input type="checkbox"/> Private <input type="checkbox"/> Public
		Provider: _____	

Verification of Process	
I, _____, submit that all of the information contained in this application is true and correct and also understand that incomplete applications will not be processed by the Cabarrus County Planning Services Division.	
Date: _____	Signed: _____
	Title: _____ (Owner, Agent, Developer, LLC Member, etc.)

Do not write below this point	
<b>For staff use only:</b>	
Subdivision application fee paid: _____	Check number: _____
Improvement Guarantee Application fee paid: _____	