



Planning Department Final Plat Check Sheet

This document is intended to serve as an internal review checklist and is posted here as a self-check guide for developers prior to submittal.

Subdivision Name _____ Phase and Map Number _____

Date of Review _____

___ Engineering approval was received in writing to move forward with submittal of the final plat.

Labeling: Section B.2

- ___ Title
- ___ Vicinity map
- ___ Legal description including township, county, and state
- ___ Date or dates of survey
- ___ Date of any revisions to the plat
- ___ North arrow and declaration
- ___ Scale in feet per inch and bar graph
- ___ Name and address of the owner(s) in the title block
- ___ Name, address, registration numbers and seal of engineer and/or surveyor
- ___ Tract boundaries shown by a heavy line including all bearings and distances
- ___ Intersecting boundaries of adjoining lands
- ___ Location, purpose, and dimensions of areas to be used for other than residential
- ___ Purposes
- ___ Boundaries of floodways and one hundred-year flood plains + RSOD and no build buffer (if applicable)
- ___ Flood Panel Number and flood statement
- ___ Lots numbered consecutively throughout the subdivision
- ___ Names of owners of adjoining properties
- ___ Building setbacks in table format
- ___ Total acreage
- ___ Total number of lots
- ___ Acreage in lots
- ___ Acreage in street rights-of-way
- ___ Linear feet of each individual street
- ___ Current Floodplain Information Used (Last Updated November, 2018)

All of the following certificates:

___ (a) *Certificate of ownership and dedication.*

I hereby certify that I am owner of the property shown and described hereon, which is located in the subdivision jurisdiction of the Town of Harrisburg, and that I hereby submit this plan of subdivision with my free consent, establish minimum building setback lines, and dedicate to public use all areas shown on this plat as streets, walks, parks, open space and easements, except those specifically indicated as private, and that I will maintain all such areas until accepted by the Town of Harrisburg, and further that I hereby guarantee that I will correct defects or failure of improvements in such areas for a period of one year commencing after a certificate of approval has been executed by the city, or after final acceptance of required improvements, whichever occurs later.

Date

Owner



___ (b) *Certificate of Survey and Accuracy.*

I, _____, certify that this map was (drawn by me) (drawn under my supervision) from (an actual survey made by me) (an actual survey made under my supervision) (deed description, etc.) (other); that the error of closure as calculated by latitudes and departures is 1: _____; that the boundaries not surveyed are shown as broken lines plotted from information found in Book _____, Page _____; that this map was prepared in accordance with General Statute 47-30, as amended.

Witness my hand and seal this _____ day of _____, A.D., 19 _____

Surveyor or Engineer

License or Registration Number

___ (d) *Certificate of streets, water and sewer system approval and other improvements.*

I hereby certify that all streets, storm drainage systems, water and sewer systems and other improvements have been designed and installed, or their installation guaranteed, in an acceptable manner and according to specifications and standards of Harrisburg and the State of North Carolina in the _____ Subdivision.

Date

Director of Public Works

___ (e) *Certificate of final plat approval.*

It is hereby certified that this plat is in compliance with the Subdivision Regulations of the Town of Harrisburg and therefore this plat has been approved by the Harrisburg Town Council, or their designated review committee, subject to its being recorded with the Cabarrus County Register of Deeds within 30 days of the date below.

Date

Director of Planning

___ (g) *Plat Review Officer Certificate (as required by 47-30.2)*

State of North Carolina
County of Cabarrus

I, _____, Review Officer of Cabarrus County, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.

Review Officer

___ Copy of approved preliminary plat with all conditions applied by the Planning and Zoning Board on file with the Planning Department

___ Compliance with approved preliminary plat

___ If required, NCDOT review certificate should be shown on final plat. Please reach out to Town of Harrisburg Engineering for language and requirements.

GENERAL COMMENTS:

Standards met yes no Reviewer: _____

704-455-_____