



Application for Final Plat

For an application to be considered complete, you must submit the following information to the Town of Harrisburg Planning Department. Please see Final Plat Submittal Requirements and Final Plat Check Sheet for additional Information.

1. One (1) complete Town of Harrisburg Final Plat Application
2. Seven (7) FOLDED copies of the final plat (blue/black lines), and One (1) digital version (PDF)
3. A fee of \$200.00 for final plat review (\$200 per map sheet)
4. Applicable letter of credit/bond reviews for performance and maintenance bonds and associated fees. Forms can be found at <https://harrisburgnc.org/270/Forms-Applications>
5. Street Name Review and Conformation form (if streets have not already been approved/placed on reserve)
6. Once submitted, review agencies have approximately fifteen (15) 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.)
7. 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.

Project Information	
1.	Name of Subdivision:
2.	Location of Subdivision:
3.	Cabarrus County PIN Numbers:
4.	Current Zoning:
5.	Project Classification (Residential, Commercial, etc.):
6.	Is this a CU or CZ Project? <input type="checkbox"/> YES: Case Number: <input type="checkbox"/> NO
7.	Date of Preliminary Plat Approval: Subdivision Case #:
Owner/Developer Information	
1.	Property Owner Name: Property Owner Phone:
	Property Owner Email:
2.	Agent/Developer Name: Agent/Developer Phone:
	Agent/Developer Email:
3.	Contact for Comments Name: Contact for Comments Phone:
	Contact for Comments Email:
Improvement Guarantee	
1.	Have all required improvements been installed to specifications? <input type="checkbox"/> YES* <input type="checkbox"/> NO *If yes, skip to Street Naming Section
2.	Will a bond or letter of credit be required for recording this plat? <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. A maintenance bond in the amount of 5% of the value of the work is also required and will be returned to the developer after final acceptance of the streets and utilities. (Contact Town of Harrisburg Engineer for additional information 704-206-8779)

Street Names	
1. Have all street names been approved By Cabarrus County E-911 Addressing? <input type="checkbox"/> YES <input type="checkbox"/> NO*	*If no, submit Street Name Review *and Confirmation Form
Utilities	
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center; margin: 0;">Water</p> 1, Who will provide water and sewer services for this site? <input type="checkbox"/> Private <input type="checkbox"/> Public Provider _____ </div> <div style="width: 45%;"> <p style="text-align: center; margin: 0;">Sewer</p> <input type="checkbox"/> Private <input type="checkbox"/> Public Provider _____ </div> </div>	
Verification Process	
<p>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 Town of Harrisburg Planning Department.</p> <p>Date: _____ Signed: _____</p> <p style="text-align: center;">Title: _____</p> <p style="text-align: center; font-size: small;">(Owner, Agent, Developer, LLC Member, etc.)</p>	
Engineering Certification	
<p>I, _____, submit that the improvements required for this phase and map have been installed (except those improvements that have been bonded in the Improvement Guarantee Application), and that the project is substantially complete.</p> <p>Date: _____ Signed: _____</p> <p style="text-align: center;">Director of Engineering or their designee</p>	
Do not write below this point	
<p>For Staff Use Only:</p> <p>Subdivision application fee paid: _____ Check Number: _____</p> <p>Improvement Guarantee Application fee paid: _____</p>	