

# Subdivision Application

## 1. Application Type (select all that apply)

- Minor       Major       Preliminary Plat       Final Plat

## 2. Project Information

- a. Project Name: \_\_\_\_\_
- b. Project Location/Address: \_\_\_\_\_
- c. Tax Map and Parcel Number (PIN): \_\_\_\_\_
- d. Zoning: Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_
- e. Land Use: Existing: \_\_\_\_\_ Proposed: \_\_\_\_\_
- f. Description of Request (attach separate sheet if needed):

## 3. Contact Information

- a. Project Manager/Contact Person: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_
- b. Applicant Name (if different than above): \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_
- c. Owner Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

## 4. Owner's Consent

\_\_\_\_\_ (“Owner”) certifies that it is the owner of the property located at \_\_\_\_\_ (“Subject Property”) and expressly consents to the use of the Subject Property as described in this application and to all conditions that may be agreed to as a part of the approval of this application, which may be imposed by the decision making board.

Owner hereby authorizes, \_\_\_\_\_ as agent, to file this application and represent Owner at any and all meetings and hearings required for the approval of this application.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 5. Affidavit of Completeness and Accuracy (to be completed by the individual submitting the application)

Project Name: \_\_\_\_\_ Submittal Date: \_\_\_\_\_

### STATEMENT OF COMPLETENESS AND ACCURACY:

I hereby certify all property owners have full knowledge the property they own is the subject of this application. I hereby certify the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related application material and all attachments become official records of the Planning and Zoning Department of Harrisburg, North Carolina, and will not be returned.

I understand that any knowingly false, inaccurate or incomplete information provided by me will result in the denial, revocation or administrative withdrawal of this application, request, approval or permit. I further acknowledge that additional information may be required to process this application. I further consent to the Town of Harrisburg to publish, copy or reproduce any copyrighted documents submitted as a part of this application for any third party. I further agree to all terms and conditions, which may be imposed as part of the approval of this application.

Applicant Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

**6. Staff Use Only:**

**Record of Process**

Date Received: \_\_\_\_\_

Application Number: \_\_\_\_\_

Is Application Complete?  Yes  No

Public Hearing Date(s): \_\_\_\_\_

Published Notice Date: \_\_\_\_\_

Mailed Notice Date: \_\_\_\_\_

Posted Notice Date: \_\_\_\_\_

Final Action Applicant Notification Mailed Date: \_\_\_\_\_

Town Staff Signature: \_\_\_\_\_

**Record of Decision**

Reviewed By: \_\_\_\_\_

Recommendation:  Approve  Deny

Final Action:  Approve  Deny

## 7. Required Attachments

### All development application submittals must be accompanied by:

- Applicable fee(s) (see Master Fee Schedule in Appendix B of the Development Guidebook);
- Attachments listed in under the pertinent application;
- Case numbers of other related development applications; and
- Any additional information or attachments required by the Town Attorney, Director or other Town staff, Historic Preservation Commission, Planning and Zoning Board, Board of Adjustment, or Town Council.

Consult staff during pre-application meeting for any required paper copies consult staff during pre-application meeting for any required paper copies.

#### Minor Subdivision

1. A digital (PDF) of minor plat (black and blue lines).  
Plat must contain elements listed for “Preliminary Plat”

#### Major Subdivision (Preliminary Plat)

1. A digital (PDF) of preliminary plat (black and blue lines) that includes the following elements:
  - a. Title
  - b. Vicinity map
  - c. Legal description including township, county, and state
  - d. Date(s) of survey
  - e. Date of any revisions to the plat
  - f. North arrow and declaration
  - g. Scale in feet per inch and bar graph
  - h. Name and address of the owner(s)
  - i. Name, address, registration number and seal of engineer and/or surveyor
  - j. Tract boundaries shown by a heavy line including all bearings and distances
  - k. Intersecting boundaries of adjoining lands
  - l. Location, purpose, and dimensions of areas to be used for other than residential purposes
  - m. Boundaries of floodways and one hundred-year flood plains + RSOD with no build buffer (if applicable)
  - n. Flood Panel(s)
  - o. Total acreage
  - p. Total number of lots
  - q. Lots numbered consecutively throughout the subdivision
  - r. Names of owners of adjoining properties
  - s. Building setbacks in table format
2. Street Name Review and Conformation form
3. Required number of copies of the Transportation Impact Analysis (Number of copies to be submitted to be determined at pre-submittal meeting)
4. List of who will provide utilities (public and private)

#### Major Subdivision (Final Plat)

1. A digital (PDF) of final plat (black and blue lines) that includes elements listed for “Preliminary Plat”
2. Letter of credit/bond reviews for performance and maintenance bonds and associated fees (Forms can be found at <https://harrisburgnc.org/270/Forms-Applications>)
3. Street Name Review and Conformation form (if streets have not already been approved/placed on reserve)