



Plat Submission Application

Property Information

Date: _____

Subdivision Name: _____

Tax Parcel No.: _____

Location (Driving Directions): _____

Type of Plat Submitted (check all that apply)

- Minor Major Subdivision Preliminary Plat Major Subdivision Final Plat
 PUD Preliminary Plat PUD Final Plat Master Development Plan
 Family Variance (Submit a separate variance application) Manufactured/Recreational Park Trailer Park

Total number of lots or buildings: _____

Contact Information

Developer: _____

Address: _____

Telephone #: _____ Email: _____

Owner: _____

Address: _____

Telephone #: _____ Email: _____

Design Professional: _____

Company: _____

Address: _____

Telephone #: _____ Email: _____

Primary Contact: _____

Telephone #: _____ Email: _____

Application Fee

Minor/Family Plat - \$30.00 lot/building
Major Preliminary/Final Plat - \$15.00
lot/building

Office Use Only

Application Number: _____
Fee Paid: _____ Date: _____

Application Submission Instructions:

Submissions to staff (minor/family plats):

- Submit Plat Submission Application
- Family Subdivision Document. (If applicable)
- Submit one (1) paper cop if family or no road constructions required. If road construction is required submit two (2) paper copies of plat/plan along with other requirements below.
- Applicable Fees

Submissions to the Watauga County Planning Board require:

- Submit Plat Submission Application
- Submit two (2) paper copies of plat/plan/master along with other requirements by submission deadline
- One week prior to meeting and subsequent to staff review provide an electronic copy to staff.
- Eight (8) full size copies of plat must be submitted no later than 9:00 a.m. the day of the scheduled meeting.
- Applicable Fees

Additional requirements depending on type of subdivision submission:

- Preliminary Plat meeting the specifications in Chapter 18 Article V Section 3 or Final Plat meeting the specifications in Chapter 18 Article V Section 3.
- Preliminary Plat Checklist (Chapter 18 Appendix E) or Final Plat Checklist (Chapter 18 Appendix F)
- Developer Authorization Form if being developed by person(s) other than land owner(s).
- NCDOT Driveway Connection Permit (Preliminary or Minor Plat if applicable)
- Adequate assurance that public or community water and sanitary sewer service. (Preliminary PUD)
- Road Grade Certification by NC Licensed Surveyor (Final Plat)
- NCDOT approval of driveway connection (Final plat if applicable).