

## 07.03

## SUBDIVISION PLAT CHECKLIST



**City of Monroe**  
**SUBDIVISION PLAT CHECKLIST**

Name of Subdivision			Date:
Name of Subdivider			Contact Phone No:
Name of Preparer			

City Department E=Engineering P=Planning	Item #	Item Description	When Required	Preparers check here if complete	Office use only
			F=Final, S=Sketch P=Preliminary		
<b>TITLE BLOCK INFORMATION</b>					
P	1	Title Block is shown containing:			
P		A. Name of development	S,P,F		
P		B. Name of map or plan (sketch plan, preliminary plan, or Final Plat)	S,P,F		
P		C. Owner's name with address and daytime phone number	S,P,F		
P		D. Location, including address, city, township, county, & state,	S,P,F		
P		E. Date(s) map(s) prepared or revised	S,P,F		
P		F. Scale of drawing in feet per inch – drawing scale shall not be less than 1" equals 200'	S,P,F		
P		G. Name, address, and telephone number of preparer of map	S,P,F		
P		H. Developer's name, address and daytime phone number, if different from owner's	S,P,F		
<b>ZONING AND LAND USES</b>					
P	2	Zoning district(s) within the property and adjacent properties are shown	S,P,F		
P	3	Existing land uses within the property and adjacent properties are noted	S,P		
P	4	Dimensions, location, and use of all existing buildings; distances between buildings measured at the closest point; distance from buildings to closest property lines; buildings to remain on final plat	S,P,F		
<b>STREETS</b>					
P	5	Street data is shown illustrating:			
P		A. Existing and proposed rights-of-way within and adjacent to property are shown	S,P,F		
P		1. Total right-of-way width dimensions are shown	S,P,F		
E		2. Cite Book & Page where right-of-way is recorded	P,F		
		3. Dimension from centerline of existing pavement to all corners are shown	P,F		
P		4. Cul-de-sac right-of-way radius from center point are shown	S,P		
P		B. Pavement or curb lines are shown	P		
P		C. Pavement width dimensions are shown	P		
P		D. Cul-de-sac pavement radius from center point are shown	P		
E	6	All existing streets and proposed streets are named and approved by E-911	F		
<b>MAP INFORMATION AND DESCRIPTION</b>					
P	7	Bar Graph Scale is shown	S,P,F		
P	8	(Deed or Record) Book references to subject property	P,F		
P	9	Names of adjoining property owners (Deed or Record) Book reference are shown	P,F		
P	10	Tax block and parcel(s) number(s) are shown	S,P,F		
P	11	A vicinity map, at a scale of 1" = 2000', is shown	S,P,F		
P	12	All jurisdiction lines which adjoin or cross the tract are shown	S,P,F		
P	13	North arrow and orientation (oriented towards top of map where practicable)	S,P,F		
P	14	Boundaries of the tract to be subdivided are shown as follows:			

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E		A. At least one corner is tied to: (1) N.C. Grid and provide grid coordinates where at least one of two control monuments needed are within 2000' of the boundary and show the combined grid factor or (2) tie to the nearest street intersection	F		
P		B. All locations of intersecting boundary lines of adjoining properties are shown	P,F		
P		C. Distinctly and accurately represent and show all distances; show bearings and distances on final; show bearings and distances and curve data on outside boundaries and street centerlines on preliminary with street centerline tied to boundary	S,P,F		
P	15	Location and descriptions of all monuments, markers, and control corners is shown on plat	F		
P	16	Existing "old" property lines on tract to be subdivided are shown as dashed lines and are labeled as "old property lines"	S,P,F		
P	17	Existing and proposed topography of tract and 100 feet beyond property showing existing contour intervals of no greater than 5 feet (2 feet where available) and labeling at least two contours per map and all others at 10 foot intervals from sea level	P		
<b>ENVIRONMENTAL AND NATURAL FEATURES</b>					
P	18	Existing and proposed topography of tract	P		
P	19	Marshes, swamps, and other wetlands are shown	S,P,F		
P	20	Water courses, ponds, lakes, and streams are shown	S,P,F		
P	21	Undisturbed, vegetative buffers along perennial streams are shown	S,P,F		
P	22	Railroad lines and rights-of-way are shown	S,P,F		
P	23	Areas to be dedicated or reserved for public use are shown	S,P,F		
P	24	The name and location of any property or building on the National Register of Historic Places or locally designated historic property is shown	P,F		
P	25	Areas designated as a common area or open space under control of a Developer's or Homeowner's Association are shown	S,P,F		
<b>FLOOD IMPACT AREAS</b>					
P,E	26	The location of floodway and floodway fringe areas (where applicable) are shown referenced from FEMA Flood Hazard Boundary Maps and/or approved Engineering Flood studies Flood Protection Elevation (FPE) for all lots adjacent to regulated floodplain	P,F		
<b>SITE DATA</b>					
	27	Site calculations are shown including:			
P		A. Acreage in total tract	S,P,F		
P		B. Acreage in public greenways and other open space	P,F		
P		C. Total number of lots proposed	S,P,F		
P		D. Linear feet in streets	P,F		
P		E. Area in newly dedicated right-of-way	P,F		
P		F. General location of the boundaries of any residual lot (> 10 acres)	S,P		
P	28	Proposed lot lines and dimensions, with bearing and distances shown	S,P,F		
P	29	Area in square footage of all proposed lots under one (1) acre in size; area in acres is shown for all lots one acre or more in size; smallest lot is indicated	P,F		
P	30	Lots shown are sequenced or numbered consecutively	P,F		
<b>EASEMENT AND UTILITIES</b>					
P	31	Location, dimension, and type of all easements (existing and proposed) are shown	P,F		
E	32	General Public Utility Easements are tied to the property lines	P,F		
E	33	Public Storm Drainage Easements are shown centered over the creeks, ditches, and/or structures. Ties to property lines are not required.	P,F		
P	34	Plat contains a utility layout plan for water, sewer, storm sewer, natural gas, electric, and cable TV	P		

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<u>NOTES AND STATEMENTS</u>					
P	35	Plat contains <i>NCDOT Construction Standards Certification</i> (where applicable)	P,F		
P	36	Plat contains an <i>On-Site Water and/or Sewer Note</i> (where applicable)	P,F		
P	37	Plat contains a <i>Special Flood Hazard Area Note</i>	P,F		
P	38	Plat contains a <i>Notary Certificate of Owners Signature</i>	F		
P	39	Plat contains a <i>Certificate of Ownership and Dedication</i>	F		
P	40	Plat contains a <i>Subdivision Administrator Approval Certificate</i>	F		
E	41	Plat contains a <i>Certification of Survey and Accuracy</i>	F		
E	42	Plat contains a <i>Union County Review Officer's Statement</i>	F		
E	43	Plat contains <i>Storm Drainage Note</i> (where applicable)	P,F		
E	44	<i>Complete Stormwater Operation and Maintenance Agreement for Recordation Attached</i>	F		
E	45	<i>The following notation shall appear on all final plats of major subdivisions with new private streets:</i>  <b>ROAD MAINTENANCE DISCLOSURE STATEMENT</b>  <i>This subdivision contains private streets and storm drainage that were designed and constructed or financially guaranteed in accordance with the City of Monroe's Standard Specifications and Detail Manual. Maintenance of these improvements shall be the responsibility of the developer(s) or the property owner(s) until accepted and maintenance responsibilities are assumed by a homeowners or property owners' association established by the collective lot owners. Neither NCDOT nor the City of Monroe are responsible for any maintenance associated with these improvements or enforcement of the responsibilities noted within this statement. (Note: This statement shall not serve as a substitute for any other statutory disclosure requirement.)</i>	P,F		
E	46	<i>The following notation shall appear on all final plats of major subdivisions with new public streets:</i>  <b>ROAD MAINTENANCE DISCLOSURE STATEMENT</b>  <i>The street and storm drainage system in this subdivision were designed and constructed or financially guaranteed in accordance with the City of Monroe's Standard Specifications and Detail Manual. Property owners should be aware the City of Monroe is not responsible for any maintenance associated with these improvements until the street right-of-ways have been completed by the developer and accepted by the City of Monroe. Maintenance of these improvements shall be the responsibility of the developer(s) or the property owner(s) until the City of Monroe has accepted maintenance responsibilities. The city is not responsible for any maintenance associated with these improvements or enforcement of the responsibilities noted within this statement. (Note: This statement shall not serve as a substitute for any other statutory disclosure requirement.)</i>	P,F		

***NOTE: This checklist is intended for the use of the public in order to comply with the City of Monroe Subdivision mapping standards. Specifics are addressed in the City of Monroe subdivision Ordinance.***