

# *Town of Fairview*

7400 Concord Highway  
Monroe NC 28110

## **Minor Subdivision Application and Checklist for Review FEE: \$65 per lot**

Date \_\_\_\_\_ Permit Number \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Applicant's Mailing Address: \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Property Owner's Mailing Address: \_\_\_\_\_

Property Owner's Business Phone # \_\_\_\_\_ Home Phone # \_\_\_\_\_

Property Location: \_\_\_\_\_

Tax Map Parcel Number of Original Lot: \_\_\_\_\_

New Lots Created \_\_\_\_\_

Acreage of New Lot(s): \_\_\_\_\_

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**NO ZONING, SEPTIC TANK, or BUILDING PERMIT** will be issued until each newly created piece of property has been mapped, approved, and recorded. In order to properly comply with North Carolina State Law, the following items must be completed in the order outlined below.

### **ALL ITEMS MUST BE SUBMITTED AND CHECKED.**

- \_\_1. Contact the Land Use Administrator to make sure that the division of property planned is a Minor Subdivision. Call Ed Humphries at (704) 564.3412 for more information.
- \_\_2. Contact a registered Land Surveyor and discuss with him/her the plans. Have the surveyor prepare a map showing how the property is to be divided.
- \_\_3. Have the surveyor stake the corners and number each new parcel of land.
- \_\_4. Mail or email one (1) copy of your survey to the Land Use Administrator for review:  
Ed Humphries, Land Use Administrator  
7400 Concord Highway  
Monroe NC 28110-6927  
ehumphries@fairviewnc.gov

- \_\_5. Contact Union County’s Departments of Public Works and Environmental Health to make arrangements with them to conduct lot evaluations for wells and/or septic systems on all lots shown on the map.
- \_\_6. After the Land Use Administrator has reviewed the paper copy of your subdivision plan, schedule an appointment with a Planner and bring one (1) final paper copy and one (1) final “Mylar” of your plat (recordable size 18” x 24”). A final copy must include all required corrections.
- \_\_7. The review fee must be paid, **\$65 per lot** (Cash or check made out to **Town of Fairview**).

\_\_\_\_\_  
Applicant/Owner Signature

\_\_\_\_\_  
Date

**Approved** \_\_\_\_\_  
**Land Use Administrator**

**Date** \_\_\_\_\_

## Minor Subdivision Plat Information Requirements

As part of the application checklist for a Minor Subdivision, a final plat is required for recordation in the Union County Register of Deeds Office. The final plat shall be drawn on mylar material on a sheet eighteen (18) inches by twenty-four (24) inches. Black ink is required for all signatures on the mylar. The final plat must conform to the most recent edition of G.S. 47-30 and *Standards of Practice for Land Surveying in North Carolina*.

The final plat must show **all of** the following:

- \_\_1. Subdivision name or current property owner
- \_\_2. Name and address of landowner(s)
- \_\_3. Name and address of owner's agent, if applicable
- \_\_4. Name, address, North Carolina registration numbers and seals of surveyor and engineer
- \_\_5. Location map showing subdivision in relation to major roads or other obvious references
- \_\_6. Date of survey
- \_\_7. Township and County
- \_\_8. Parcel Identification Number (PIN)
- \_\_9. County zoning classification
- \_\_10. North arrow
- \_\_11. Scale, no smaller than 1"=200', shown graphically and in text
- \_\_12. Courses and distances of the perimeter of the land proposed for platting, based upon field survey
- \_\_13. Total acreage of land proposed for platting
- \_\_14. Acreage of each lot (excluding street right-of-ways)
- \_\_15. Names of owners of adjacent property, names of adjacent subdivisions and identification of publicly owned land, if applicable
- \_\_16. Names and rights-of-way widths of all streets within land proposed for platting
- \_\_17. Names and rights-of-way widths of all adjacent public streets
- \_\_18. Location of public water and sewer lines when abutting parcel
- \_\_19. Location and use of all existing and proposed easements including easements for drainage and utilities
- \_\_20. Notation if lots are to be connected to public water and/or public sewer
- \_\_21. Curve data as specified in G.S. 47-30
- \_\_22. Location of points of intersection where circular curves are not used
- \_\_23. Reference to at least one known point shown on the North Carolina State Plane Grid System as per G.S. 47-30
- \_\_24. All property lines with bearings, arch lengths, chord lengths (indicated by dashed lines), as appropriate
- \_\_25. Lots to be numbered
- \_\_26. Location and type of survey markers installed within subdivision
- \_\_27. For lots located in Flood Hazard Zones, the Flood Hazard Zone location, designation flood panel number and elevation where Federal Emergency Management Association (FEMA) study completed
- \_\_28. Control corner(s)
- \_\_29. Location of all existing structures
- \_\_30. Watershed designation
- \_\_31. Plat certificates