



# County of Moore Planning and Inspections

Inspections/Permitting: (910) 947-2221  
Planning: (910) 947-5010  
Fax: (910) 947-1303

## Minor Subdivision Checklist

ParID: \_\_\_\_\_ Date: \_\_\_\_\_ Reviewed by: \_\_\_\_\_

Title of Plat: \_\_\_\_\_

### Plat Requirements

<input type="checkbox"/> Yes <input type="checkbox"/> No	Standard size sheet for plats to be recorded, minimum 1-1/2" border on the left side and a minimum 1/2" border on all other sides; or as required by the Moore County Register of Deeds
<input type="checkbox"/> Yes <input type="checkbox"/> No	Original drawn on material as required by the Moore County Register of Deeds

### Title Block

<input type="checkbox"/> Yes <input type="checkbox"/> No	Name of Subdivision
<input type="checkbox"/> Yes <input type="checkbox"/> No	Name of the type of plat (minor plat, preliminary plat, final plat)
<input type="checkbox"/> Yes <input type="checkbox"/> No	Owner's name with address
<input type="checkbox"/> Yes <input type="checkbox"/> No	Location (including address, township, county and state)
<input type="checkbox"/> Yes <input type="checkbox"/> No	Date(s) plat(s) prepared or revised
<input type="checkbox"/> Yes <input type="checkbox"/> No	Scale of drawing in feet per inch.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Scale Bar graph
<input type="checkbox"/> Yes <input type="checkbox"/> No	Name, address, and telephone # of preparer of plat (licensed surveyor, engineer, etc.)
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Developer's name, address (if different from owner's)

### Boundaries of the tract to be subdivided or developed:

<input type="checkbox"/> Yes <input type="checkbox"/> No	Distinctly and accurately represented and showing all distances
<input type="checkbox"/> Yes <input type="checkbox"/> No	Tied to nearest street intersection (within 300') or USGS (within 2000')
<input type="checkbox"/> Yes <input type="checkbox"/> No	Showing locations of intersecting boundary lines or adjoining properties
<input type="checkbox"/> Yes <input type="checkbox"/> No	Location and descriptions of all monuments, markers, and control corners
<input type="checkbox"/> Yes <input type="checkbox"/> No	Existing property lines on tract to be subdivided. If any existing property lines are to be changed, label as 'old property lines' and show as dashed lines
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Location and use of all existing and proposed buildings; distance from buildings to the closest property lines

### Other Information

<input type="checkbox"/> Yes <input type="checkbox"/> No	Zoning district(s) within the property and adjacent properties
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<input type="checkbox"/> Yes <input type="checkbox"/> No	Plat book or deed book reference
<input type="checkbox"/> Yes <input type="checkbox"/> No	Names of adjoining property owners (or subdivisions or developments of record with plat book reference)
<input type="checkbox"/> Yes <input type="checkbox"/> No	Land Record Key Number
<input type="checkbox"/> Yes <input type="checkbox"/> No	Vicinity map showing location of site relative to surrounding area (typically drawn in upper right hand corner), at a scale of 1"= 2,000'
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Corporate limits, county lines, and other jurisdiction lines, if any, on the tract
<input type="checkbox"/> Yes <input type="checkbox"/> No	Registration and seal of land surveyor
<input type="checkbox"/> Yes <input type="checkbox"/> No	North arrow and orientation (north arrow shall not be oriented towards bottom of map)
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Railroad lines and rights-of-way
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Water courses, ponds, lakes, rivers, or streams
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Marshes, swamp and other wetlands
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Location of floodway and floodway fringe from Flood Hazard Boundary Maps and cross-section elevations
<input type="checkbox"/> Yes <input type="checkbox"/> No	Proposed lot lines and dimensions
<input type="checkbox"/> Yes <input type="checkbox"/> No	Square footage of all proposed lots under an acre in size and acreage for all lots over an acre in size
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	The name and location of any property or building on the National Register of Historic Places or locally designated historic property
<input type="checkbox"/> Yes <input type="checkbox"/> No	Acreage in total tract
<input type="checkbox"/> Yes <input type="checkbox"/> No	Total number of lots proposed
<input type="checkbox"/> Yes <input type="checkbox"/> No	Area in newly dedicated rights-of-way
<input type="checkbox"/> Yes <input type="checkbox"/> No	Lots sequenced or numbered consecutively
<input type="checkbox"/> Yes <input type="checkbox"/> No	A note indicating that the parent tract is served by either a central or individual water supply and by either a central or individual sewage disposal system
<input type="checkbox"/> Yes <input type="checkbox"/> No	Total right-of-way width dimension of existing streets
<input type="checkbox"/> Yes <input type="checkbox"/> No	Existing street names with State Road Number ( <i>verify actual name and SR#</i> )
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Location, dimension and type of all easements and buffers
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Location of public water supply watershed boundaries and classification of watershed
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Maximum allowable built-upon area for each lot or tract (if applicable)
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Total impervious surface area, including streets, roofs, patios, parking areas, sidewalks and driveways (if applicable)
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Permanent watershed protection controls including wet detention ponds, maintenance and access easements and natural filtration and infiltration areas (if applicable)
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Location and width of required buffer areas (if applicable)
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Evidence of Notification to US Army Corps of Engineers of Earth-Disturbing Activities in Wetlands, if applicable

**Required Certificates**

<p><input type="checkbox"/> Yes <input type="checkbox"/> No ALWAYS REQUIRED</p>	<p><b>Certificate of Survey Accuracy signed by surveyor</b></p> <p>I, _____, certify that this plat was drawn under my supervision from an actual survey made under my supervision (deed description recorded in Book _____, page _____, etc.) (other); that the boundaries not surveyed are clearly indicated as drawn from information found in Book _____, page _____; that the ratio of precision as calculated is 1:_____; that this plat was prepared in accordance with NCGS 47-30 as amended. Witness my original signature, registration number and seal this ____ day of _____, A.D., 20_____.</p>
<p><input type="checkbox"/> Yes <input type="checkbox"/> No ALWAYS REQUIRED</p>	<p><b>Certificate of Purpose of Plat</b></p> <p><i>The final plat shall contain one of the following statements, signed and sealed by the plat preparer:</i></p> <p>a. This survey creates a subdivision of land within the jurisdictional area of Moore County, North Carolina and that the County has an Ordinance that regulates parcels of land.</p> <p>b. This survey is located in a portion of a County or Municipality that is unregulated as to an Ordinance that regulates parcels of land.</p> <p>c. Any one of the following:</p> <ol style="list-style-type: none"> <li>1. This survey is of an existing parcel or parcels of land or one or more existing easements and does not create a new road or change an existing street.</li> <li>2. This survey is of an existing feature, such as a building or other structure, or natural feature, such as a water course.</li> <li>3. This survey is a control survey.</li> <li>4. That the survey is a proposed easement for a public utility as defined in G.S. 62-3.</li> </ol> <p>d. This survey is of another category, such as the recombination of existing parcels, a court-ordered survey, or other exception to the definition of subdivision.</p> <p>e. The information available to the surveyor is such that the surveyor is unable to make a determination to the best of the surveyor’s professional ability as to provisions contained in (a) through (d) above.</p>
<p><input type="checkbox"/> Yes <input type="checkbox"/> No ALWAYS REQUIRED MUST BE SIGNED BY ALL CURRENT PROPERTY OWNERS LISTED ON DEED.</p>	<p><b>Certificate of Ownership</b> <i>(For Use With Level 1 Minor Plats Only)</i></p> <p>I (We) hereby certify that I am (we are) the owner(s) of the property shown and described hereon, which is located within the subdivision regulation jurisdiction of Moore County, North Carolina, and that I (we) freely adopt this plan of subdivision.</p>

<input type="checkbox"/> Yes <input type="checkbox"/> No <b>ALWAYS REQUIRED</b>	<p><b>Certificate of Minor Subdivision Plat Approval</b></p> <p>I hereby certify that the minor subdivision shown on this plat does not involve the creation of new public streets or any change in existing public streets or change in existing utilities, that the subdivision shown is in all respects in compliance with the Subdivision Regulations of Moore County, North Carolina, and that therefore this plat has been approved by the Subdivision Administrator, subject to its being recorded in the Moore County Registry within sixty days of the date below.</p>
<input type="checkbox"/> Yes <input type="checkbox"/> No <b>ALWAYS REQUIRED</b>	<p><b>Review Officer Certification</b></p> <p>State of North Carolina</p> <p>I, _____, Review Officer of Moore County, North Carolina, certify that the map or plat which this certification is affixed meets all statutory requirements for recording.</p>
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <b>ONLY REQUIRED WHEN THE PROPERTY IS LOCATED WITHIN A PUBLIC WATER SUPPLY WATERSHED</b>	<p><b>Public Water Supply Watershed Protection Certificate</b></p> <p><i>The following certificate shall be placed on all subdivision plats which include property located within a watershed protection overlay district:</i></p> <p>I certify that the plat shown hereon complies with the Moore County Watershed Ordinance and is approved by myself, as agent for the Watershed Review Board for recording in the Moore County Register of Deeds Office.</p> <p>NOTICE: This property is in Located within a Public Water Supply Watershed – Development Restrictions May Apply.</p>
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <b>ONLY REQUIRED WHEN PROPERTY IS LOCATED WITHIN ONE-HALF MILE OF A VOLUNTARY AGRICULTURAL DISTRICT</b>	<p><b>Voluntary Agricultural Proximity Statement</b></p> <p>‘These parcels are located near an area that is presently used for agricultural purposes. Normal agricultural operations may conflict with residential land use. NC Law (General Statutes Section 106-701) provides some protection for existing agricultural operations against nuisance laws.</p>