



102 N Powell Ave • PO Box 1065 • Dunn, North Carolina 28335  
(910) 230-3505 • CityofDunn.org

*For Planning Department Use Only*

Case Number: \_\_\_\_\_

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

Fee Paid: \_\_\_\_\_

Board Meeting: \_\_\_\_\_

### **Application for a Final Plat**

**Final Plat Submissions:** All plats for review by the Administrator and Technical Review Committee (TRC) must conform to any applicable previously approved master or construction plans. One (1) paper copy must be submitted for review that is 24" x 36" in size along with a complete application and a PDF.

**Name of Development:** \_\_\_\_\_ **Tax Parcel Number:** \_\_\_\_\_

#### ***Owner Information***

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

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

#### ***Surveyor Information***

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

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

#### ***Applicant/ Authorized Agent***

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

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

#### ***Engineer Information***

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

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Project Address / Location:** \_\_\_\_\_

**Subdivision (phase / number of lots):** \_\_\_\_\_

**Zoning District:** \_\_\_\_\_

**Harnett County Tax PIN #** \_\_\_\_\_

**Special Flood Hazard Area:** \_\_\_\_ Yes \_\_\_\_ No (if Yes, a Floodplain Development Permit may be required)

**Watershed Information:** \_\_\_\_ Cape Fear – Critical \_\_\_\_ Cape Fear – Protected

**Project Impervious Surface Area (sf):** \_\_\_\_\_

**Development is** \_\_\_\_\_ Within City Limits \_\_\_\_\_ In Dunn ETJ

**Lot Information**

\_\_\_\_\_ Area (in acres) of Parent Tract (Before subdivision)

Provide a list of all new lots created, numbering each lot with square footage of each lot.

**Access Information**

☐ Existing Public Road      ☐ City      ☐ State      \_\_\_\_\_ SR #      \_\_\_\_\_ Posted Speed Limit  
☐ New Public Road

**Current Use of Land**

Describe current use of land: \_\_\_\_\_

**Proposed Use of Land**

Describe proposed use of land: \_\_\_\_\_

**Existing Zoning:** \_\_\_\_\_

**Utilities to Serve Subdivision**

**Water Supply:**

☐ New      ☐ Existing  
☐ Private Well  
☐ Public Water  
☐ Public Water Supplier: \_\_\_\_\_

**Waste Water System:**

☐ New      ☐ Existing  
☐ Individual Septic Tank: \_\_\_\_\_  
☐ Alternate System  
☐ Public Sewer From: \_\_\_\_\_

*I hereby certify that the information provided above is accurate and complete to the best of my ability. I also authorize the City of Dunn or a contractor on behalf of the City to conduct a site inspection to insure compliance to this application.*

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Printed Applicant Name and Title** \_\_\_\_\_

**Planning Director Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## REQUIRED PLAT INFORMATION

*Initialize each item that is included on the plat or is attached.*

\_\_\_\_\_ **Preparer:** All final plats shall be prepared by a professional land surveyor, licensed to practice in the State of North Carolina.

\_\_\_\_\_ **Review:** The City of Dunn requires two (2) hard copies of the proposed Final Plat for final review & submission to City Council for final approval. One (1) hard copy is to be returned to the Planning & Inspections Department after recordation and PDF emailed.

\_\_\_\_\_ **Scale:** Plats must be drawn to a scale no less than 1 inch = 100 feet and shall meet the requirements of NCGS 47-30.

\_\_\_\_\_ **Title Information:** Title information shall conform with NCGS 47-30 to include:

1. Name of Owner
2. Property Designation (name of client, subdivision, shopping center, etc.)
3. City of Dunn, Harnett County, NC
4. Date of Survey
5. Scale, scale ratio or bar scale
6. Name and address of the surveyor or firm preparing the plat

\_\_\_\_\_ **Control Corners:** A plat that is certified as NCGS 47-30(f)(11)(a) and creates or alters street geometry must have a minimum of two (2) control corners on the final plat.

\_\_\_\_\_ **Zoning Information:** Zoning classification on the land(s) to be subdivided and on adjoining land. If applicable, reference zoning case number and overlay districts.

\_\_\_\_\_ **Building Setback Lines:** Minimum building setback lines & dimensional requirement.

\_\_\_\_\_ **Boundary:** Indicate the exact boundary lines of the tract(s) to be subdivided (fully dimensioned by lengths and bearings) and the location of intersecting boundary lines of adjoining lands, with adjacent subdivisions identified by official maps. The square footage and acreage of the resultant lots shall also be included.

\_\_\_\_\_ **Permanent Concrete Monuments:** Permanent concrete monuments shall be placed at not less than two (2) corners of the subdivision and at all corners of all intersections.

\_\_\_\_\_ **Names and Vicinity Map:** The name of the owner, and the surveyor, and their respective addresses and telephone numbers and emails. Also, the name of the subdivision and a sketch vicinity map showing relationship between subdivision and surrounding areas at a legible scale.

\_\_\_\_\_ **Streets, Signage, & Lighting:** The widths, and names where appropriate, of all proposed streets and alleys, and of all adjacent streets and alleys, and easements which shall be properly located. Streets shall be labeled as public or private. Location of all street signs, subdivision name sign, traffic signs, striping, etc. must be indicated.

\_\_\_\_\_ **Data Box:** Plat data box should include total area, area in public right-of-way, area in each lot, impervious area, and Harnett County Tax Pin Numbers.

\_\_\_\_\_ **Hydrological Information:**

- \_\_\_\_\_ Provide FIRM panel number, effective date, and zone. Note if located in a special flood hazard area.
- \_\_\_\_\_ Label all flood lines per FIRM & based flood elevation where applicable.
- \_\_\_\_\_ Label watercourse buffers and jurisdictional wetlands on property. Note that stream buffers & wetlands shall remain natural and undisturbed except where permitted in the Dunn UDO and applicable state or federal agencies.
- \_\_\_\_\_ Cape Fear Watershed Information & Impervious surface area calculations.

\_\_\_\_\_ **Deed Restrictions:** A statement indicating whether any deed restrictions exist including the applicable subject and location(s). A copy of the Home Owners Association (HOA) Deeds and Covenants must accompany the Final Plat.

\_\_\_\_\_ **Easements:** The location of all easements and areas to be dedicated. Label easement widths and indicate whether Public or Private. The following notes shall be included where applicable:

- Maintenance of public drainage easements terminates at the end of the pipe / structure.
- All easements are centered on pipe / facility / utility unless otherwise noted.
- Conservation easements shall remain in natural, scenic, open or wooded conditions.

\_\_\_\_\_ **Lot Numbers and Addresses:** Label all lots with numbers, including common areas. City of Dunn Planning Department will assign street addresses after recordation.

\_\_\_\_\_ **Recreation, Parks & Open Space Land:** Show the location of all open space (public and private), common areas, and proposed parks and greenways, where applicable.

\_\_\_\_\_ **Improvement Guarantees & Performance Securities:**

**1. Performance Guarantee:** In lieu of prior construction of the improvements required by this Article, the City of Dunn may, for the purpose of approving a final plat, accept a guarantee from the subdivider that such improvements will be carried out at his expense. Such guarantee may be in the form of a surety bond or certified check drawn in favor of the City, or cash deposited with the City, or by an irrevocable letter of credit issued by a banking institution authorized to do business in the State of North Carolina. Such guarantee shall be in an amount of one hundred & twenty-five (125%) percent of the estimated cost of the construction of the required improvements. The amount shall be determined by the Administrator.

a. No person shall have or may claim any rights under or to any performance guarantee provided pursuant to this Article or in the proceeds of any such performance guarantee other than the following:

- (1) The City.
- (2) The developer at whose request or for whose benefit such performance guarantee is given.
- (3) The person or entity issuing or providing such performance guarantee at the request of or for the benefit of the developer.

**2. Defects Guarantee:** The City shall require a bond guaranteeing utility taps, curbs, gutters, sidewalks, drainage facilities, water and sewer lines, and other improvements against defects for one (1) year. This bond shall be in the amount determined by the Administrator and shall be in cash or be made by a Surety Company authorized to do business in North Carolina.

**3. Maintenance Guarantee:** The Administrator shall secure from all subdividers a letter in which said subdivider shall agree to maintain any improvements located thereon and therein and any ditch which has been dug in connection with the installation of such improvements. Such letter shall be binding on the subdivider for a period of one (1) year after the acceptance of such improvements by the City of Dunn

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**Administrative Fees: See City of Dunn Fee Schedule on line:**

<http://www.cityofdunn.org/planning/downloads/fee-schedule-23-24-adopted.pdf>

**REQUIRED CERTIFICATIONS & APPROVALS:**

***Certificate of Ownership and Dedication.***

I hereby certify that I am the owner of the property shown and described hereon, which is in the subdivision jurisdiction of the City of Dunn and that I hereby adopt this plan of subdivision with my free consent and establish minimum building setback lines and dedicate all streets, alleys, walks, parks and other sites and easements to public or private as noted.

\_\_\_\_\_  
Owner(s)

\_\_\_\_\_  
Date

\*\*\*\*\*

***Certificate of Survey and Accuracy***

"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 G.S. 47-30 as amended. Witness my original signature, registration number and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_."

***(Seal or Stamp)***

\_\_\_\_\_  
Surveyor Signature

\_\_\_\_\_  
Registration Number

\*\*\*\*\*

***Certification of Approval for Recording***

I certify that the map or plat to which this certification is affixed meets all requirements of the City of Dunn Unified Development Ordinance.

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date

\*\*\*\*\*

***Review Officer Certification***

State of North Carolina

County of Harnett

I, \_\_\_\_\_, Review Officer of Harnett County, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.

\_\_\_\_\_, Review Officer

Date \_\_\_\_\_

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***Certification of approval of installation and construction of streets, utilities, and other required improvements.***

I do hereby certify (1) that streets, utilities, and other required improvements have been installed in an acceptable manner and according to city specifications and standards in the subdivision entitled \_\_\_\_\_, or that a guarantee of the installations of the required improvements in an amount or manner satisfactory to the City of Dunn has been received.

\_\_\_\_\_, City Engineer

\_\_\_\_\_, City Clerk

Date \_\_\_\_\_

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***Certificate of approval for recording and acceptance of dedications.***

I, \_\_\_\_\_, City Clerk of the City of Dunn, North Carolina,, do certify that on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the City Council of the City of Dunn approved this plat for recording and accepted the dedication of the streets, easements, rights-of-way, and public parks and other sites for public purposes as shown hereon, but assumed no responsibility to open or maintain same until, in the opinion of the governing body of the City of Dunn, it is in the public interest to do so.

\_\_\_\_\_, City Clerk

Date \_\_\_\_\_

***(Seal or Stamp)***