

## Plat Application

☐ **Exempt**

☐ **Recombination**

Application #: \_\_\_\_\_

Submittal Date: \_\_\_\_\_

Fee Paid (Please refer to the current Fee Schedule) \_\_\_\_\_

### Project Information

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

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

Property PIN(s): \_\_\_\_\_

Acreage: \_\_\_\_\_ Zoning: \_\_\_\_\_

Jurisdiction: ☐ Inside City Limits ☐ Outside City Limits

### Applicant Information

Property Owner: \_\_\_\_\_

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

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

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

Developer: \_\_\_\_\_

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

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

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

Surveyor: \_\_\_\_\_

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

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

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

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*See page 2 & 3 for plat requirements*

EXEMPT PLAT CHECKLIST ITEMS		
#	Requirement	Additional Information
1.	<b>Title Block:</b>	
a.	The property designation.	Name of the project, address(es) and Harnett Co. parcel PIN(s)
b.	Owner's name & address	
c.	Location of property.	County and state, and the township or city
d.	Date of the survey and plat preparation	
e.	Scale	Include a graphic scale and declination.
f.	Surveyor's name and address, including the firm name and license number.	
g.	Dates & descriptions of revisions made after original signing	
2.	<b>Site Data Table:</b>	
a.	Zoning district & case # of the property (if applicable)	Contact the Planning Dept. for the number.
b.	Area of tract	In square feet and acres.
c.	Minimum setback requirements	
3.	Label as "Exempt Plat"	
4.	North Arrow (all sheets)	Indicate whether true north or magnetic.
5.	Vicinity Map	Site should be clearly delineated. Map must have sufficient detail and legibility in order to locate the project in reference to nearby roads and developments.
6.	Legend	Show all lines, symbols, hatching and shading.
7.	Indicate the type of plat.	Refer to options a-e as listed in NCGS 47-30.f.11
8.	Provide boundaries of the tract to be subdivided.	Include the location of intersecting boundary lines of adjoining lands with adjacent subdivisions identified by official names.
9.	Provide accurate location and descriptions of all monuments, markers, and control points.	
10.	The names of adjacent landowners, or lot, block, parcel, subdivision name designations or other legal reference, where applicable, shall be shown where they could be determined by the surveyor.	NCGS 47-30.f.7
11.	All lot boundaries changed or eliminated by requested plat are indicated by dashed lines	
12.	Blocks numbered consecutively throughout the entire subdivision and the lots numbered consecutively throughout each block	Lot numbers should be placed in a circle or labeled "Lot __".
13.	Show street addresses on each lot.	Address(s) should be placed in a rectangular box near street right-of-way.
14.	Show street names as approved by Harnett County GIS.	

15.	Show and label all rights-of-way, watercourses and easements where crossing or forming any boundary line with the property shown.	Public easements shall be labeled "City of Dunn Public Utility Easement".
16.	Show existing structures on affected lots.	Minimum building setbacks are to be noted.
17.	Show right-of-way lines and width of all streets.	Show sight triangles where required.
18.	Indicate boundaries of the 100 year floodplain and floodway boundaries.	Provide certification if no floodplain exists within the subdivision boundaries.
19.	Leave 2 inch by 2 inch space for the Harnett County Register of Deeds stamp on the plat.	All recorded plats must be stamped and signed before they can be accepted by the City of Dunn.
20.	The exempt plat must be certified by Harnett County that it will not create a violation of setback standards or other standards of the Harnett County Environmental Health Department regarding private wells and septic systems, if applicable.	Contact Harnett County Environmental Services.