



*For Planning Department Use Only*  
 Case Number: \_\_\_\_\_  
 Date Received: \_\_\_\_\_  
 Fee Paid: \_\_\_\_\_  
 Board Meeting: \_\_\_\_\_

**MAJOR SUBDIVISION PRELIMINARY PLAT APPLICATION**

**PROCESS INFORMATION**

**Submission Requirement:** After the pre-submittal meeting, applicants shall submit major subdivision preliminary plat plan sets to the Planning & Inspections Department. The Technical Review Committee (TRC) will review only complete submittals. TRC reviews will be for completeness, compliance, and consistency with City land development ordinances and other adopted plans and policies.

**APPLICANT INFORMATION**

**Name of Development:** \_\_\_\_\_ **Tax Parcel Number (PIN):** \_\_\_\_\_

**Property Owner**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Surveyor**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Applicant/ Authorized Agent**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

**Engineer / Land Planner**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

<b>GENERAL INFORMATION</b>	<i>Indicate compliance</i>
The petitioner completed this application in full. <b><i>This application will only be processed if all information requested is provided.</i></b>	
Three (3) paper copies of the plans at a scale not less than 1 inch = 50 feet submitted. PDF copy of all plan sheets made available (via email, flash drive, or the cloud).	
Filing fee submitted for each subdivision approval. <b><i>City of Dunn fees are subject to change. See current fee schedule.</i></b>	
The application is signed by the owner and the authorized agent if different.	
<i>The Planning Board meets regularly on the fourth Tuesday of each month at 6:30 p.m. in the Dunn Municipal Building located at 401 E. Broad St., and shall make recommendations to the City Council on all major subdivision approvals.</i>	
<i>The City Council meets regularly on the second Tuesday of each month at 6:30 p.m. in the Dunn Municipal Building located at 401 E. Broad St., and is the approving authority for all major subdivision requests.</i>	

**SITE INFORMATION**

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

Parcel Identification Number (PIN): \_\_\_\_\_

Zoning District: \_\_\_\_\_ Will rezoning be required? \_\_\_\_\_

Special Flood Hazard Area:  No  Yes: include FEMA FIRM map # \_\_\_\_\_

City Jurisdiction:  Inside City Limits  In ETJ

Utilities: Is City water and sanitary sewer available on the site? \_\_\_\_\_

Is City water or sewer extension to the site necessary? \_\_\_\_\_

**Current Use of Land**

Describe current use / improvements of parcel(s) to be developed:

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**PROJECT INFORMATION**

Size of Property (in acres): \_\_\_\_\_ Number of proposed lots/units: \_\_\_\_\_

Proposed Impervious Surface Area: In square feet: \_\_\_\_\_ as % of total area: \_\_\_\_\_

**Access**

Existing Public Road: City Road: \_\_\_\_\_ State Road: \_\_\_\_\_ SR # \_\_\_\_\_

New Public Road Required: Yes: \_\_\_\_\_ No: \_\_\_\_\_ New Private Easement Required: \_\_\_\_\_

**REQUIRED CONTENTS OF PRELIMINARY PLAT PLAN SET**

Item #	Include drawings indicating items below	<i>Applicant: Initial if Item is indicated</i>	<i>TRC confirmation</i>
(1)	Location of existing and platted property lines, streets, buildings, cemeteries, watercourses, railroads, transmission lines, sewers, bridges, culverts and drainpipes, water mains, city limit lines, and any public utility easements, both on the land to be subdivided and on the land immediately adjoining;		
(2)	Boundaries of tract shown with bearings, distances, and closures;		
(3)	Wooded areas, marshes, areas within a 100-year floodplain and other environmentally sensitive areas;		
(4)	Names of adjoining property owners or subdivisions;		
(5)	Zoning classification both on the land to be subdivided and on adjoining lands;		
(6)	Proposed streets, street names, rights-of-way, pavement widths, sidewalks, and approximate grades;		
(7)	The location (layout) of proposed utilities, such as storm and sanitary sewers, water, gas, and electricity, showing proposed connections to existing systems or location plans for individual water supply, sewage disposal, storm drainage, etc.;		
(8)	Location, widths, and purposes of other proposed rights-of-way or easements;		
(9)	Proposed lot lines, lot and block numbers, and approximate lot dimensions;		
(10)	Minimum front yard setback lines;		
(11)	Proposed parks, school sites, or other public open spaces, if any;		
(12)	Title, date, north point, and graphic scale;		
(13)	Contours with vertical lines provided in at least five-foot intervals;		
(14)	Name of owner, surveyor, engineer, or land planner;		
(15)	Site data, including the following:		
	a. Acreage in total tract;		
	b. Acreage in park or other land usage;		
	c. Average lot size;		
	d. Total number of lots;		
	e. Lineal feet in streets.		
(16)	Sketch vicinity map, showing the relationship between the subdivision and the surrounding area;		

*For assistance, call the City of Dunn Planning Department at (910) 230-3505*

(17)	Environmental impact statement, pursuant to G.S. chapter 113A when the planning board deems it necessary due to the unusual nature of the land. Proposed developments smaller than two (2) acres are exempt from this requirement.		
(18)	The preliminary plat shall be accompanied by a copy of any proposed deed restrictions or restrictive covenants.		
(19)	Limits of 100-year flood area and floodway fringe areas, if applicable.		
(20)	Location of fire hydrants.		

**APPLICANT / OWNER SIGNATURES**

I am authorized to sign this certification and hereby certify that the information provided in this application 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 Printed Name: \_\_\_\_\_

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

Owner Printed Name \_\_\_\_\_ Date: \_\_\_\_\_

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

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**CITY SIGNATURE**

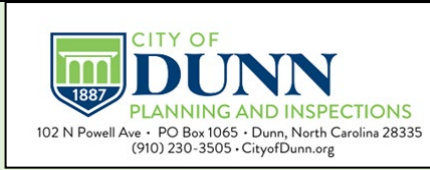
This application is complete as of the date here indicated.

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

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

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



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**PROJECT NAME:** \_\_\_\_\_

**DATE OF Technical Review Committee (TRC) REVIEW:** \_\_\_\_\_

**TRC ACTION:    APPROVAL:** \_\_\_\_\_ **DENIAL:** \_\_\_\_\_

**COMMENTS:**

**UDO ADMINISTRATOR SIGNATURE:** \_\_\_\_\_

**UDO ADMINISTRATOR PRINTED NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_