



RANDOLPH COUNTY PLANNING AND ZONING PRELIMINARY PLAT REQUIREMENTS

It is the responsibility of the developer and surveyor to ensure that all required elements are included on the preliminary plat. If any required elements are missing, the plat will be rejected and the application will not be processed.

Please check off the following items to indicate that you have included the necessary information as required by the Randolph County Unified Development Ordinance. Once the form has been completed, save it on your computer and upload to the Preliminary Plat/Subdivision Application form on the County website, <https://www.randolphcountync.gov>.

OWNERS PERMISSION REQUIRED

The *Randolph County Unified Development Ordinance*, Article 400, Section 411 states, "Applications for proposed amendments to the zoning map shall only be submitted by the property owner or by the property owner's designated agent with written proof, from the property owner, that the agent has the permission of the property owner to make the application." **Failure to submit this required property owner's permission (if the application is not submitted by the property owner) will prevent the County from accepting the application.**

DATA TO BE SHOWN ON PRELIMINARY PLAT

SHEET SIZE:

The preliminary subdivision plat shall be submitted on 18 inches by 24 inches, 21 inches by 30 inches, or 24 inches by 36 inch sheets. Submittal of an electronic version is strongly encouraged.

TITLE BLOCK AND GENERAL SITE DATA:

1. Name of the development (duplicates of any type are not allowed);
2. Scale in figures and bar graph;
3. True north arrow with reference, generally oriented to the top of the sheet;
4. Type of plat (preliminary);
5. Owner's name, address, and daytime phone number;
6. Location including township, county, and state,

7. Location map showing the property to be subdivided and surrounding area;
8. Date(s) map or plat was prepared or revised;
9. Name, address, and daytime telephone number of the preparer of the plat;
10. Proposed use of property;
11. Names of adjoining property owners or subdivisions with plat book or deed book references;
12. Acreage in total tract;
13. Parcel number of tract(s) to be subdivided including plat book and/or deed book references;
14. Total number of proposed lots;
15. Linear feet in streets;
16. Acreage in public or private greenways or open space; and
17. Acreage in a newly dedicated right-of-way.

PLANIMETRIC DATA:

1. Proposed lot lines and dimensions with bearings and distances;
2. Building setback lines;
3. Corporate limits, County line or other jurisdictional boundaries on the tract;
4. Existing property lines on the tract (If property lines are to be changed or removed, dash and label the old lines.);
5. Dimension, location, and use of all existing buildings;
6. Address of existing structures;
7. Areas designated as common elements or open space to be controlled by an owner's association;
8. Location, dimension, and type of existing and proposed easements;
9. Location, dimension, and type of proposed common recreation facilities;
10. Railroad lines or rights-of-way;
11. Lots sequenced or numbered consecutively;
12. Square footage of all proposed lots less than one acre in size; acreage for all lots greater than one acre in size;
13. Boundaries of the tract to be developed showing the location of intersecting boundary lines or adjoining properties;
14. The name and location of any property or building on the National Register of Historic Places of locally designated historic property; and
15. Areas to be dedicated or reserved for the public.

ENVIRONMENTAL DATA:

1. Watercourses, ponds, lakes, streams, or cemeteries including 50 ft no-cut buffer around Watercourses, ponds, lakes, or streams;
2. Location of floodway and floodway fringe from Flood Hazard Boundary Maps with cross-section elevations;

3. Existing and proposed topography of tract may be required by the Planner or Technical Review Committee if the topography is extreme;
4. Designated watershed noted with applicable watershed critical tiers shown;
5. Existing well locations;
6. 100 ft. well setback from tax-deferred farms; and
7. Marshes, swamps, or other wetlands.

STREET DATA:

1. Show right-of-way lines and dimensions based on Randolph County Unified Development Ordinance standards, including centerline, within and adjacent to the property;
2. Existing and proposed cul-de-sac pavement radius;
3. Existing street names and state road numbers;
4. Proposed street names; and
5. Sight distance triangles at each intersection (10 x 70).

OFF-SITE SEPTIC SYSTEMS

If your proposed development will make use of off-site system systems the following statement will be required on the plat along with the signature of the developer. ***It should also be noted that Homeowners Association documentation must be provided at the time of rezoning application and must be recorded before permits being issued if you will be using off-site septic systems.***

Dedication of an exclusive use sanitary sewer easement (EUSSE) as shown on this plat is for the purpose of ingress, egress, and regress, for the purpose of installing, maintaining, and repairing the drain field and/or the supply line(s). The easement is perpetual and shall run with the land to all future property owners and their assigns and may not be terminated unless municipal sewer is available. A landowner or his/her agent shall have the authority and right of entry on the easement as denoted on the plat, with equipment as necessary to complete the required installation, repair, or maintenance. The responsibility of maintaining the off-site septic system area is the responsibility of the owner of the lot. Maintenance shall include mowing and keeping the off-site area maintained to shed surface water from over trenches and to prevent trees and shrubs from overtaking the area, to prevent the premature failure of the drain field.

Question regarding off-site septic systems can be directed to the Randolph County Environmental Health Section at 318-6262.

LAND CLEARING AND DEMOLITION WASTE

The *Randolph County Unified Development Ordinance*, Article 700, Section 718, Subsection D, Item number (7) states, “The developer/property owner shall file a land clearing waste plan with the Randolph County Planning and Zoning Department for any land clearing waste or demolition waste removed/created for developing a subdivision. **No open burning of land clearing debris is allowed.** The plan must be approved before final plat approval.”

Construction and demolition materials must be disposed of at a facility designed and designated by the North Carolina Department of Environmental Quality, Division of Solid Waste Management. These materials cannot be used as fill unless they are by State definition inert debris (ex. unpainted concrete, brick, concrete block), uncontaminated soil, rock, and gravel. Land clearing and inert debris materials must be disposed of at a facility designed and designated or in a manner described by the North Carolina Department of Environmental Quality, Division of Solid Waste Management. Land clearing debris (ex. stumps, trees, limbs, brush, grass and other naturally occurring vegetation and other dump material) may not be used as fill and may not be moved to other property unless permission is obtained from the State Solid Waste Section and the proper paperwork is submitted and recorded.

Questions regarding land clearing and demolition waste can be directed to Eric Martin at 318-6553.

OTHER DOCUMENTS REQUIRED

The following are other documents that must be submitted before the proposed subdivision going to public meetings:

1. Statement from NCDOT that the District Engineer’s Office has reviewed and given preliminary approval to the road design;
2. The completed Plat Subdivision application form on the County website;
3. Proposed deed restrictions;
4. Open space uses and proposed maintenance agreements;
5. Road maintenance agreements;
6. Homeowners Association documentation;
7. Buffer site plan;
8. Soil analysis;
9. Land clearing debris plan;
10. Line and curve chart data exported to a CSV file format for review;

11. A CSV file listing each lot number, calculated acreage, and total road frontage for each lot;
12. A DWG file or a shapefile for all the survey or engineering work done on the proposed subdivision; and
13. Other documents deemed necessary by the Technical Review Committee.

I certify that I have included all of the required information on the preliminary plat as required by the *Randolph County Unified Development Ordinance*.

Signature of Surveyor/Engineer

Date