



Town of Pilot Mountain

Planning & Zoning Department

Permit #: SUB _____ - _____
Date Recd: _____ Fee Pd \$ _____
Method _____ Rcpt No. _____
Staff Initials: _____

REQUEST FOR SUBDIVISION OF PROPERTY APPLICATION FINAL REVIEW - MINOR/MAJOR SUBDIVISION

Contact Information:

Property Owner	Primary Contact
Name: _____	_____
Mailing Address: _____	_____
Phone Number: _____	_____
E-mail address: _____	_____

Business Name/License: _____

Property Information/Subdivision Type & Description

Proposed Subdivision Name: _____	Location: ☐ Town Limits ☐ ETJ	
Property Address/Location: _____	Flood Hazard Area: ☐ Yes ☐ No	
Parcel ID Number(s): _____	Located in Watershed: ☐ Yes ☐ No	
Total Acreage: _____	Corner Lot: ☐ Yes ☐ No	
Current Zoning of Property (can be obtained from Planning Dept)	Number of new Streets: (all lots must have street frontage)	
Total Acreage of property to be subdivided: _____	Total Length of New Streets: _____ ft	
Proposed Numbers of Lots: _____	Street Type: ☐ Public ☐ Private	
Square footage of largest lot (and)/ smallest lot	Largest Lot: _____	Smallest Lot: _____
Land area in Private Lots (and)/within Common Areas	Private Lot area: _____	Common Area: _____
Utilities: ☐ Town Water ☐ Well	☐ Town Sewer ☐ Septic	

Is the Town party to any deed restrictions or easements existing on the property (ies) to be subdivided? ☐ Yes ☐ No
If yes, please explain: _____

Is the tract or parcel of land seeking subdivision restricted by any recorded covenant this is contrary to, conflicts with, or prohibits the permitted use of land? ☐ Yes ☐ No
If yes, please explain: _____

Reason for subdivision request: _____

Intended use of property if subdivision approval is granted: _____

Owner/Applicant Statement

The undersigned hereby respectfully request(s) the above-mentioned tract(s) of land be subdivided and have read and examined this application, and certify that all of the above statements are true and correct to the best of my knowledge and belief. All the provisions of laws and ordinances governing the request shall be complied with. The granting of a permit for construction does not presume to give authority to violate or cancel the provisions of any state or local law regulating the subdivision of land in North Carolina. Signature(s) of all property owner(s) or authorized agent(s) must be obtained before application can be accepted for processing.

Print Name _____ Signature of Owner/applicant _____ Date _____

Print Name _____ Signature of Owner/applicant _____ Date _____

** Office Use Only **

I, as Planning & Zoning Administrator, believe this application to be complete based on the certification of the owner and/or applicant, and with my signature, accept the application and any corresponding documentation.

Signature of Planning & Zoning Administrator

Date

Staff Comments: _____

**REQUEST FOR SUBDIVISION OF PROPERTY APPLICATION
FINAL REVIEW - MINOR/MAJOR SUBDIVISION**

This application will not be processed unless all information requested is provided. Please allow up to 3-5 business days for review and approval. The Town of Pilot Mountain's Land Use Ordinances can be found online at www.townofpilotmountain.com. Attach any additional information requested to complete this application.

Applications may be submitted during normal business hours at the Town Hall. Before doing so, please review the following checklist of required information so that your permit approval will not be unnecessarily delayed. The application must be signed by the property owner(s) or their authorized representative.

MINOR SUBDIVISION:

A MINOR SUBDIVISION is subdivision resulting in three (3) or fewer new non-exempt lots (including the original lot), each being equal to or exceeding all applicable standards of the town's land use code, and each fronting an existing public road with at least 75 feet of road frontage, and does NOT include any new streets, right(s)-of-way, easement(s), common area(s), public open spaces(s) or infrastructure.

The following items are required to process a request for MINOR SUBDIVISION:

- ☐ The application fee as adopted in the annual fee schedule. This fee is non-refundable. (Cash, check, or money order payable to "Town of Pilot Mountain."
- ☐ A completed Request for Subdivision of Property application, signed by the property owner(s).
- ☐ If property owner(s) are not representing themselves, written authorization for an agent to act on behalf of the property owner must be submitted.
- ☐ Eight (8) full-size and one (1) 11"X17" sets of proposed subdivision plats showing the boundary of the existing tract(s) (land being subdivided) and new lots lines, easements and/or street rights-of-way(Surveyor will provide), and existing structures. All plats must be created in accordance with the requirements of the Town's Subdivision Ordinance (Chapter 152, The Code of Ordinances – Town of Pilot Mountain).
- ☐ Digital versions of all submittal attachments, including the proposed subdivision plat. Digital submittals must in .jpeg or .pdf format.
- ☐ A written legal description (metes and bounds) of the property (this may be included on the plat).
- ☐ Copy of deed(s) proving ownership of property.

MAJOR SUBDIVISION:

The following items are required to process a request for MAJOR SUBDIVISION:

- ☐ The application fee as adopted in the annual fee schedule. This fee is non-refundable. (Cash, check, or money order payable to "Town of Pilot Mountain."
- ☐ A completed Request for Subdivision of Property application, signed by the property owner(s).
- ☐ If property owner(s) are not representing themselves, written authorization for an agent to act on behalf of the property owner must be submitted.
- ☐ Eight (8) full-size and one (1) 11"X17" sets of proposed subdivision plats showing the boundary of the existing tract(s) (land being subdivided) and new lots lines, easements and/or street rights-of-way(Surveyor will provide), and existing structures. All plats must be created in accordance with the requirements of the Town's Subdivision Ordinance and contain proper certifications (Chapter 152, Town of Pilot Mountain Code of Ordinances: § 152.25 Specifications For Drawings).
- ☐ Digital versions of all submittal attachments, including the proposed subdivision plat. Digital submittals must in .jpeg or .pdf format.
- ☐ A written legal description (metes and bounds) of the property (this may be included on the plat).
- ☐ Copy of deed(s) proving ownership of property.