

SUBDIVISION PERMIT**Town of Banner Elk**

PO Box 2049, Banner Elk, North Carolina 28604
Telephone (828) 898-5398 - Fax (828) 898-4568

Permit Number _____

APPLICATION FOR SUBDIVISION OF LAND

Date _____ PIN# _____ Zoning District _____

Property Owner _____

Physical Address _____

In Town ☐ ETJ ☐Annexation Requested: Yes ☐ No ☐ N/A ☐

Mailing Address _____

Phone _____ Email _____

If Different Than Owner

Applicant _____

Applicant Mailing Address _____

Applicant Phone _____ Email _____

Description of Subdivision Request:

Total Acres: _____ Number of Lots Created: _____ Smallest Lot Size: _____

Longest Street Created: _____ Total Lineal Feet of Streets Being Created: _____

Preliminary Plat Requirements, Reference §151.25: *(to be shown on submitted plat)*

Name of Town or County	☐	Conditions Affecting the Site	☐
Vicinity Map	☐	Location of Existing Conditions	☐
Exact Boundaries	☐	All Proposed Improvements	☐
Adjoining Owners of Record	☐	Proposed Utilities	☐
Right-of-Way	☐	Proposed Public Spaces	☐
Lot Arrangements	☐	Stormwater and Riparian Buffers	☐
Town and/or Private Water Location	☐	Use of Land	☐
Town and/or Private Sewer Location	☐	Proposed Minimum Setback	☐
Water Courses and Flows	☐	Flood Zone Class	☐

I certify that the forgoing information, together with any Plats, Maps, Drawings, Attachments and Specifications submitted, are accurate to the best of my knowledge and I agree to the terms and conditions as established by the Town of Banner Elk Municipal Code relating to the development of this project.

Signature of Applicant: _____ Date: _____

A fee shall be charged based on the size of the subdivision, paid to the Town of Banner Elk for each application to cover the necessary administrative costs.

§ 151.25 PRELIMINARY PLAT REQUIREMENTS.

(A) The preliminary plat shall be clearly and legibly drawn at a scale of not less than 100 feet to one inch and may be drawn on a sheet of 14 inches by 18 inches or 18 inches by 24 inches or such other size acceptable to the Register of Deeds of the county.

(B) The preliminary plat shall be prepared by a registered surveyor or civil engineer and shall show the following information:

- (1) Name of municipality or county in which subdivision is located;
- (2) Vicinity map showing location of the subdivision;
- (3) Exact boundaries of the tract of land being subdivided shown with bearings and distances;
- (4) Names of owners of record, when available, of all adjoining land and all boundaries which intersect the perimeter of the tract being subdivided;
- (5) Wooded areas, marshes and any other conditions affecting the site;
- (6) The location of existing streets, buildings, watercourses, railroads, transmission lines, utilities, corporate limits or other jurisdictional boundaries, and easements on or intersecting the tract being subdivided;
- (7) Topographic contour lines not to exceed five-foot intervals when the area to be subdivided, including all phases, exceeds 30 acres or 50 lots;
- (8) All proposed lot and street right-of-way lines with approximate dimensions, lot and block numbers, all easements, designation of any dedication or reservations to be made, a notation of building setback lines and proposed use of land if other than detached single-family residences. Typical cross-section of proposed streets, vertical grades and proposed street names. The street design shall incorporate the minimum design standards required by the state's Department of Transportation. Documentation of the Department of Transportation's review of the proposed street design shall accompany the preliminary plat when presented to the Planning Board;
- (9) The directional flow of all streams and drainage areas within the subdivision and the approximate location of the 100-year flood hazard area and floodway, where applicable;
- (10) The location of proposed utilities (water, sewer, drainage, gas, electric, telecommunications) showing the connection to existing systems, or location plans for individual water supply, sewage disposal and/or drainage facilities is required by this chapter, written verification from the appropriate state or local official shall accompany the preliminary plat. These utilities along with the active recreation area to be shown with separate with lot lines and proposed street only;
- (11) Proposed minimum building setback lines;
- (12) Proposed parks, school sites or other public open spaces, if any;
- (13) Site data:
 - (a) Acreage in total tract;
 - (b) Smallest lot size;
 - (c) Total number of lots; and
 - (d) Lineal feet of streets.
- (14) Proposed drainage facilities, including the location of drainageways, storm sewers, culverts and retaining ponds. All drainage facilities located within a road right-of-way shall be designed to the Department of Transportation's minimum construction standards; and
- (15) Riparian buffers are to be shown on the recorded plat, and the area of a riparian buffer must count towards lot dimensional standards even if the buffer is held as common area.