

**APPENDIX A**  
Information Required with Applications, Site Plans, Subdivision Plats

**A-1-1 Number of Review and Filing Copies to be Submitted**

Type of Plat or Plan	Review	Filing (after approval)		
	# of Prints	# of Prints	# of Mylars	# of Mylar As-Builts
Minor Subdivision Plat	12	1	1	-
Major Subdivision Sketch Design Plan	2	1	-	-
Preliminary Major Subdivision Plat	21	2	1	-
Final Major Subdivision Plat	6	2	1	1
Plot Plan	4	2	-	-
Site Plan	6 Sets	4 Sets	-	-
<ul style="list-style-type: none"> <li>• Site Layout</li> <li>• Water, Wastewater, and Drainage Utility</li> <li>• Landscaping Plan</li> </ul>				1
Street and Utility Construction Plans and Profiles	As required by the City Engineer, NCDOT, and the applicable utility provider. See also Appendix E for a plan review checklist			

**Note:** An electronic copy, in a format acceptable to the City of Mebane, of all approved final major subdivision plats shall also be provided to the City. A description of the software and coordinate system used (e.g. State Plane, NAD 1927) shall accompany the digital data submitted to the City.

## A-1-2 Required Information on Minor and Major Subdivision Plats, Plot Plans, and Site Plans

Submission of all plats and/or plans shall contain the following information before submission to the Zoning Administrator or the Planning Director for review. The information required on sketch plans for major subdivisions is delineated in Section 7-4.2.

An 'X' indicates required information. Information required on site plan sheets is indicated by the following codes: 'A' to be included on all sheets, 'S' to be included on the Site Layout sheet, 'U' to be included on the Utility sheet, and 'L' to be included on the Landscaping sheet. Depending on the scale or complexity of the development, any or all the sheets may be combined. Additional information may be required for approval of the site plan. The Zoning Administrator or the approval authority may waive items required if it is judged that they are not necessary to complete the review.

Type of Plat or Plan					
Information	Minor and Major Subdivision Plats			Plot Plan	Site Plan
	Minor Plat	Preliminary Plat	Final Plat		
<b>Map or plan size:</b> Maps submitted shall not exceed a maximum size of 24" by 36" (Amended 9/11/17)		X			A
Maps or plans may be drawn on more than one sheet with appropriate match lines	X	X	X		A
Standard 18" by 24" sheet for plats to be recorded, minimum 1-1/2" border on the left side and a minimum 1/2" border on all other sides; or as required by the applicable County Register of Deeds Office	X		X		
Original drawn on material as required by the applicable County Register of Deeds Office	X		X		
<b>Title Block containing:</b>					
Name of Development	X	X	X		A
Name of map or plan (minor plat, preliminary plat, etc.)	X	X	X		A
Owner's name with address and daytime phone number	X	X	X	X	A
Location (including address, township, county and state)	X	X	X	X	A
Date(s) map(s) prepared or revised	X	X	X	X	A
Scale of drawing in feet per inch. Drawing shall be at a scale of 1" equals not more than 200'.	X	X	X		

Type of Plat or Plan					
Information	Minor and Major Subdivision Plats			Plot Plan	Site Plan
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Scale of drawing in feet per inch. Drawing shall be at a scale of 1" equals not more than 60' without prior approval. (Amended 9/11/17)					A
Scale of drawing in feet per inch. Drawing shall be at a scale of not less than 1" equal to 40'. If all lots are greater than 3 acres, only the building site needs to be shown				X	
Bar graph	X	X	X		A
Name, address, registration number, and telephone # of preparer of map (licensed surveyor, engineer, land planner, landscape architect, or architect)	X	X	X		A
Developer's name, address, and daytime phone number (if different from owner's)	X	X	X		A
Zoning district(s) within the property and adjacent properties	X	X	X	X	S, L
Existing land use within the property and on adjacent properties	X	X			S, L
Plat book or deed book reference	X	X	X	X	S
Names of adjoining property owners (or subdivisions or developments of record with plat book reference)	X	X	X		S
Grid Parcel Identification Number (GPIN) (Amended 9/11/17)	X	X	X	X	S
Sketch vicinity map showing location of site relative to surrounding area (typically drawn in upper right hand corner), at a scale of 1" = 2,000'	X	X	X		S
Corporate limits, county lines, and other jurisdiction lines, if any, on the tract	X	X	X	X	A
Seal and Signature of appropriate licensed professional (Amended 9/11/17)	X		X		S
North arrow and orientation (north arrow shall not be oriented towards bottom of map)	X	X	X	X	A

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Source of property boundaries signed and sealed by registered land surveyor (PLS), architect (RA), landscape architect (RLA), or engineer (PE) (Amended 9/11/17)		X			S
<b>Boundaries of the tract to be subdivided or developed:</b> Distinctly and accurately represented and showing all distances	X	X	X		A
Tied to nearest road intersection (within 300') or USGS (within 2000')	X	X	X		S
Showing locations of intersecting boundary lines or adjoining properties	X	X	X		S
Location and descriptions of all monuments, markers, and control corners	X		X		S
Existing property lines on tract to be subdivided. If existing property lines are to be changed, label as 'old property lines' and show as dashed lines	X	X	X		S
Dimensions, location and use of all existing and proposed buildings; distances between buildings measured at the closest point; distance from buildings to the closest property lines; building setback lines (or note). A dashed line should be shown on the plat outlining all known structures, ponds or lakes removed or filled.	X	X		X	S
The name and location of any property or building on the National Register of Historic Places or locally designated historic property	X	X	X		S
Railroad lines and right-of-ways	X	X	X	X	A
Water courses, ponds, lakes or streams	X	X	X		A
Marshes, swamp and other wetlands (Amended 9/11/17)	X	X	X		A
Areas to be dedicated or reserved for the public or a local jurisdiction		X	X		A
Areas designated as common area or open space under control of an Owners' Association	X	X	X		S, L

<b>Type of Plat or Plan</b>					
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Proposed building locations for zero lot-line developments	X	X		X	S
Location of manufactured home park dwelling spaces and whether they are designated for single or double wide dwellings					S
Typical diagram of manufactured home park dwelling space					S
Location of designated recreation areas and facilities		X	X		S
Location of the 100-year floodway from Flood Hazard Boundary Maps and cross-section elevations	X	X	X	X	A
Existing and proposed topography of tract and 100' beyond property showing existing contour intervals of no greater than 5' (2' where available) and labeling at least two contours per map and all others at 10' intervals from sea level (not providing this requires prior approval) (Amended 9/11/17)		X			A
Proposed lot lines and dimensions	X	X	X		A
Square footage of all proposed lots under an acre in size and acreage for all lots over an acre in size	X	X	X		S
<b>Site calculations including:</b>					
Acreage in total tract	X	X	X	X	S
Acreage in public open space		X	X		S, L
Total number of lots proposed	X	X	X		S
Linear feet in roads		X	X		S
Area in newly dedicated right-of-way		X	X		S
Lots sequenced or numbered consecutively	X	X	X		S
<b>County Health Department information for developments without access to public sewer...</b>					
(1) Each plat or plan shall contain a statement concerning suitability for septic system use	X	X		X	S

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(2) Each lot that has been approved for an on-site subsurface sewage treatment and disposal system shall be shown. Denied lots or lots not evaluated shall be cross-hatched and labeled, 'NO IMPROVEMENT PERMIT HAS BEEN ISSUED FOR THIS LOT'	X		X		
Utility Layout Plan (see Appendix E for a complete plan review checklist) showing connections to existing systems, line sizes, material of lines, location of fire hydrants, blowoffs, valves, manholes, catch basins, force mains, etc. for the following types of utility lines:					
Sanitary sewer		X		X	U, L
Water distribution		X		X	U
Drainage		X		X	U
Existing natural gas, electric, cable TV, etc. (Amended 9/11/17)		X		X	U, L
Show dimensions and location of all vehicular use areas, total provided and minimum required number of parking spaces, driveways, service areas, off-street loading facilities and pedestrian walkways (Amended 9/11/17)				X	S, L
Within parking areas, clearly indicate each parking space, angle of parking and typical size				X	S, L
<b>Street data illustrating :</b> Existing and proposed rights-of-way lines within and adjacent to property (Amended 9/11/17)	X	X	X	X	S
Existing and proposed rights-of-way within and adjacent to property showing: Total right-of-way width dimension (Amended 9/11/17)	X	X	X		S, L
Right-of-way width dimension from centerline of existing public streets	X	X	X	X	S

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<b>Existing and proposed streets showing:</b>					
Pavement or curb lines		X			S
Pavement width dimension (face-to-face)		X			S
Cul-de-sac pavement radius		X			S
Existing street names and names of new streets as approved by the City	X	X	X	X	A
Sight triangle lines (Amended 9/11/17)		X			S, L
Road profiles (see Appendix E for a plan review checklist for roadway and street design)			X		
Location, dimension and type of all easements	X	X	X	X	A
Stormwater Management Plan prepared in accordance with the requirements of Appendix D, if applicable	X	X			X
<b>Stormwater management data for property located in a watershed protection overlay district:</b>					
Location of public water supply watershed boundaries and classification of watershed	X	X	X	X	A
Area to be disturbed with number of graded acres and percentage noted	X	X		X	U
Maximum allowable built-upon area for each lot or tract (if applicable)	X	X	X	X	S
Total impervious surface area, including streets, roofs, patios, parking areas, sidewalks and driveways (Amended 9/11/17)	X	X	X	X	U
Permanent watershed protection controls including wet detention ponds, maintenance and access easements and natural filtration and infiltration areas	X	X	X	X	U
Location and width of required buffer areas	X	X	X	X	U

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Stormwater network, including swales, culverts, inlet and outlet structures with grades, elevations, dimensions and hydraulic calculations	X	X		X	U
Engineering certification statement, if required by this Ordinance	X	X	X	X	U
Documentation of approval of a driveway permit from NCDOT		X			X
Documentation of submission of an Erosion Control Plan, if disturbing greater than one acre					X
Documentation of approval of an Erosion Control Plan, if disturbing greater than one acre			X		
Evidence of notification to US Army Corps of Engineers of earth-disturbing activities in wetlands, if applicable	X	X			X
<b>Landscaping Plan shall include:</b>					
Location of any required planting yard and/or parking lot plantings		X			L
Location and screening of dumpsters/compactors					L
Location, species, size, number, spacing, height of trees and shrubs in required planting areas. (If existing vegetation is to be preserved, indicate approximate height and species mix)					L
Size of planting yard, walls, berms and fences		X			L
Provisions for watering, soil stabilization, plant protection and maintenance access					L
Location and description of barriers to protect any vegetation from damage both during and after construction					L
Existing and proposed signs (location, height and area)		X			S
Location, dimensions and details of proposed clubhouses, pools, tennis courts, tot lots or other common area recreation facilities		X			S



Type of Plat or Plan					
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Front, side and rear elevations of proposed building(s)					If required by the approval authority
<b>Certificates and Endorsements (See Appendix B for specific wording):</b>					
Certificate of Ownership and Dedication	X		X		
Certificate of Minor Subdivision Plat Approval	X				
Certificate of Preliminary Major Plat Approval		X			
Certificate of Approval for Recording in Public Water Supply Watershed	X		X		
Certificate of Final Major Plat Approval & Acceptance of Dedication			X		
Certificate of Approval of the Design and Installation of Streets, Utilities, and Other Required Improvements			X		
Certificate of Survey and Accuracy	X		X		
NCDOT Division of Highways Engineer Certificate, if applicable			X		
Private Streets Disclosure Statement, if applicable			X		
Certification of the applicable Health Department, if applicable	X		X		
Utilities Certificate			X		
Public Water Supply Watershed Protection Statement, if applicable	X		X		
Certificate of Purpose for Plat	X		X		
Certificate Regarding Erosion and Sedimentation Control Plan	X		X		
Certificate of Warranty			X		
NCDOT Public Street Maintenance Disclosure Statement, if applicable			X		
City of Mebane Certificate of Approval (Amended 9/11/17)	X		X	X	X

### A-1-3 Documents and Written Information in Addition to Maps and Plans

In addition to the written application and the plans, whenever the nature of the proposed development makes information or documents such as the following relevant, such documents or information shall be provided. The following is a representative list of the types of information or documents that may be requested at the time of plat or plan submission:

Information	Minor and Major Subdivisions			Plot Plan	Site Plan
	Minor Plat	Preliminary Plat	Final Plat		
Documentation confirming that the applicant has a legally sufficient interest in the property proposed for development to use it in the manner requested, or is the duly appointed agent of such a person.	X	X			X
Certifications from the appropriate agencies that proposed utility systems are or will be adequate to handle the proposed development and that all necessary easements have been provided.		X			X
Detailed descriptions of recreational facilities to be provided.		X			X
Legal documentation establishing homeowners' associations or other legal entities responsible for control over required common areas and facilities.			X		X
Bonds, letters of credit, or other surety devices.			X		X
A traffic impact assessment performed and prepared by a qualified transportation or traffic engineer or planner.		X			X
Time schedules for the completion of phases in staged development.		X			X
The environmental impact of a development, including its effect on historically significant or ecologically fragile or important areas and its impact on pedestrian or traffic safety or congestion.		X			X
If any street is proposed to intersect with a state-maintained street, a copy of the application for driveway approval as required by the Department of Transportation, Division of Highways <i>Manual on Driveway Regulations</i> .		X			X
Master Sign Plan, if required					X