

**APPENDIX B**

## Certificates and Statements Required on Subdivision Plats and Plans

**B-1-1 Required Certificates and Statements**

	Type of Certificate or Statement	Minor Plat	Major Plat
A	<a href="#"><u>Certificate of Ownership and Dedication (for use with minor subdivision plats only)</u></a>	X	
B	<a href="#"><u>Certificate of Ownership and Dedication (for use with major subdivision plats only)</u></a>		X
C	<a href="#"><u>Certificate of Minor Subdivision Plat Approval</u></a>	X	
D	<a href="#"><u>Certificate of Preliminary Major Subdivision Plat Approval</u></a>		X
E	<a href="#"><u>Certificate of Approval for Recording in Public Water Supply Watershed</u></a>	X	X
F	<a href="#"><u>Certificate of Final Major Subdivision Plat Approval and Acceptance of Dedication</u></a>		X
G	<a href="#"><u>Certificate of Approval of the Design and Installation of Streets, Utilities, and Other Required Improvements</u></a>		X
H	<a href="#"><u>Certificate of Survey and Accuracy</u></a>	X	X
I	<a href="#"><u>NCDOT Division of Highways District Engineer Certificate</u></a>		X
J	<a href="#"><u>Private Streets Disclosure Statement</u></a>		X
K	<a href="#"><u>Certification of the Applicable County Health Department</u></a>	X	X
L	<a href="#"><u>Utilities Certificate</u></a>	X	X
M	<a href="#"><u>Public Water Supply Watershed Protection Statement</u></a>	X	X
N	<a href="#"><u>Certificate of Purpose of Plat</u></a>	X	X
O	<a href="#"><u>Certificate of Exemption</u></a>	--	--
P	<a href="#"><u>Certificate Regarding Erosion and Sedimentation Control Plan</u></a>	X	X
Q	<a href="#"><u>Certificate of Warranty</u></a>		X
R	<a href="#"><u>NCDOT Public Street Maintenance Disclosure Statement</u></a>		X
S	<a href="#"><u>City of Mebane Certificate of Approval</u></a>	X	X

**B-1-2 Wording for Plat Certificates and Statements**

**A. Certificate of Ownership and Dedication (For Use with Minor Subdivision Plats Only)**

This certifies that the undersigned is (are) the owner(s) of the property shown on this map, having acquired title to it by deed(s) recorded in the Alamance/Orange County, North Carolina Register of Deeds otherwise as shown below and that by submission of this plat or map for approval, I/we do dedicate to the City of Mebane for public use easements, rights-of-way and parks shown thereon for all lawful purposes to which the city may devote or allow the same to be used and upon acceptance thereof and in accordance with all city policies, ordinances and regulations or conditions of the City of Mebane for the benefit of the public, this dedication shall be irrevocable.

\_\_\_\_\_

Owner

\_\_\_\_\_

Date

\_\_\_\_\_

Owner

\_\_\_\_\_

Date

\_\_\_\_\_

(Notarized)

\_\_\_\_\_

Date

Book No. \_\_\_\_\_ Page No. \_\_\_\_\_  
/s/ \_\_\_\_\_

**B. Certificate of Ownership and Dedication (For Use with Major Subdivision Plats Only)**

This certifies that the undersigned is (are) the owner(s) of the property shown on this map, having acquired title to it by deed(s) recorded in the Alamance/Orange County, North Carolina Register of Deeds otherwise as shown below and that by submission of this plat or map for approval, I/we do dedicate to the City of Mebane for public use all streets, easements, rights-of-way and parks shown thereon for all lawful purposes to which the city may devote or allow the same to be used and upon acceptance thereof and in accordance with all city policies, ordinances and regulations or conditions of the City of Mebane for the benefit of the public, this dedication shall be irrevocable. Also, all private streets shown on this map, if any, are to be available for public use.

Provided, however, the "Common Elements" shown hereon expressly are not dedicated hereby for use by the general public, but are to be conveyed by \_\_\_\_\_ to \_\_\_\_\_ Homeowners Association, Inc. for the use and enjoyment of the members thereof pursuant to the terms of that certain Declaration of Covenants, Conditions and Restrictions for \_\_\_\_\_ recorded in Book\_\_\_\_\_, Page\_\_\_\_\_, \_\_\_\_\_ County Registry, the terms and provisions of which are incorporated herein by this reference.

\_\_\_\_\_ by the recordation of this Plat, hereby gives, grants and conveys to a Utility and the City of Mebane, their respective successors and assigns, rights-of-way and easements to maintain and service their respective wires, lines, conduits, and pipes in their present locations within the "Common Elements" as shown hereon together with the right of ingress and egress over and upon said "Common Elements" for the purpose of maintaining and servicing wires, lines, conduits, and pipes.'

_____	_____
Owner	Date
_____	_____
Owner	Date
_____	_____
(Notarized)	Date

Book No. \_\_\_\_\_ Page No. \_\_\_\_\_  
/s/ \_\_\_\_\_

Amended September 11, 2017

**C. Certificate of Minor Subdivision Plat Approval**

I hereby certify that the minor subdivision shown on this plat is in all respects in compliance with the City of Mebane Unified Development Ordinance, and that therefore this plat has been approved by the City of Mebane Planning Director, subject to its being recorded in Office of the Alamance/Orange County Register of Deeds within thirty days of the date below.

\_\_\_\_\_  
Planning Director

\_\_\_\_\_  
Date

Amended September 11, 2017

**D. Certificate of Preliminary Major Subdivision Plat Approval**

I hereby certify that the City of Mebane Planning Board approved on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ the Preliminary Plat of subdivision as shown on this plat. Preliminary Plat approval is valid for a period of 12 months from the above date or as established under the vested rights procedures, if applicable.

\_\_\_\_\_  
Planning Director

\_\_\_\_\_  
Date

**E. Certificate of Approval for Recording in Public Water Supply Watershed**

I certify that the plat shown hereon complies with Article 5, Section 5-2 Watershed overlay Districts of the Mebane Unified Development Ordinance and is approved for recording in the Register of Deeds Office. **NOTICE: This property is located within a public drinking water supply watershed. Development restrictions may apply.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Zoning Administrator  
(Authorized Official)

**F. Certificate of Final Major Subdivision Plat Approval and Acceptance of Dedication**

I \_\_\_\_\_ the City Clerk of Mebane, North Carolina, do certify that the City of Mebane approved this plat or map and accepted the dedication of the streets, easements, rights-of-way and public parks shown thereon, but assumes no responsibility to open or maintain the same, until in the opinion of the City Council of the City of Mebane it is in the public interest to do so.

\_\_\_\_\_ Date \_\_\_\_\_ City Clerk

**G. Certificate of Approval of the Design and Installation of Streets, Utilities, and Other Required Improvements**

*(1) To be used when all improvements have been installed prior to final plat approval*

I hereby certify that I have inspected and find that all streets, utilities, and other required improvements as shown on the preliminary and final plats of the \_\_\_\_\_ Subdivision have been installed in an acceptable manner and according to the City of Mebane and state specification and standards.

\_\_\_\_\_ Date \_\_\_\_\_ Licensed Professional  
(Seal) \_\_\_\_\_  
Registration Number

*(2) To be used when some, but not all, improvements have been installed prior to final plat approval*

I hereby certify that I have inspected and find that the following streets, utilities, and other required improvements as shown on the preliminary and final plats of the \_\_\_\_\_ Subdivision have been installed in an acceptable manner and according to the City of Mebane and state specification and standards.

*(List all inspected and approved improvements)*

\_\_\_\_\_ Date \_\_\_\_\_ Licensed Professional  
(Seal) \_\_\_\_\_  
Registration Number

**H. Certificate of Survey and Accuracy**

I, \_\_\_\_\_, certify that this plat was drawn under my supervision from an actual survey made under my supervision (deed description recorded in Book \_\_\_\_\_, page \_\_\_\_\_, etc.) (other); that the boundaries not surveyed are clearly indicated as drawn from information found in Book \_\_\_\_\_, page \_\_\_\_\_; that the ratio of precision or positional accuracy as calculated is 1:\_\_\_\_\_; that this plat was prepared in accordance with NCGS 47-30 as amended. Witness my original signature, registration number and seal this \_\_\_\_ day of \_\_\_\_\_, A.D., \_\_\_\_\_.

(Seal or Stamp of Surveyor)

\_\_\_\_\_  
Surveyor

\_\_\_\_\_  
Registration Number

Amended September 11, 2017

**I. NCDOT Division of Highways District Engineer Certificate**

I hereby certify that the streets as depicted hereon are/are not consistent with the requirements of the North Carolina Department of Transportation, Division of Highways.

\_\_\_\_\_  
District Engineer

\_\_\_\_\_  
Date

**J. Private Streets Disclosure Statement**

*The following statement shall be placed on all subdivision plats which include private streets:*

'The maintenance of streets designated on this plat as 'private' shall be the responsibility of property owners within this development having access to such streets. Private streets as shown hereon will not be included, for maintenance purposes, on the State of North Carolina highway system. Neither the City of Mebane nor the North Carolina Department of Transportation will maintain a private street.'

**K. Certification of the Alamance/Orange County Health Department**

I hereby certify that lots shown on this plat for \_\_\_\_\_ subdivision have been preliminarily determined as generally or provisionally suitable for septic tanks. Final approval of individual lots is subject to the lot size, a soils evaluation and proper drainage and filling requirements

\_\_\_\_\_  
County Health Director or  
Authorized Representative

\_\_\_\_\_  
Date

**L. Utilities Certificate**

I hereby certify that the \_\_\_\_\_ improvements have been installed in an acceptable manner and in accordance with the requirements of the City of Mebane Unified Development Ordinance and all of the applicable policies of the City of Mebane Public Works and Utilities Department.

\_\_\_\_\_  
Signature of Authorized Agent

\_\_\_\_\_  
Date

**M. Public Water Supply Watershed Protection Statement**

*The following statement shall be placed on all subdivision plats which include property located within a watershed protection overlay district:*

'All or portions of the property contained in this subdivision are located within a Public Water Supply Watershed. Additional development restrictions regarding such matters as residential density, maximum impervious surface area, and stormwater control measures may apply to this property. Any engineered stormwater controls shown on this plat are to be operated and maintained by the property owners and/or a property owners' association pursuant to the Operation and Maintenance Agreement filed with the Alamance/Orange County Office of the Register of Deeds in Book \_\_\_\_\_ Page \_\_\_\_\_.'

**N. Certificate of Purpose of Plat**

*The final plat shall contain one of the following statements, signed and sealed by the plat preparer:*

- a. This survey creates a subdivision of land within the area of a county or municipality that has an ordinance that regulates parcels of land;
- b. This survey is located in a portion of a county or municipality that is unregulated as to an ordinance that regulates parcels of land;
- c. Any one of the following:
  - 1. This survey is of an existing parcel or parcels of land and does not create a new street or change an existing street;
  - 2. This survey is of an existing building or other structure, or natural feature, such as a water course;
  - 3.. This survey is a control survey;
- d. This survey is of another category, such as the recombination of existing parcels, a court-ordered survey, or other exception to the definition of subdivision; or
- e. The information available to the surveyor is such that the surveyor is unable to make a determination to the best of the surveyor's professional ability as to provisions contained in (a) through (d) above.

Signed: \_\_\_\_\_ (Seal)  
Surveyor

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



**O. Certificate of Exemption**

*Plats deemed to be an exemption to the provisions of this Ordinance shall contain the following statement prior to the owner's recording of such plats:*

I (We) hereby certify that I am (we are) the owner(s) of the property shown and described hereon, which was conveyed to me (us) by deed recorded in Book \_\_\_\_\_, Page \_\_\_\_\_, and that said property qualifies as an exemption to the definition of a subdivision in accordance with the provisions of NCGS 160A-376. I (We) do hereby dedicate to public use as easements forever, all areas, if any, shown or indicated on the face of this plat. Furthermore, I (We) understand that exemption from the plat preparation provisions of the City of Mebane Unified Development Ordinance does not exempt the use of the property or building development on the property from meeting all applicable requirements of the City of Mebane Unified Development Ordinance.

_____	_____
Owner	Date
_____	_____
Owner	Date
_____	_____
Zoning Administrator	Date

Amended September 11, 2017

**P. Certificate Regarding Erosion and Sedimentation Control Plan**

*Where a subdivision of property does not require an Erosion and Sedimentation Control Plan as determined by licensed professional, the plat shall show the following certificate with signature:*

I hereby certify that the subdivision of property shown and described hereon does not require an approved Erosion and Sedimentation Control Plan.

_____	_____
Date	Licensed Professional

**Q. Certificate of Warranty**

*(To be modified if signed by an officer of a corporation)*

I hereby certify that I know of no defects from any cause and will fully warrant all improvements which have been installed to be free from defects in material and workmanship for a period of one (1) year from the date of the City's final acceptance of each individual improvement. Any improvements yet to be installed I shall fully warrant in this same manner for a period of one (1) year from the date of the City's final acceptance of each individual improvement. In the event that defects are discovered in any such improvements during the warranty period, I shall replace and/or repair the defective improvements at my own expense.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Subdivider

Attest: \_\_\_\_\_  
Planning Director

\_\_\_\_\_  
City Clerk

Amended September 11, 2017

**R. NCDOT Public Street Maintenance Disclosure Statement**

*The following statement shall be placed on all subdivision plats that include newly constructed streets intended to be maintained by the NCDOT:*

'The maintenance of public street(s) shown on this plat is (are) intended to be the responsibility of the North Carolina Department of Transportation, provided that all requirements for acceptance are met. Until such time as the NCDOT accepts the street(s), I (We) will provide for necessary maintenance of the streets.'

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

**S. City of Mebane Certificate of Approval**

**Plot Plan, Site Plan, Subdivision Plan Approved by the Technical Review Committee is effective for 12 months, subject to the approval of any required street and utility plans and profiles and approval of a separate land-disturbing permit.**

_____	_____
<b>Planning Director</b>	<b>Date</b>
_____	_____
<b>Public Works Director</b>	<b>Date</b>
_____	_____
<b>City Engineer</b>	<b>Date</b>
_____	_____
<b>City Clerk</b>	<b>Date</b>
_____	_____
<b>Fire Chief</b>	<b>Date</b>
_____	_____
<b>Police Chief</b>	<b>Date</b>
_____	_____
<b>Stormwater Administrator</b>	<b>Date</b>
_____	_____
<b>Owner/Applicant</b>	<b>Date</b>

**Note: Plan Approval represents the maximum possible built density on the site. Additional reviews in the process could reduce potential on-site development density. Conformance with this approved plan is the Owner/Applicant's responsibility; and any change in land use, lot lines, building locations, parking, utility lines, landscaping, etc. must be resubmitted to the Planning Department to eliminate delays in the review process.**

Amended September 11, 2017