

**PLANNING & ZONING
BOARD — GENERAL
SUBDIVISION PLAN
APPLICATION**
**Fee: \$161.00 per subdivision or
\$11.00 per lot
(whichever is greater)**



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Date Submitted: _____ Planning & Zoning Meeting Date: _____

Applicant Name (please print): _____

Development Name: _____

Address: _____ Phone Number: _____

Email: _____ Fax Number: _____

REQUIREMENTS:

Submit **12 approved sets** of folded plans no later than twenty-one (21) days prior to the regularly scheduled meeting of the Planning and Zoning Board. **Application fee is \$161 per subdivision review or \$11 per lot (whichever is greater) must be submitted with plans.** Proposed General Plans must receive Departmental Subdivision Plan Review and approval prior to submission for Planning & Zoning Board consideration.

Drawing scale: 1" = 100' or longer

Drawing sheet size: 18" x 24" or larger

The general plan shall contain the following information:

- ____ 1. Title, date, north point and graphic scale
- ____ 2. Name of owner, surveyor and/or planner
- ____ 3. Sketch vicinity plan including surrounding street system
- ____ 4. Boundaries of tract to be subdivided showing bearings and distances
- ____ 5. Zoning classifications of tract to be subdivided and adjoining properties
- ____ 6. Names of all adjoining property owners
- ____ 7. Proposed minimum setback lines
- ____ 8. Existing and platted property lines, streets, buildings, watercourses, sewers, water mains (existing and proposed), transmission lines, bridges, culverts and easements (both public and private)
- ____ 9. Site plan of existing conditions including wooded areas, marshes, wetlands, etc.
- ____ 10. Other proposed rights-of-way easements
- ____ 11. Proposed lot lines, lot numbers, building envelopes in the case of PUD's and approximate dimensions

- ____ 12. Contour map—one foot intervals based on sea level data
- ____ 13. Proposed plantings mini-parks, school sites, public open space, if applicable
- ____ 14. Provisions for the maintenance of open space and parks including draft of conservation easement, if applicable
- ____ 15. Profiles showing grade of streets, sewers, water lines, etc.
- ____ 16. Plans for proposed utilities, including water, gas, sanitary sewer, storm drainage, electric, tele phone, cable, etc.
- ____ 17. Proposed planting plan, including type and details of required screening
- ____ 18. Postal enumeration of each lot in subdivision
- ____ 19. Verification of submission of stormwater management and sedimentation erosion control plans, if applicable
- ____ 20. Statement by developer that wetlands are not present on site or that appropriate permits are being sought
- ____ 21. Site data chart containing:
 - a. Acreage in tract;
 - b. Acreage in open space, parks or schools;
 - c. Average lot size;
 - d. Total number of lots, and
 - e. Linear feet in streets.

Additional information may be required based on the results of staff plan review as set forth in Section 15-49 of the New Bern Land Use Ordinance.

For landscaping information, please refer to:

<http://www.newbern-nc.org/departments/development/forms-documents/>

Forms & Documents:

- 1. Plant plan sample and**
- 2. Plant list & symbols**