



Minor-2/3 Subdivision Final Plat Application

REQUIRED APPLICATION MATERIALS:

- _____ **Completed Minor-2/3 Subdivision Final Plat Application** signed by the owner or authorized agent
- _____ **Application Fee** in the amount of **\$180.00**
- _____ **Appointment of Agent** signed by the property owner(s) and the agent (if applicable)
- _____ **Deed** copy to provide proof of ownership and property boundaries
- _____ **Final Plat** Please refer to Appendix A of the UDO for detailed content requirements
- _____ **Development Agreement** (if applicable) see UDO §2.8
- _____ **Subdivision Performance Guarantee** (if applicable) see UDO §2.20.6
- _____ **Street Name Approval** in writing from Moore Co. Public Safety and GIS departments (if applicable)
- _____ **Approved As-Built Plans** for all pertinent site improvements (if applicable)
- _____ **Covenants and Restrictions** for the proposed subdivision (if applicable)
- _____ **Homeowners Association Documentation**: Articles of Incorporation and Bylaws (if applicable)

REVIEW AND APPROVAL:

1. **Completeness Review**: Planning staff will review the application within five (5) business days and notify the applicant if additional materials are needed.
2. **Compliance Review**: Upon finding that the application is complete, the Planning Director shall determine whether the Final Plat complies with the approved Site Plan and other applicable standards of the UDO. Any deviation from the approved Preliminary Plat that does not constitute a minor amendment shall require resubmittal of the Preliminary Plat.
3. **Approval**: Unless resubmittal of the Preliminary Plat is required, the Planning Director shall approve the Final Plat within thirty-five (35) days of the certification of a complete application submittal if:
 - a. the application complies with the UDO and applicable state and federal rules and regulations; and
 - b. the application is consistent with the conditions of prior PD, Preliminary Plat and CUP approvals.
4. **Recordation**: The applicant shall record the signed Final Plat in the Moore County Register of Deeds office within twelve (12) months of approval. The Planning Director may grant up to two extensions of Final Plat approval, each for up to six (6) months. Failure to record the Final Plat within the time frame noted shall cause the Final Plat approval to be void.

**PLANNING DEPARTMENT
TOWN OF SOUTHERN PINES
801 SE Service Road, Southern Pines, NC 28387
plan@southernpines.net (910) 692-4003 www.southernpines.net**



Minor-2/3 Subdivision Final Plat Application

Date Received: _____ Fee Paid: _____ Case No.: MAFP-____-_____

Subdivision Name: _____ Street Address: _____

PIN: _____ Parcel ID: _____ Zoning District: _____

Final Project acreage in: Lots _____ + Roads _____ + Open Space _____ + Common Area _____

+ Other (describe) _____ = Total Project Acreage _____

Number of Lots: _____ Minimum Lot Size: _____ Setbacks: _____

Highway Corridor Overlay: Yes/No _____ If yes, Urban Village _____ Urban Transition _____ Rural Hwy _____

Watershed: Yes/No _____ If yes, LR #2: _____ LR Vass: _____ Nicks Creek: _____ HQW: Yes/No _____

Does the site contain a Special Flood Hazard Area: Yes/No _____ Does the site contain wetlands: Yes/No _____

Applicant:

Name: _____

Phone: _____ Email: _____

Mailing Address: _____

Contact Person, if different from Applicant:

Name: _____

Phone: _____ Email: _____

Mailing Address: _____

Legal Property Owner(s), if different from Applicant:

Name(s): _____

Phone: _____ Email: _____

Mailing Address: _____

Date: _____

Signature of Legal Property Owner

APPOINTMENT OF AGENT

The undersigned owner(s), _____, hereby appoint(s) _____ as the exclusive agent for the purpose of making an application to the Town of Southern Pines for approval of a Minor-2/3 Subdivision Final Plat of the property described in the attached application. The owner(s) hereby agree(s) that this agent has the authority to act for and on behalf of the owner(s) as follows:

1. to submit an application and required supplemental materials;
2. to appear at public meetings and give representation and comments on behalf of the owner(s); and
3. to act on behalf of the owner(s) without limitations with regard to any and all things directly or indirectly connected with or arising out of any application for a Minor-2/3 Subdivision under the Southern Pines Unified Development Ordinance.

This Appointment of Agent shall remain in effect until final resolution of the attached application.

Signed this _____ day of _____, _____.

Property Owner

Property Owner

Agent