



# Subdivision Application

Planning and Inspections Department  
308 E. Stadium Dr., Eden, NC 27288  
Phone: 336-623-2110 x2 / Fax: 336-623-4057  
[www.edennc.us](http://www.edennc.us)

## CONTACT INFORMATION

Contact Name \_\_\_\_\_  
Contact Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone Number \_\_\_\_\_ Email \_\_\_\_\_

## PROPERTY OWNER INFORMATION

Property Owner Name \_\_\_\_\_  
Property Owner Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

## GENERAL PROJECT INFORMATION

### Subdivision Type:

Major Subdivision: \_\_\_\_\_ Minor Subdivision/Final Plat: \_\_\_\_\_  
Project Name: \_\_\_\_\_  
Project Location/Address: \_\_\_\_\_  
Rockingham Co. Tax PIN #: \_\_\_\_\_  
Zoning District: \_\_\_\_\_  
Size of Property (in acres): \_\_\_\_\_ Area w/o Right-of-Way: \_\_\_\_\_  
Total Number of Lots: \_\_\_\_\_  
Project Impervious Surface Area (sf): \_\_\_\_\_  
Special Flood Hazard Area: \_\_\_\_\_ Yes \_\_\_\_\_ No *(if Yes, a Floodplain Development Permit may be required)*  
Watershed Information: \_\_\_\_\_ Not located in one \_\_\_\_\_ Critical Area \_\_\_\_\_ Protected Area  
City Jurisdiction: \_\_\_\_\_ In-City Limits \_\_\_\_\_ ETJ



# Subdivision Application

Planning and Inspections Department  
308 E. Stadium Dr., Eden, NC 27288  
Phone: 336-623-2110 x2 / Fax: 336-623-4057  
[www.edennc.us](http://www.edennc.us)

## PROCESS & FILING INFORMATION

---

**Major Subdivision Process:** The major subdivision preliminary plat review process is required for all subdivisions of land except those defined as minor subdivision (see below) or as otherwise identified in G.S. § 160D-802(a) as exempt from local government subdivision regulation.

**Minor Subdivision Process:** A minor subdivision of land is defined as those divisions of land which contain ten or fewer lots all of which front on an existing improved public street and do not:

- (1) Involve any new public streets, right-of-way dedication or requiring any new street for access to interior property,
- (2) Require drainage improvements or easements, other than rear and side lot line easements, to serve the applicant's property or interior properties,
- (3) Involve any major utility extensions,
- (4) Require any public easements.

**Review Process:** Subdivision plans are reviewed by the Technical Review Committee (TRC) for compliance with the requirements of the Eden Unified Development Ordinance (UDO) and for conformity with any previously approved plan or zoning conditions.

**Major Subdivision Checklist:** All applications for site plan approval shall include plans drawn to an accurate scale (i.e. 1" = 50'). At minimum the plans shall provide the following information:

### EXISTING CONDITIONS INFORMATION:

- Rights of way
- Existing structures
- Cemeteries
- Bridges or culverts
- Utilities
- Driveways & curb cuts
- Sidewalks, surface parking & loading areas
- Streets with pavement width
- Existing easements
- Natural features such as large stands of trees, water features, special flood hazard area
- Soils Type
- Existing topography

### MASTER PLAN INFORMATION:

- Site data information (i.e. zoning, land use, tax pin number, setbacks, acreage).
- Building & parking location
- Driveways on site & adjacent properties
- Street locations, street cross-sections
- Development calculations & illustrations of density, lot lines, sizes & dimensions, & impervious surface area calculations.



# Subdivision Application

Planning and Inspections Department

308 E. Stadium Dr., Eden, NC 27288

Phone: 336-623-2110 x2 / Fax: 336-623-4057

[www.edennc.us](http://www.edennc.us)

- Location of sidewalks and pedestrian ways;
- Property lines & setback lines;
- New and existing rights-of-way
- Conceptual landscaping and buffers
- Landscaping & Street Tree plan
- Conceptual location of subsurface utilities. Detailed engineering drawings such as (e.g., water and sewer) and on-site stormwater facilities are not required for major site plans, except that horizontal water and sewer locations shall be indicated as required by the utility provider.

**Minor Subdivision/Final Plat Checklist:** All applications for site plan approval shall include plans drawn to an accurate scale (i.e. 1" = 50). At minimum the plans shall provide the following information (less or additional information may be required by the Administrator):

#### EXISTING CONDITIONS INFORMATION:

- Rights of way
- Existing structures
- Cemeteries
- Bridges or culverts
- Utilities
- Driveways & curb cuts
- Sidewalks, surface parking & loading areas
- Streets with pavement width
- Existing easements
- Natural features such as large stands of trees, water features, special flood hazard area
- Soils Type
- Existing topography

#### SKETCH PLAN INFORMATION:

- Site data information (i.e. zoning, land use, tax pin number, setbacks, acreage).
- Proposed layout of existing and proposed streets,
- Existing or proposed lot(s) layout, building(s) location and size,
- Nature of land use, parking areas and means of ingress/egress,
- Environmental conditions (i.e. Special Flood Hazard, wetlands, Impervious Surface Area, etc.)

#### FINAL PLAT INFORMATION:

- The final plat shall be prepared by a professional land surveyor, licensed to practice in the State of North Carolina and shall be drawn to a scale no less than one inch equals 100 feet, and shall meet the requirements of N.C.G.S. § 47-30.



# Subdivision Application

Planning and Inspections Department  
308 E. Stadium Dr., Eden, NC 27288  
Phone: 336-623-2110 x2 / Fax: 336-623-4057  
[www.edennc.us](http://www.edennc.us)

## APPROVAL AND SIGNATURE BLOCK INFORMATION

### CERTIFICATE OF OWNERSHIP & DEDICATION

I hereby certify that I am the owner of the property shown and described hereon and that I hereby adopt this plan of subdivision with my free consent, establish minimum building setback lines, and dedicate all streets, alleys, walks, parks, and other sites and easements to public or private use as noted. Furthermore, I dedicate all sewer and water lines to the City of Eden.

\_\_\_\_\_  
Owner Date

### CERTIFICATION OF WATER SUPPLY AND SEWAGE DISPOSAL SYSTEMS

I hereby certify that the water supply and sewage disposal systems installed, or proposed for installation in Subdivision fully meets the requirements of the N. C. Board of Health and are hereby shown:

Date \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
City of Eden Administrator, County Health Officer or Other Authorized Representative

### CERTIFICATE OF SURVEY & 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 shown as broken lines plotted from information found in Book \_\_\_\_\_, Page \_\_\_\_\_; 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. 20\_\_." (within thirty days or it becomes void)

\_\_\_\_\_  
Surveyor

"I, \_\_\_\_\_, Professional Land Surveyor, certify to one or more of the following as indicated:

- 1. That the survey creates a subdivision of land within the area of a county or municipality that has an ordinance that regulates parcels of land;
- 2. That the survey is located in such portion of a county or municipality that is unregulated as to an ordinance that regulates parcels of land;
- 3. That the survey is of an existing parcel or parcels of land;
- 4. That the survey is of another category, such as the recombination of existing parcels, a court-ordered survey, and other exception to the definition of a subdivision;
- 5. That the information available to the surveyor is such that the surveyor is unable to make a determination to the best of his or her professional ability as to provisions contained in 1-4 above.

{Seal or Stamp} \_\_\_\_\_



# Subdivision Application

Planning and Inspections Department  
308 E. Stadium Dr., Eden, NC 27288  
Phone: 336-623-2110 x2 / Fax: 336-623-4057

[www.edennc.us](http://www.edennc.us)

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

The certificate of the Notary shall read as follows:

“North Carolina, \_\_\_\_\_ County

I, a Notary Public of the County and State aforesaid, certify that \_\_\_\_\_, a registered land surveyor, personally appeared before me this day and acknowledged the execution of the foregoing instrument. Witness my hand and official stamp or seal, this \_\_\_ day of \_\_\_\_\_, 20\_\_.

Notary Public

{Seal or Stamp}

My Commission expires \_\_\_\_\_.”

### CERTIFICATE OF APPROVAL FOR RECORDING

I, \_\_\_\_\_, hereby certify that the subdivision plat shown hereon has been found to comply with the Unified Development Ordinance for Eden, North Carolina, with the exception of such variances, if any as are noted and that this plat has been approved by the Eden City Council for recording in the office of the Register of Deeds of Rockingham County.

\_\_\_\_\_

Administrator/Review Officer

Date

### CERTIFICATE OF APPROVAL OF THE DESIGN & INSTALLATION OF STREETS, UTILITIES, AND OTHER REQUIRED IMPROVEMENTS (WHERE APPLICABLE)

I, \_\_\_\_\_, hereby certify that all streets, utilities, and other required improvements have been installed in accordance with NC Department of Transportation & City of Eden specifications and standards, or that guarantees of the installation of the required improvements in an amount and manner satisfactory to the City of Eden has been received, and that the filing fee for this plat as set forth in the City’s fee schedule, has been paid.

\_\_\_\_\_

Administrator

Date

### CERTIFICATE OF APPROVAL AND ACCEPTANCE OF DEDICATION

I, \_\_\_\_\_, hereby certify that the City Council of Eden, North Carolina, approved this plat 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 Eden City Council it is in the public interest to do so.

\_\_\_\_\_

Administrator

Date

### CERTIFICATE OF DISCLOSURE; FLOODPLAIN MANAGEMENT REGULATIONS (WHERE APPLICABLE)

I (we) hereby certify that prior to entering any agreement or any conveyance with a prospective buyer, I (we) shall prepare and sign, and the buyer of the subject real estate shall receive and sign a statement which fully and accurately discloses that the subject real estate, or a

