



# Town of Aberdeen

Planning Department  
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For office use only:

Application No. \_\_\_\_\_

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

Amount Received: \_\_\_\_\_

## APPLICATION FOR SUBDIVISION OF LAND

- Major Subdivision**                       **Minor Subdivision**  
 **Preliminary Plat**                       **Final Plat**

(A minor subdivision is defined as one that does not involve any of the following: 1. The creation of more than a total of three lots, 2. The creation of any new public streets, 3. The extension of a public water or sewer system, or 4. The installation of drainage improvements through one or more lots to serve one or more other lots)

Name of Owner/Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone No. \_\_\_\_\_ Cell No. \_\_\_\_\_ Email \_\_\_\_\_

Name of Proposed Subdivision: \_\_\_\_\_

Location of Property: \_\_\_\_\_

Surveyor: \_\_\_\_\_ Address: \_\_\_\_\_ Phone No: \_\_\_\_\_

Zoning Classification: \_\_\_\_\_

Watershed District:  yes  no      Floodplain:  yes  no      In-Town:  yes  no

Number of Parcels/Lots: \_\_\_\_\_ Smallest Lot: \_\_\_\_\_ acres Largest Lot: \_\_\_\_\_ acres

New subdivision Roads:  yes  no      Any infrastructure to be offered to town:  yes  no

If so, what type? \_\_\_\_\_

I certify that the information shown above is true and accurate, and is in compliance with the conditions for a subdivision of land as defined in the Chapter 154: Subdivision Regulations of the Town of Aberdeen.

\_\_\_\_\_  
Applicant/Owner

\_\_\_\_\_  
Date

# CHECKLIST

- \_\_\_\_\_ **Property designation**
  - \_\_\_\_\_ **Name of owner**
  - \_\_\_\_\_ **Location (including township, county and state)**
  - \_\_\_\_\_ **Date(s) survey was conducted and plat prepared**
  - \_\_\_\_\_ **A scale of drawing in feet per inch listed in words or figures**
  - \_\_\_\_\_ **A bar graph**
  - \_\_\_\_\_ **Name, address, registration number of the Registered Land Surveyor**
  - \_\_\_\_\_ **The name of the subdivider**
  - \_\_\_\_\_ **A sketch vicinity map showing the relationship between the proposed subdivision and surrounding areas**
  - \_\_\_\_\_ **Corporate limits, townships, boundaries, county lines if on subdivision tract**
  - \_\_\_\_\_ **The names, addresses and telephone numbers of all owners, mortgagees, registered land surveyors, land planners, architects and professional engineers responsible for subdivision**
  - \_\_\_\_\_ **The registration numbers and seals of the professional engineers**
  - \_\_\_\_\_ **Date of plat preparation**
  - \_\_\_\_\_ **North arrow and orientation**
  - \_\_\_\_\_ **The boundaries of the tract or portion of thereof to be subdivided, distinctly and accurately represented with bearings and distances shown**
  - \_\_\_\_\_ **The exact boundary lines to the tract to be subdivided, fully dimensioned by lengths and bearings and the location of existing boundary lines of adjoining lands**
  - \_\_\_\_\_ **The names of owners of adjoining properties**
  - \_\_\_\_\_ **The name of any adjoining subdivisions of record or proposed and under review**
  - \_\_\_\_\_ **Minimum building setback and building envelope**
  - \_\_\_\_\_ **The zoning classification of the tract to be subdivided and adjoining properties**
  - \_\_\_\_\_ **Existing property lines on the tract to be subdivided and on adjoining properties**
  - \_\_\_\_\_ **Existing buildings or other structures, water courses, railroads, bridges, culverts, storm drains, both on the land to be subdivided and land immediately adjoining**
  - \_\_\_\_\_ **Consecutively labeled lot and block numbers**
  - \_\_\_\_\_ **Wooded areas, marshes, swamp, rock outcrops, ponds or lakes, streams or streambeds and any other natural features affecting the site**
  - \_\_\_\_\_ **The exact location of the flood hazard, floodway and floodway fringe areas from the community's DFIRM maps**
  - \_\_\_\_\_ **Proposed streets**
  - \_\_\_\_\_ **Existing and platted streets on adjoining properties and in the proposed subdivision**
  - \_\_\_\_\_ **Rights-of-way, location and dimension**
  - \_\_\_\_\_ **Pavement widths**
  - \_\_\_\_\_ **Approximate grades**
  - \_\_\_\_\_ **Design engineering data for all corners and curves**
  - \_\_\_\_\_ **Typical street cross section**
  - \_\_\_\_\_ **Street names**
  - \_\_\_\_\_ **Street maintenance agreement**
- (All streets must be designated either "public" or "private". Where public streets are involved which will not be dedicated to a municipality not to the state, the subdivider must submit the following documents to the State Department of Transportation District Highway Office for review: a complete site layout, including any future expansion anticipated; horizontal alignment indicating general curve data on site layout plan; vertical alignment indicated by percent grade, PI station and vertical curve length on site plan layout; (the District Engineer may require the plotting of the ground profile and the grade line for roads where special conditions or problems exist); typical section indicating the pavement design and width and the slopes, widths and details for either the curb and gutter or the shoulder and ditch proposed; drainage facilities and drainage areas.

- \_\_\_\_\_ Where streets are dedicated to the public, but not accepted into a municipal or the state system before lots are sold, a statement explaining the status of the street in accordance with § 154.49(B)
- \_\_\_\_\_ If any street is proposed to intersect with a state maintained road, the subdivider shall apply for driveway approval as required by the State Department of Transportation, Division of Highways' Manual on Driveway Regulations
- \_\_\_\_\_ Evidence the subdivier has obtained DOT approval
- \_\_\_\_\_ Utility and other easements
- \_\_\_\_\_ Riding Trails
- \_\_\_\_\_ Natural buffers
- \_\_\_\_\_ Pedestrian or bicycle paths
- \_\_\_\_\_ Parks and recreation areas with specific type indicated
- \_\_\_\_\_ School sites
- \_\_\_\_\_ Areas to be dedicated to or reserved for public use
- \_\_\_\_\_ Areas to be used for purposes other than residential with purpose of each stated
- \_\_\_\_\_ The future ownership (dedication or reservation for public use to governmental body, for owners to duly constitute homeowners' association or tenants remaining in subdivider's ownership) of recreation and open space lands
- \_\_\_\_\_ Public or Community Sewage System (if any)
- \_\_\_\_\_ Storm sewers
- \_\_\_\_\_ Other drainage facilities (if any)
- \_\_\_\_\_ Public water systems (if any)
- \_\_\_\_\_ Natural gas lines
- \_\_\_\_\_ Telephone lines
- \_\_\_\_\_ Electric lines
- \_\_\_\_\_ Connections to existing systems, showing line sizes, the location of fire hydrants, blowoffs, manholes, force mains and gate valves
- \_\_\_\_\_ Plan for individual water supply and septic tank systems (if any)
- \_\_\_\_\_ Profiles based upon mean sea level datum for sanitary sewers and storm sewers
- \_\_\_\_\_ Acreage in total tract to be subdivided
- \_\_\_\_\_ Acreage in parks and recreation areas and other nonresidential uses
- \_\_\_\_\_ Total number of parcels created
- \_\_\_\_\_ Acreage in the smallest lot in the subdivision
- \_\_\_\_\_ Linear feet in streets
- \_\_\_\_\_ The name and location of any property or buildings within the proposed subdivision or within any contiguous property that is located on the US Department of Interior's Natural Register of Historic Places
- \_\_\_\_\_ Sufficient engineering data to determine readily and reproduce on the ground every straight of curved lines, street line, lot line, right-of-way line, easement line and setback line, including dimensions, bearings or deflection angles, radii, central angles and tangent distance for the center line of curved property lines that are not the boundary line of curved streets. All dimensions shall be measured to the nearest one-tenth of a foot and all angles to the nearest minute.
- \_\_\_\_\_ The accurate location and descriptions of all monuments, markers and control points
- \_\_\_\_\_ A copy of any proposed deed restrictions or similar covenants. Such restrictions are mandatory when private recreation and infrastructure areas are established
- \_\_\_\_\_ A copy of the sedimentation and erosion control plan submitted to the Department of Environment and Natural Resources and a copy of the letter of approval from DENR
- \_\_\_\_\_ Topographic map with contour interval of two feet
- \_\_\_\_\_ All certifications required in § 154.31

Any other information considered by either the subdivider or the Department to be pertinent to the review of the plat.