



# FINAL PLAT APPLICATION

(except minor subdivisions)

<i>Official Use Only</i>	
P&Z #:	_____
Date Rec'd:	_____
Rec'd By:	_____
Amount Paid: \$	_____

Town of Shallotte • PO Box 2287, Shallotte, NC 28459 • 116 Cheers Street, Shallotte, NC 28470 • Phone: (910) 754-4032 • Fax: (910) 754-2740

All applications must be complete and accompanied by the application fee of \$150.00 plus a recording fee of \$30.00, payable in cash or by check made to the Town of Shallotte. Applicants may be charged for the balance of any professional review costs that exceed the application fee or for any recording costs that exceeds the recording fee. All fees must be paid in full before a final plat will be signed, a Certificate of Zoning Compliance (Zoning Permit) will be issued, or an application will be submitted for review by the Planning Board or Board of Aldermen.

Final plats are approved pursuant to Section 28-7 and must contain all information required by Appendix IV of the Unified Development Ordinance. Final approval is by the Board of Aldermen.

Project Name:		
<b>SECTION 1: APPLICANT INFORMATION</b>		
Applicant Name:		
Mailing Address:		
Phone:	Fax:	Email:
<b>SECTION 2: PROPERTY OWNER INFORMATION (if different from above)</b>		
Owner Name(s):		
Mailing Address:		
Phone:	Fax:	Email:
<b>SECTION 3: PROPERTY INFORMATION</b>		
Street Address and/or Description of Location:		
Parcel Tax ID #(s):	Total Site Acres:	
Zoning District(s):		
<b>SECTION 4: PROJECT INFORMATION</b>		
Project being developed in phases? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Phases Previously Recorded (with Book/Page):		
Phases Seeking Approval:		
Total # Lots:	# Residential Lots:	# Non-residential Lots:

**SECTION 5: VALUE OF DEDICATED IMPROVEMENTS**

Improvements Constructed Prior to Final Plat Approval? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Roads: \$	Water Lines: \$	Sewer Lines: \$
Other Sewer (e.g. Lift Stations): \$	Stormwater: \$	Sidewalks: \$
Recreation: \$	Land: \$	Other: \$

**SECTION 6: SUPPLEMENTAL INFORMATION REQUIRED**

Each application use must include:

- An application fee of \$150.00 plus \$30.00 recording fee in cash or check made payable to the Town of Shallotte.
- Improvement guarantees pursuant to Section 28-7(B), if required, and applicable fee pursuant to fee schedule.
- Four (4) paper, one (1) mylar, and one (1) digital PDF 24" x 36" final plat of the proposed subdivision that:
  - Must be prepared by a surveyor licensed to practice in North Carolina;
  - Must conform to NCGS 47-30 and the Standards of Practice for Land Surveying in North Carolina;
  - Must be at a scale of not less than one (1) inch equals two hundred (200) feet; and
  - Must contain all information required by Appendix IV of the Town of Shallotte UDO.
- A notarized letter of authorization if acting as the agent for the property owner(s), if required and not already submitted.

**SECTION 7: APPLICANT/OWNER SIGNATURE**

In filing this application, I hereby certify that I am authorized to submit this application and that all of the information presented in this application is accurate to the best of my knowledge, information, and belief.

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

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TRC Review Date: \_\_\_\_\_ Recommendation: \_\_\_\_\_ Staff: \_\_\_\_\_

Planning Board Hearing Date: \_\_\_\_\_ Recommendation: \_\_\_\_\_ Staff: \_\_\_\_\_

Board of Aldermen Hearing Date: \_\_\_\_\_ Action: \_\_\_\_\_ Staff: \_\_\_\_\_