



Town of Clayton  
 Planning Department  
 111 E. Second Street, Clayton, NC 27520  
 P.O. Box 879, Clayton, NC 27528  
 Phone: 919-553-1545  
 Fax: 919-553-1720

## SUBDIVISION APPLICATION

*Pursuant to Article 7, Section 155.706 of the Unified Development Code, an owner of land within the jurisdiction of the Town (or a duly authorized agent) may petition the Town of Clayton to approve a Subdivision (major, minor, final plat, or exempt) application. Applicants seeking subdivision approval shall schedule a pre-application conference with the Planning Director in accordance with Section 155.702(A).*

*Subdivision applications must be accompanied by nine (9) sets of the application, nine (9) sets of required plans, an Owner's Consent Form (attached) and the application fee. The application fees are as follows:*

- *Minor Subdivision: \$200.00 +5.00/lot.*
- *Major Subdivision: 2-15 Lots = \$200.00 +5.00/lot; 16-40 Lots = \$300.00 +5.00/lot; 41-80 Lots = \$400.00 +5.00/lot; 81+ Lots = \$500.00 +5.00/lot; and. Open Space Subdivision = \$500.00 + \$5/lot.*
- *Final Plat: \$250.00*
- *Exempt Map/Recombination: \$50.00*

*All fees are due when the application is submitted. Please note that Section 155.702(B) of the Unified Development Code requires a Neighborhood Meeting for all Major Subdivision applications.*

### SUBDIVISION TYPE:

**Application Type:**

- Minor Subdivision*     
  *Major Subdivision*     
  *Final Plat*     
  *Exempt Map*  
 *Recombination*

### SITE INFORMATION:

**Name of Project:** \_\_\_\_\_ **Acreeage of Property:** \_\_\_\_\_  
**Preliminary Plat Approval Date (if applicable):** \_\_\_\_\_  
**Parcel ID Number:** \_\_\_\_\_ **Tax ID:** \_\_\_\_\_  
**Location:** \_\_\_\_\_  
**Section(s):** \_\_\_\_\_ **Phase(s):** \_\_\_\_\_  
**Number of Lots (Existing):** \_\_\_\_\_ **(Proposed):** \_\_\_\_\_ **Min. Lot Size:** \_\_\_\_\_  
**Zoning District:** \_\_\_\_\_ **Planned Development? (Y/N):** \_\_\_\_\_ **Electric Provider:** \_\_\_\_\_  
**Specific Use:** \_\_\_\_\_  
**Recreation/Open Space Requirement:**     **Fee in lieu**     **Land Dedication (acreeage)** \_\_\_\_\_

### FOR OFFICE USE ONLY

File Number: _____	Date Received: _____	Amount Paid: _____
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**OWNER INFORMATION:**

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**APPLICANT INFORMATION:**

Applicant: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**REQUIRED PLANS AND SUPPLEMENTAL INFORMATION**

*The following items must accompany a Subdivision Plan application. This information is required, except where otherwise noted:*

- Required plans (*please see the plan requirements checklist below*).
- Road Name Approval Application (*if applicable*).
- A signed and sealed traffic impact analysis (*if required*).
- Verification of wastewater allocation (*granted or requested*).
- Verification of approval for the potable water and waste water system improvements from North Carolina Department of Environment and Natural Resources (NCDENR).
- Verification of approval for individual well and septic systems from Johnston County Department of Environmental Health Services (*if applicable*).
- Driveway permits (*Town of Clayton or NCDOT encroachment with associated documentation*).
- A copy of proposed deed restrictions and/or covenants (*if applicable*).

**APPLICANT AFFIDAVIT**

*I/We, the undersigned, do hereby make application and petition to the Town of Clayton to approve the subject Subdivision Plan. I hereby certify that I have full legal right to request such action and that the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material and all attachments become official records of the Planning Department of the Town of Clayton, North Carolina, and will not be returned.*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

**APPLICANT STATEMENT – MAJOR SUBDIVISIONS ONLY**

*Section 155.706(I)(10) of the Unified Development Code requires that certain findings must be made by the Town Council before a Major Subdivision may be approved. Outline below (you may attach additional sheets) how the application addresses each of the following findings:*

- (1) That the subdivision meets all required specifications of the town Subdivision Regulations and conforms to the town Unified Development Code.

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- (2) That the subdivision will not be detrimental to the use or orderly development of other properties in the surrounding area and will not violate the character of existing standards for development of properties in the surrounding area.

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- (3) That the subdivision design will provide for the distribution of traffic in a manner that will avoid or mitigate congestion within the immediate area, will provide for the unified and orderly use of or extension of public infrastructure, and will not materially endanger the environment, public health, safety, or the general welfare.

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- (4) That the subdivision will not adversely affect the general plans for the orderly growth and development of the town and is consistent with the planning policies adopted by the Town Council.

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## PRELIMINARY PLAN REQUIREMENTS

*The following information is required for all preliminary subdivision plans:*

**Provided**

**Yes    No    N/A**

- |                          |                          |                          |                                                                                                                                                                                                                                                                                                                                                   |
|--------------------------|--------------------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Plans are 18 inches by 24 inches with a scale no smaller than 1 inch = 100 feet.                                                                                                                                                                                                                                                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Name of subdivision (including phase numbers if applicable) and plan type (Subdivision, Final Plat, Exempt Plat, or Recombination).                                                                                                                                                                                                               |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Name of township, county, and state in which the property is located.                                                                                                                                                                                                                                                                             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Vicinity sketch.                                                                                                                                                                                                                                                                                                                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Provide project data in tabular form:                                                                                                                                                                                                                                                                                                             |
|                          |                          | <input type="checkbox"/> | Area of tract in square feet and acres                                                                                                                                                                                                                                                                                                            |
|                          |                          | <input type="checkbox"/> | Owner's name and address                                                                                                                                                                                                                                                                                                                          |
|                          |                          | <input type="checkbox"/> | Within Town limits or ETJ                                                                                                                                                                                                                                                                                                                         |
|                          |                          | <input type="checkbox"/> | Zoning of property (and any special conditions if applicable)                                                                                                                                                                                                                                                                                     |
|                          |                          | <input type="checkbox"/> | Number of lots per acre (density)                                                                                                                                                                                                                                                                                                                 |
|                          |                          | <input type="checkbox"/> | Acreage in Resource Conservation Areas (UDC § 155.500)                                                                                                                                                                                                                                                                                            |
|                          |                          | <input type="checkbox"/> | Indicate if the site is within a Watershed Protection Overlay                                                                                                                                                                                                                                                                                     |
|                          |                          | <input type="checkbox"/> | Annexation number (if applicable)                                                                                                                                                                                                                                                                                                                 |
|                          |                          | <input type="checkbox"/> | FEMA designated flood plain and floodway (including FIRM panel reference number and effective date) or certification that no flood plain exists within the subdivision.                                                                                                                                                                           |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Surveyor or professional engineer's name, seal, and registration number.                                                                                                                                                                                                                                                                          |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Date of survey and plat preparation.                                                                                                                                                                                                                                                                                                              |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | An accurately positioned north arrow indicating true north, magnetic north, North Carolina grid ("NAD 83" or "NAD 27"), or is referenced to old deed or plat bearings. If the north index is magnetic or referenced to an old deed or plat bearings, the date and the source (if known) the index was originally determined is clearly indicated. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The exact course and distance of every boundary line of the tract to be subdivided, fully dimensioned (metes and bounds) along with the location of intersecting boundary lines of adjoining lands in accordance with the North Carolina General Statutes § 47-30 - Plats and subdivisions; mapping requirements.                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All lot boundaries changed or eliminated by requested combination are indicated by dashed lines.                                                                                                                                                                                                                                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Accurate location and description of all monuments, markers and control points.                                                                                                                                                                                                                                                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Blocks numbered consecutively throughout entire subdivision with lots numbered consecutively in each block. Lot numbers shall be placed in a circle or labeled "Lot ___".                                                                                                                                                                         |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The names of adjacent landowners, or lot, block, parcel, subdivision designations or other legal reference where applicable.                                                                                                                                                                                                                      |

- Location and width of all existing and proposed rights-of-way, Resource Conservation Areas, easements and areas dedicated to public use with the purpose of each stated where crossing or forming any boundary line of the property shown. Sight triangles noted where required.
- Location of all existing buildings and structures.
- Minimum building setbacks are noted.
- Location of all existing and proposed utilities (water, sewer, electric, natural gas, etc.).
- Location of all existing and proposed fire hydrants.
- Location of all existing and proposed drainage structures.
- Proposed streets are labeled, named and dimensioned. Street names must be approved by Johnston County. Correct street cross section detail provided.
- Location, purpose and dimensions of areas to be used for purposes other than residential and public.
- Any other information considered by either the applicant or the town to be pertinent to the review.

**FINAL PLAN REQUIREMENTS**

*In addition to the information listed above, the following information is required for all final subdivision plans:*

- | <b>Provided</b>          |                          |                          |                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------|--------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Yes</b>               | <b>No</b>                | <b>N/A</b>               |                                                                                                                                                                                                                                                                                                                                                  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All lot boundaries changed or eliminated by requested combination are indicated by dashed lines.                                                                                                                                                                                                                                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Approved street names are labeled.                                                                                                                                                                                                                                                                                                               |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Width and type of buffer is noted (if applicable).                                                                                                                                                                                                                                                                                               |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Verification of minimum Finished Floor Elevation (FFE). The minimum FFE must be at least two feet above the Base Flood Elevation (BFE) on properties affected by FEMA 100 year flood plain.                                                                                                                                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Indicate the boundaries of any greenway dedicated to the Town of Clayton and label "Public Greenway Dedicated to the Town of Clayton."                                                                                                                                                                                                           |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Resource Conservation Areas must be shown and dimensioned on the plat. The following note must also be provided:<br><i>"The Resource Conservation Area shown hereon is being provided per the requirements of Article 5 of the Town of Clayton's Unified Development Code. This Resource Conservation Area must be preserved in perpetuity."</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | If streets are to remain private: <ul style="list-style-type: none"> <li><input type="checkbox"/> The Home Owners Association (HOA) documents must be approved by the Town Attorney</li> <li><input type="checkbox"/> Streets are labeled "Private Streets – No Town Maintenance"</li> </ul>                                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Any other information considered by either the applicant or the town to be pertinent to the review.                                                                                                                                                                                                                                              |



**PLANNING DIRECTOR'S CERTIFICATE  
(EXEMPT MAP)**

THIS PLAT IS EXEMPT FROM SUBDIVISION  
REGULATION WITHIN THE TOWN OF  
CLAYTON PLANNING JURISDICTION.

\_\_\_\_\_  
DATE PLANNING DIRECTOR

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**REVIEW OFFICER'S CERTIFICATE**

STATE OF NORTH CAROLINA  
COUNTY OF JOHNSTON

I, \_\_\_\_\_, REVIEW  
OFFICER OF JOHNSTON COUNTY, CERTIFY  
THAT THE MAP OR PLAT TO WHICH THIS  
CERTIFICATION IS AFFIXED MEETS ALL  
STATUTORY REQUIREMENTS FOR  
RECORDING.

\_\_\_\_\_  
DATE REVIEW OFFICER

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**CERTIFICATE OF PUBLIC UTILITIES  
(Major Plats Only)**

ALL OBLIGATIONS AND REQUIREMENTS FOR  
THE UTILITIES TO SERVE  
\_\_\_\_\_ SUBDIVISION,  
SECTION \_\_\_\_\_, LOTS \_\_\_\_\_, AS SET  
FORTH BY THE TOWN OF CLAYTON PUBLIC  
WORKS DEPARTMENT, HAVE BEEN MET AND  
ARE SATISFACTORY FOR THE PURPOSE OF  
RECORDING THE SUBDIVISION MAP.

\_\_\_\_\_  
DATE TOWN MANAGER

NOTE: NO STRUCTURES TO BE BUILT INSIDE  
ANY UTILITY EASEMENT.

NOTICE TO CONNECT TO PUBLIC UTILITY  
SYSTEM

HOMEOWNER IS REQUIRED TO CONNECT  
TO PUBLIC WATER (AND SEWER, WHERE  
AVAILABLE) BEFORE CERTIFICATE OF  
OCCUPANCY IS ISSUED FOR THE PRINCIPAL  
STRUCTURE.

**CERTIFICATION FOR WATER SUPPLY AND  
SEWAGE DISPOSAL SYSTEMS**

CERTIFICATE OF PRELIMINARY APPROVAL  
OF WATER SUPPLY AND SEWAGE DISPOSAL  
SYSTEMS INSTALLED FOR INSTALLATION IN

\_\_\_\_\_  
SUBDIVISION MEET PUBLIC HEALTH  
REQUIREMENTS AS DESCRIBED IN APPENDIX  
II JOHNSTON COUNTY SUBDIVISION  
REGULATIONS. FINAL APPROVAL FOR  
INDIVIDUAL LOTS WITHIN THIS SUBDIVISION  
WILL BE BASED ON DETAILED LOT  
EVALUATION UPON APPLICATION AND  
SUBMISSION OF PLAN FOR PROPOSED USE.  
THIS PRELIMINARY CERTIFICATION IS  
ADVISORY ONLY AND CONFERS NO  
GUARANTEE.

\_\_\_\_\_  
DATE HEALTH REPRESENTATIVE

NOTE: EACH LOT SHOWN HEREON MAY  
REQUIRE THE USE OF SEWAGE PUMPS, LOW  
PRESSURE PIPE SYSTEMS, FILL SYSTEMS,  
INNOVATIVE SYSTEMS OR ANY OTHER  
ALTERNATIVE SYSTEM TYPE AND SITE  
MODIFICATIONS SPECIFIED IN THE NORTH  
CAROLINA LAWS AND RULES FOR SEWAGE  
TREATMENT AND DISPOSAL SYSTEMS, 15A  
NCAC 18A SECTION 1900. THE ACTUAL  
SYSTEM TYPE, DESIGN AND SITE  
MODIFICATIONS WILL BE DETERMINED AT  
THE TIME OF PERMITTING.

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**TOWN OF CLAYTON TOWN MANAGER  
CERTIFICATION FOR A FINAL PLAT**

"I HEREBY CERTIFY THAT THE TOWN OF  
CLAYTON, NC HAS APPROVED THIS PLAT  
FOR RECORDING IN THE OFFICE OF THE  
JOHNSTON COUNTY REGISTER OF DEEDS,  
AND ACCEPTS THE DEDICATION OF  
STREETS, EASEMENTS, RIGHTS-OF-WAY,  
AND PUBLIC LANDS SHOWN THEREON, BUT  
ASSUMES NO RESPONSIBILITY TO OPEN OR  
MAINTAIN THE SAME UNTIL, IN THE OPINION  
OF THE CLAYTON TOWN COUNCIL, IT IS IN  
THE PUBLIC INTEREST TO DO SO."

\_\_\_\_\_  
DATE TOWN MANAGER

**CERTIFICATE OF FLOODWAY INFORMATION**

PROPERTY SHOWN HEREON \_\_\_\_\_ IS \_\_\_\_\_ IS NOT LOCATED IN A FEMA DESIGNATED FLOOD ZONE.

FLOOD HAZARD PANEL NO.  
\_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

DATE SURVEYOR  
\_\_\_\_\_

**DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS CERTIFICATION**

PROPOSED SUBDIVISION ROAD  
CONSTRUCTION STANDARDS CERTIFICATION

APPROVED: \_\_\_\_\_  
DATE DISTRICT ENGINEER

NOTE: ONLY NORTH CAROLINA DEPARTMENT OF TRANSPORTATION APPROVED STRUCTURES ARE TO BE CONSTRUCTED ON PUBLIC RIGHT-OF-WAY.

NOTE: SITE TRIANGLE TAKES PRECEDENT OVER ANY SIGN EASEMENT

NOTE: OWNER, DEVELOPER, OR CONTRACTOR SHALL SET THE CENTERLINE OF THE EXISTING ROADWAY DITCH BACK TO A MINIMUM OF 12 FEET FROM THE EXISTING/PROPOSED EDGE OF PAVEMENT ALONG ALL ROAD FRONT LOTS.

NOTE: ALL DRAINAGE EASEMENTS SHALL BE DEDICATED AS PUBLIC AND IT SHALL BE THE RESPONSIBILITY OF THE PROPERTY OWNERS TO MAINTAIN THE DRAINAGE EASEMENTS AND ANY DRAINAGE STRUCTURES THERE IN, SO AS TO MAINTAIN THE INTEGRITY OF THE DRAINAGE SYSTEM AND INSURE POSITIVE DRAINAGE.

**ROAD MAINTENANCE STATEMENT OF UNDERSTANDING**

I, \_\_\_\_\_ DEVELOPER/OWNER AM RESPONSIBLE FOR THE CONSTRUCTION, MAINTENANCE AND REQUIRED ROAD IMPROVEMENTS OF SUBDIVISION STREETS UNTIL:

APPROVED/TAKEN OVER BY NORTH CAROLINA DEPARTMENT OF TRANSPORTATION FOR PUBLIC ROADS, OR

APPROVED/TAKEN OVER BY HOMEOWNERS ASSOCIATION FOR PRIVATE ROADS MAINTENANCE, OR

PRIVATE ROAD MAINTENANCE AGREEMENT IS SIGNED AND RECORDED BY OWNERS OF EACH LOT.

DATE DEVELOPER/OWNER  
\_\_\_\_\_

**JOHNSTON COUNTY REGISTER OF DEEDS**

STATE OF NORTH CAROLINA, JOHNSTON COUNTY

THIS INSTRUMENT WAS PRESENTED FOR REGISTRATION AND RECORDING THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_ AT \_\_\_\_\_.

\_\_\_\_\_ BY \_\_\_\_\_  
REG. OF DEEDS ASST. REG. OF DEEDS



# PLACE ON AGENT OR OWNER LETTERHEAD

Date

Dear Clayton Area Property Owner:

The purpose of this letter is to notify you of an application filed with the Town of Clayton for a land use proposal involving property adjacent to, or in close proximity to, property shown in your ownership by Johnston County tax records. Per Town of Clayton regulations, a neighborhood meeting will be held to provide information to area residents about the nature of the proposal. A representative of the applicant will be present to explain their application, answer questions, and solicit comments.

Meeting Date: \_\_\_\_\_

Location: \_\_\_\_\_

Time: \_\_\_\_\_

Type of Application: \_\_\_\_\_

General Description: \_\_\_\_\_

\_\_\_\_\_

If you have any questions prior to or after this meeting, you may contact us at **Insert phone number**

Sincerely,

Applicant

cc: Clayton Planning Dept.

# NEIGHBORHOOD MEETING ATTENDANCE ROSTER

Applicant: \_\_\_\_\_

Location/Date: \_\_\_\_\_

	NAME	ADDRESS
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