



TOWN OF CLAYTON

Planning Department

111 E. Second Street, Clayton, NC 27520

P.O. Box 879, Clayton, NC 27528

Phone: 919-553-5002

Fax: 919-553-1720

**SUBDIVISION:
FINAL PLAT, MINOR SUBDIVISION PLAT**

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 of land. Please complete all fields in this application and submit to the Planning Department with all required materials.

Application fee: Final Plat: \$250.00 + \$5.00 per lot.

Minor Subdivision: \$200.00 + \$5.00 per lot *All fees are due when the application is submitted.*

Definition of Minor Subdivision: Please see §155.706(F) of the Unified Development Code for a definition of Minor Subdivisions and §155.706(H) for information on process. Minor Subdivisions are those subdivisions that do **NOT** involve the following: creation of more than 5 lots, creation of new public streets, extension of water/sewer lines, or installation of drainage improvements through one or more lots to serve one or more other lots. Any other subdivision, unless “exempt” per §155.706(B) is considered a Major Subdivision and a “Preliminary Plat: Major Subdivision” application shall be required.

SITE INFORMATION

_____ Final Plat

_____ Minor Subdivision

Name of Project: _____ Acreage of Property: _____

Preliminary Plat Approval Date and Project # (if applicable): _____

Tag #: _____ NC PIN: _____

Location: _____

Section(s)/Phases(s): _____

Number of Lots (existing): _____ (Proposed) _____ Min Lot Size: _____

Zoning District: _____ Electric Provider: _____

Recreation/Open Space Requirement: _____ Fee in lieu _____ Land Dedication – Acreage: _____

FOR OFFICE USE ONLY

Date Received: _____ Amount Paid: _____ File Number: _____

PROPERTY OWNER INFORMATION

Name: _____
 Mailing Address: _____
 Phone Number: _____ Fax: _____
 Email Address: _____

APPLICANT INFORMATION

Applicant: _____
 Mailing Address: _____
 Phone Number: _____ Fax: _____
 Contact Person: _____
 Email Address: _____

REQUIRED INFORMATION (to be submitted with the application)

The following items must accompany a Final Plat or Minor Subdivision application.

To be completed by the applicant:			To be completed by staff:		
	Yes	N/A	Yes	No	N/A
<i>Submit 4 copies of all materials</i>					
1. Completed Application					
2. Plat Review Fee - Final Plat: \$250 + \$5/lot - Minor Subdivision: \$200 + \$5/lot					
3. Owner's Consent Form <i>Required if applicant is not the property owner. Included in this packet</i>					
4. Final Plat/Minor Subdivision Requirements Checklist form, completed and signed <i>Checklist is included in this packet</i>					
5. Plat sheet(s) meeting requirements of the Requirements Checklist					
6. Copy of plan sets in .PDF on USB flash drive					
7. Verification of wastewater allocation OR wastewater allocation request					
8. Driveway Permits (Town of Clayton or NCDOT with associated documentation)					

APPLICANT AFFIDAVIT

I/We, the undersigned, do hereby make application and petition to Town of Clayton to approve the subject Final Plat or Minor Subdivision. 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

 Date



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OWNER'S CONSENT FORM

Consent is required from the property owner(s) if an agent will act on their behalf. A separate form is required from each owner. Consent is valid for one year from date of notary, unless otherwise specified. All fields must be completed.

Project Name: _____ **Address or PIN #:** _____

AGENT/APPLICANT INFORMATION:

(Name - type, print clearly)

(Address)

(City, State, Zip)

I hereby give **CONSENT** to the above referenced agent/applicant to act on my behalf, to submit applications and all required materials and documents, and to attend and represent me at all meetings and public hearings pertaining to the following processes (*list applicable requests*):

Furthermore, I hereby give consent to the party designated above to agree to all terms and conditions which may arise as part of the approval of this application.

I hereby certify that I have authority to execute this consent form as/on behalf of the property owner. I understand that any false, inaccurate or incomplete information provided by me or my agent will result in the denial, revocation or administrative withdrawal of this application, request, approval or permits. I further agree to all terms and conditions which may be imposed as part of the approval of this application.

OWNER AUTHORIZATION:

(Name - type, print clearly)

(Address)

(Owner's Signature)

(City, State, Zip)

STATE OF _____

COUNTY OF _____

Sworn and subscribed before me _____, a Notary Public for the above State and County, this the _____ day of _____, 20_____.

SEAL

Notary Public
My Commission
Expires: _____

CERTIFICATES FOR A FINAL SUBDIVISION PLAT

PAGE 1 of 4

CERTIFICATE OF OWNERSHIP AND DEDICATION

I HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY SHOWN AND DESCRIBED HEREON, WHICH IS LOCATED IN THE SUBDIVISION JURISDICTION OF THE TOWN OF CLAYTON AND THAT I HEREBY ADOPT THIS SUBDIVISION PLAN WITH MY FREE CONSENT, ESTABLISH MINIMUM SETBACK LINES, AND DEDICATE ALL STREETS, ALLEYS, PARKS AND OTHER SITES AND EASEMENTS TO PUBLIC OR PRIVATE USE AS NOTED. FURTHERMORE, I DEDICATE ALL ELECTRICAL SYSTEMS AND ALL SEWER AND WATER LINES TO THE TOWN OF CLAYTON.

DATE

OWNER

PLANNING DIRECTOR'S CERTIFICATE

I HEREBY CERTIFY THAT THIS RECORDED PLAT HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION ORDINANCE OF THE TOWN OF CLAYTON, NORTH CAROLINA, AND THAT THIS PLAT HAS BEEN APPROVED FOR RECORDING IN THE REGISTER OF DEEDS OF JOHNSTON COUNTY.

DATE

PLANNING DIRECTOR – TOWN OF CLAYTON, NC

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 SURVEY AND ACCURACY

I, _____, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION FROM A (DEED DESCRIPTION RECORDED IN BOOK _____, PAGE _____, PLAT RECORDED IN BOOK _____, PAGE _____, OR OTHER); THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN DEED/PLAT BOOK _____, PAGE _____; THAT THE RATIO OF PRECISION AS CALCULATED IS 1:_____; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G. S. 47-30 AS AMENDED. WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER AND SEAL THIS _____ DAY OF _____, A.D., 20_____.

SURVEYOR

LICENSE NUMBER

SURVEYOR CERTIFICATION

I _____ CERTIFY TO ONE OF THE FOLLOWING:

- 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 A PORTION OF A COUNTY OR MUNICIPALITY THAT IS UNREGULATED AS TO AN ORDINANCE THAT REGULATES PARCELS OF LAND;
- 3) IS ONE OF THE FOLLOWING:
 - THAT THE SURVEY IS OF AN EXISTING PARCEL OR PARCELS OF LAND AND DOES NOT CREATE A NEW STREET OR CHANGE AN EXISTING STREET;
 - THAT THE SURVEY IS OF AN EXISTING BUILDING OR OTHER STRUCTURE, OR NATURAL FEATURE, SUCH AS A WATERCOURSE; OR
 - THAT THE SURVEY IS A CONTROL SURVEY.
- 4) THAT THE SURVEY IS OF ANOTHER CATEGORY, SUCH AS THE RECOMBINATION OF EXISTING PARCELS, A COURT-ORDERED SURVEY, OR OTHER EXCEPTION TO THE DEFINITION OF SUBDIVISION;
- 5) THAT THE INFORMATION AVAILABLE TO THE SURVEYOR IS SUCH THAT THE SURVEYOR IS UNABLE TO MAKE A DETERMINATION TO THE BEST OF THE SURVEYOR'S PROFESSIONAL ABILITY AS TO PROVISIONS CONTAINED IN (1) THROUGH (4) ABOVE.

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

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

CERTIFICATES FOR A FINAL SUBDIVISION PLAT, CONTINUED

PAGE 3 of 4

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.

CHOOSE ONE:

FOR DESIGN AND INSTALLATION OF UTILITIES AND OTHER REQUIRED IMPROVEMENTS

“I HEREBY CERTIFY THAT ALL STREETS, UTILITIES AND OTHER REQUIRED IMPROVEMENTS HAVE BEEN INSTALLED IN AN ACCEPTABLE MANNER AND ACCORDING TO TOWN SPECIFICATIONS AND STANDARDS IN THE _____, OR THAT A SECURITY BOND IN THE AMOUNT OF \$ _____ OR CASH IN THE AMOUNT OF \$ _____ HAS BEEN POSTED WITH THE TOWN OF CLAYTON TO ASSURE THE COMPLETION OF ALL REQUIRED IMPROVEMENTS IN THE CASE OF DEFAULT.

DATE TOWN MANAGER

OR

CERTIFICATE OF PUBLIC UTILITIES

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 PLAT.

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.

CERTIFICATES FOR A FINAL SUBDIVISION PLAT, CONTINUED

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**DEPARTMENT OF TRANSPORTATION DIVISION OF HIGHWAYS CERTIFICATE
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, _____, 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

CERTIFICATE OF OWNERSHIP AND DEDICATION

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_____ DATE _____ OWNER

PLANNING DIRECTOR’S CERTIFICATE

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_____ DATE _____ PLANNING DIRECTOR – TOWN OF CLAYTON, NC

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_____ DATE _____ TOWN MANAGER

CERTIFICATE OF SURVEY AND ACCURACY

I, _____, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION FROM A (DEED DESCRIPTION RECORDED IN BOOK _____, PAGE _____, PLAT RECORDED IN BOOK _____, PAGE _____, OR OTHER); THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN DEED/PLAT BOOK _____, PAGE _____; THAT THE RATIO OF PRECISION AS CALCULATED IS 1:_____; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G. S. 47-30 AS AMENDED. WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER AND SEAL THIS _____DAY OF _____, A.D., 20_____.

_____ SURVEYOR _____ LICENSE NUMBER

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 - THAT THE SURVEY IS A CONTROL SURVEY.
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CERTIFICATE OF FLOODWAY INFORMATION

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FLOOD HAZARD PANEL NO. _____

EFFECTIVE DATE: _____

DATE SURVEYOR

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

CERTIFICATES FOR A MINOR SUBDIVISION PLAT

PAGE 3 of 3

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

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.