



**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: MAJOR SUBDIVISION (Preliminary Subdivision Plat)

*Pursuant to Article 7, §155.706 of the Unified Development Code (UDC), 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 Fees: **Major Preliminary Subdivision Plat Fee: \$400.00 + \$5.00 per lot**  
**Advertisement Fee: \$100.00**  
**Modifications to Approved Plans Fee:**  
 Major Modification: \$400.00 + \$5.00 per lot modified  
 Minor Modification: \$200.00 + \$5.00 per lot modified

*See §155.706(F) of the UDC for a definition of Major vs. Minor Subdivisions.  
 See §155.706(I) for Preliminary Plat approval (major subdivision) process/approval information.  
 See §155.203(F), (G), and (H) for information on Conventional vs. Open Space Subdivisions.  
 See §155.706(N) for information on minor and major modifications.  
 See UDC Article 6 for Subdivision Standards.*

### SITE INFORMATION

New Major Subdivision  
 Conventional: \_\_\_\_\_ Open Space: \_\_\_\_\_

Modification to Approved Preliminary Plat  
 Major: \_\_\_\_\_ Minor: \_\_\_\_\_

New Subdivision Master Plan

Name of Project: \_\_\_\_\_ Acreage of Property: \_\_\_\_\_

Tag #: \_\_\_\_\_ NC PIN: \_\_\_\_\_

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

Number of Lots (existing): \_\_\_\_\_ (Proposed) \_\_\_\_\_ Min Lot Size: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Electric Provider: \_\_\_\_\_

Wastewater:  Septic  Sewer (check one)      Water:  Well  Public/Private Water (check one)

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

### FOR OFFICE USE ONLY

Date Received: _____	Amount Paid: _____	File Number: _____
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## 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 the application:*

To be completed by the applicant:			To be completed by staff:		
	Yes	N/A	Yes	No	N/A
<i>Submit 9 copies of all materials unless otherwise noted or directed by staff</i>					
1. A pre-application meeting was held with Town Staff. Date: _____					
2. Completed Application					
3. Review Fee and Advertisement Fee					
4. Findings of Fact, signed <i>Not required for minor modifications. Form is included in this packet.</i>					
5. Owner's Consent Form <i>Required if applicant is not the property owner. Included in this packet</i>					
6. Preliminary Plat Subdivision Requirements Checklist form, completed and signed <i>Checklist is included in this packet</i>					
7. Plat sheet(s) meeting requirements of the Requirements Checklist					
8. If subdivision waivers are requested, applicant must attach a separate typed document requesting the waivers. The document must specifically list the waivers requested, including Code references, and must address the 4 considerations outlined in §155.706(I)(7).					
9. Adjacent Property Owners List					
10. Road Name Application <i>Included in this packet</i>					
11. Wastewater allocation request OR verification of wastewater allocation <i>Letter format, to the attention of the Town Manager.</i>					

12. A signed and sealed Traffic Impact Analysis <i>(required for projects which generate at least 100 vehicle trips at peak hour. See §155.708 of the UDC)</i>			
13. Neighborhood Meeting Notice Letter* (1 copy) <i>See sample letter and meeting requirement, included in this packet.</i> <i>*Not required for minor modifications or subdivisions</i> <i>*Not required for subdivisions that are part of an approved planned development</i>			
14. Neighborhood Meeting summary form* <i>Included in this packet – NOT submitted with application.</i> <i>*Not required for minor modifications or subdivisions</i> <i>*Not required for subdivisions that are part of an approved planned development</i>			Must be submitted after neighborhood meeting is held and at least 10 days prior to Planning Board meeting.
15. Stamped, addressed, empty envelopes with no return address, using the adjacent property owner list. <i>*Not required for minor modifications</i> <i>This for a public notice of the public hearing mailed by the Town – thus, neighbors will receive both a neighborhood meeting letter from the applicant, and a notice of the hearing from the Town.</i>			

**EXPLANATION OF PROJECT**

*Please provide detailed information concerning all requests. Attach additional sheets if necessary.*

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**APPLICANT AFFIDAVIT**

*I/We, the undersigned, do hereby make application and petition to the Planning Board of the Town of Clayton to approve the subject 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 of Applicant

\_\_\_\_\_  
Date

**FINDINGS OF FACT**

*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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Project Name: \_\_\_\_\_

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

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

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

# NEIGHBORHOOD MEETING INFORMATION

*NOTE: Neighborhood meetings are not required for developments that are part of an approved Planned Development Master Plan.*

**Purpose:**

The purpose of the neighborhood meeting shall be to inform the neighborhood of the nature of the proposed land use and development features, answer questions, respond to concerns, and solicit comments.

**Meeting Date:**

The meeting must be held at least ten (10) calendar days prior to the Planning Board meeting.

**Meeting Time & Location:**

The meeting must be held no earlier than 6:00 pm Monday through Friday, and must be held in a location generally accessible to residents within close proximity of the request.

**Meeting Notice Mailing requirements:**

1. The applicant must contact all adjacent property owners via first class mailing (see sample letter).
2. The mailing must include all the persons, firms, or corporations owning property within 100 feet and immediately adjacent to the subject property. Where the subject property immediately adjoins a public or private right-of-way, landscape or riparian buffer, commonly-owned private area, public property, or homeowners' association property, then letters of notification shall be sent to adjoining property owners as if they directly abut the subject property.
3. The notice must be mailed at least ten (10) calendar days but not more than twenty-five (25) days prior to the date of the neighborhood meeting.

**Information provided to Planning Department:**

Alert the Planning Department when the date, location, and time are determined. Planning staff may attend the neighborhood meeting to answer process/code questions.

Return the following items to the Planning Department at least ten (10) calendar days prior to the Planning Board meeting in electronic or hard copy format:

- Neighborhood Meeting Summary Form
- Copy of the letter mailed
- Mailing list
- Attendance roster

- Stamped, addressed, empty envelopes with no return address, using the same addresses as used for the neighborhood meeting notification. (If not already submitted with the application).  
*This for a public notice of the public hearing mailed by the Town – thus, neighbors will receive both a neighborhood meeting letter from the applicant, and a notice of the hearing from the Town.*





# NEIGHBORHOOD MEETING LETTER

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 [*Provide information about the project that could assist those reviewing this letter, such as a brief description, layout or map*]

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If you have any questions prior to or after this meeting, you may contact us at (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_.

Sincerely,

\_\_\_\_\_  
Applicant Name

cc: Town of Clayton Planning Dept.



# NEIGHBORHOOD MEETING ATTENDANCE ROSTER

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

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

NAME	ADDRESS
1	
2	
3	
4	
5	
6	
7	
8	
9	
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11	
12	
13	
14	
15	
16	
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19	
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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 below*):

\_\_\_\_\_  
 \_\_\_\_\_

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 my agent or me 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:** \_\_\_\_\_



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**ROAD NAME APPROVAL APPLICATION**

Road name applications are for public street signs (blades) that are located within the Town limits. Once the public street names have been approved, the applicant must submit a written request to the Town of Clayton Public Works Department identifying the approved blades and their installation location(s). The Public Works Department will order and install the blades along with any required regulatory signage. The applicant will be invoiced for the total cost of the blades, one-half the cost of sign posts and one man hour of labor per sign post.

**SITE INFORMATION**

Name of Project: \_\_\_\_\_ Acreage of Property: \_\_\_\_\_  
Tax ID #: \_\_\_\_\_ NC PIN: \_\_\_\_\_  
Deed Book: \_\_\_\_\_ Deed Page(s): \_\_\_\_\_  
Location: \_\_\_\_\_  
Nearest Intersecting Roads: \_\_\_\_\_  
Township: \_\_\_\_\_

**PROPERTY OWNER INFORMATION**

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

**APPLICANT INFORMATION**

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

**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ File Number: \_\_\_\_\_

## ROAD NAME GUIDELINES SUPPLEMENTAL INFORMATION

*The following guidelines must be followed. Please note that the Town of Clayton reserves the right to not approve any street name that is deemed inappropriate or fails to meet the guidelines.*

- No street names duplicate or sound similar to existing road names.
- None of the streets are names after individuals.
- Street names have been limited to 14 characters or less.
- No compass directions are included in the street names (north, south, east, west).
- Punctuation marks are not used in the street names (e.g. periods, hyphens, apostrophes, etc.).
- Double suffixes have been avoided (e.g. Deer Path Lane).
- All names have acceptable suffixes (e.g. Street, Drive, Court, Lane, etc.). *Please see the Town of Clayton's approved list of suffixes (attached).*
- Names that are difficult to pronounce have been avoided.

## REQUIRED PLANS AND SUPPLEMENTAL INFORMATION

*Please submit twice as many road names as needed with highest priority names listed first, written exactly as they should appear on the sign. The Town of Clayton Planning Department will coordinate with the Johnston County Planning Department for joint approval of street names. The Town of Clayton Planning Department will provide the applicant the final approval of street names. Approved street names are reserved for one year.*

Road Name	Suffix
<i>Ex.: Willow</i>	<i>Lane</i>
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Road Name	Suffix
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	
21.	

## APPLICANT AFFIDAVIT

*I/We, the undersigned, do hereby make application and petition to the Town of Clayton Planning Department for street names. 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

# APPROVED SUFFIXES AND ABBREVIATIONS

<b>STREET SUFFIX</b>	<b>ABBREVIATION</b>
Avenue	AVE
Bend	BND
Boulevard	BLVD
Center	CTR
Circle	CIR
Cove	CV
Court	CT
Drive	DR
Expressway	EXPY
Extension	EXT
Gateway	GTWY
Freeway	FWY
Highway	HWY
Lane	LN
Loop	LOOP
Parkway	PKWY
Park	PARK
Path	PATH
Place	PL
Point	PT
Square	SQ
Ridge	RDG
Street	ST
Trace	TRCE
Trail	TRL
Way	WAY
Walk	WALK