

## APPENDIX B. SUBMISSION REQUIREMENTS

### Section B.1 Table of Plan/Plat Requirements

Information Required	Landscape Plan	Minor Site Plan	Major Site Plan	Preliminary Plat	Major Final Plat	Minor Final Plat	Master Development Plan
Proposed or approved name of development, project, subdivision, and/or phase.	✓	✓	✓	✓	✓	✓	✓
Location, including township, county, and state.	✓	✓	✓	✓	✓	✓	
Developer/applicant name(s), including mailing address(es) and telephone number(s).	✓	✓	✓	✓			✓
Property owner name(s), including mailing address(es) and telephone number(s).	✓	✓	✓	✓			✓
Name(s) of person(s) or firm(s) preparing the plat/plan, including mailing address(es) and	✓	✓	✓	✓	✓	✓	✓
Name, registration number, and seal of a professional Land Surveyor, Engineer, Landscape Architect, and/or Architect. (If Applicable)	✓	✓	✓	✓	✓	✓	✓
Date of plat/plan preparation and of surveys.	✓	✓	✓	✓	✓	✓	✓
North arrow and orientation.	✓	✓	✓	✓	✓	✓	✓
Map scale, denoted graphically and numerically.	✓ <sup>1</sup>	✓ <sup>1</sup>	✓ <sup>1</sup>	✓ <sup>2</sup>	✓ <sup>3</sup>	✓ <sup>3</sup>	✓
Sketch vicinity map showing the relationship between the proposed property or properties and the surrounding area.		✓	✓	✓	✓	✓	✓
Exact existing and proposed or pending property boundary lines by bearings and distances and the location of intersecting boundary lines of adjacent lands.				✓	✓	✓	
Approximate existing and proposed property boundary lines of the site and adjacent lands.							✓
Tax parcel numbers of all existing tracts comprising the site and adjacent tracts.	✓	✓	✓	✓			✓

## APPENDIX B. SUBMISSION REQUIREMENTS

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Names of owners of adjacent tracts, including applicable book and page numbers.		✓	✓	✓	✓	✓	✓
Names and boundaries of adjacent subdivisions of record or under review.		✓	✓	✓			✓
Total acreage of all tracts comprising the plan or plat and adjacent tracts.		✓	✓	✓			✓
Current zoning of site and adjacent tracts.	✓	✓	✓	✓			✓
Boundaries of any proposed or pending zoning districts on site. Boundaries must be described by bearing and distance where they do not follow described boundaries.		✓	✓	✓			✓
Boundaries of municipal limits, extraterritorial jurisdiction limits, and township limits.	✓	✓	✓	✓	✓	✓	✓
Proposed lot lines, lot and block numbers, and approximate dimensions.				✓			
Lots numbered consecutively throughout the subdivision.					✓	✓	
Sufficient engineering data to determine readily, and to be reproducible on the ground, every straight or curved boundary line, street line, lot line, right-of-way line, easement line, and setback line, including dimensions, bearings or deflection angles, radii, central angles, and tangent distances for the center line of curved streets and curved property lines that are not the boundary of curved streets. All dimensions shall be measured to the nearest one-tenth of a foot and all angles to the nearest minute.		✓	✓	✓	✓	✓	
Accurate locations and descriptions of all monuments, markets, and control points in accordance with N.C.G.S. 39-32.1, 39-32.2, 39-32.3, and 39-32.4				✓	✓	✓	

## APPENDIX B. SUBMISSION REQUIREMENTS

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Location, dimensions, density, and description of proposed land use(s) on each tract or parcel, including single-family residential, multi-family residential, commercial, office, institutional, industrial, and recreational. Recreational uses shall specify type and future ownership.	✓	✓	✓				✓
Location and dimensions of existing and proposed buildings or structures on the site and all adjacent tracts, including existing buildings or structures to be removed. Total number of stories of all multi-story buildings and height of all building must be indicated.	✓	✓	✓				✓
Location, direction, dimensions, name, and surface type of existing or proposed rights-of-way and easements, including those being vacated and those on adjacent properties.		✓	✓	✓	✓	✓	
Location of roads appearing on officially adopted plans.				✓	✓		✓
Total square footage of existing and proposed impervious surfaces.	✓	✓	✓	✓			
Names, cross sections, approximate grades, and pavement widths of proposed road rights-of-way, including design engineering data for all corners and curves.		✓	✓	✓			
Type of street dedication, either public or private.		✓	✓	✓	✓	✓	✓ <sup>4</sup>
Where any street is to be dedicated to the public but has not yet been accepted into the local or state street system before lots are sold, a statement explaining the status of the street shall appear on the plat.					✓	✓	
Location, direction, dimensions, and description of existing driveways and private roads.		✓	✓	✓	✓	✓	✓ <sup>4</sup>

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Location and dimensions of parking and loading spaces and drive aisles, including handicapped parking.	✓	✓	✓				
Designation of curb and gutter or non-curb within internal parking areas and along adjacent streets and right-of-ways, including curb and gutter plans.		✓	✓	✓			✓
Location and dimensions of existing and proposed sidewalks and accessible accessways.	✓	✓	✓		✓	✓	
Location and dimensions of existing and proposed pedestrian and/or bicycle paths, riding trails, cart paths, etc.	✓	✓	✓	✓			✓
Location and dimensions of existing and proposed bridges.	✓	✓	✓	✓			✓
Location and dimensions of all trash containers and required screening.	✓	✓	✓				
FEMA-designated flood hazard areas, including flood zone designations and map panels.	✓	✓	✓	✓	✓	✓	✓
Location and description of areas of environmental concern, including 404 wetland areas as determined by the Army Corps of Engineers and coastal wetlands as determined by NCDEQ.	✓	✓	✓	✓	✓	✓	✓
Location and description of environmental features such as wooded areas, marshes, swamps, rock outcrops, ponds or lakes, streams or streambeds, and any other natural features affecting the site.	✓	✓	✓	✓			
Topographic information showing vertical contour every two (2) feet.	✓		✓	✓			
Water courses and water bodies, including rivers, streams, creeks, ponds, and lakes.	✓	✓	✓	✓	✓	✓	✓
Location and dimensions of natural buffers.	✓	✓	✓	✓			✓

## APPENDIX B. SUBMISSION REQUIREMENTS

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Location, dimensions, and description of all areas to be dedicated to the public or to a property owners association.		✓	✓	✓	✓	✓	
Location, size, and flow direction of existing and proposed drainage courses within or immediately adjacent to the site, including culverts and storm drains.		✓	✓	✓			
Location and size of stormwater basins or other comparable stormwater management mechanisms.	✓	✓	✓	✓			✓
Location and setback of minimum building setback lines.		✓	✓	✓	✓	✓	
Total number and type of dwelling units, by development phase.		✓	✓	✓	✓	✓	✓ <sup>5</sup>
Total number of lots proposed and acreage of smallest lot.		✓	✓	✓	✓	✓	✓ <sup>5</sup>
Residential density, in units per acre.		✓	✓	✓	✓	✓	✓ <sup>5</sup>
Total floor area for each type of use.		✓	✓	✓			✓ <sup>5</sup>
Total area in passive open space.		✓	✓	✓	✓	✓	✓ <sup>5</sup>
Total area in developed active recreational open space.		✓	✓	✓	✓	✓	✓ <sup>5</sup>
Total number of off-street parking and loading spaces, including handicapped parking spaces.		✓	✓	✓			
A note placed on the plan stating: "Any deviation in this plan shall require approval of the proper approving body."	✓	✓	✓	✓			
A Traffic Impact Analysis, in accordance with Section 7.17, where applicable, shall accompany the plan or plat.		✓	✓	✓			

**APPENDIX B. SUBMISSION REQUIREMENTS**

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A copy of an approved NCDOT driveway permit for any street or driveway proposed to intersect with a state-maintained road or any street or driveway that requires amendment to an existing driveway permit.		✓	✓	✓			
A copy of a sedimentation and erosion control plan submitted to NCDEQ which complies with NCGS 113A, Article 4 where land disturbing activity exceeds one acre.			✓	✓	✓		
A copy of any proposed deed or master restrictions, proposed articles of incorporation and by-laws of property owners association, or any other similar covenant. Such restrictions are mandatory where private recreation areas, open spaces, roads, or other amenities are established.				✓	✓	✓	
All certifications required by Appendix B, Section B.2				✓	✓	✓	✓
Any other information considered pertinent by the applicant, UDO Administrator, TRC, Staff, Planning Board, or Board of Commissioners.	✓	✓	✓	✓			✓
Digital data of all graphical submissions, including plats, site plans, landscaping plans, utility plans, lighting plans, stormwater plans, master plans, etc. in one or more of the following formats: AutoCAD .DWG or .DXF versions 12.x through 18.x; MicroStation .DGN versions 5.x through 8.x.; ESRI .SHP, .MDB, or .GDB.	✓	✓	✓	✓	✓	✓	✓

**APPENDIX B. SUBMISSION REQUIREMENTS**

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Detailed utility plans, including water, sewer, and stormwater, and showing connections to existing systems or plans for individual water supply systems and sewage disposal systems. Plans must show line sizes, the location of fire hydrants, blow-offs, manholes, pumps, force mains, gate valves, utility and maintenance easements, and daily estimated sewer flow figures. (NOTE: Type of construction materials and brand of appurtenances will require approval from the City of Boiling Spring Lakes/ Brunswick County Utilities) Plans shall include profiles based on mean sea level datum for gravity sanitary and storm sewers. (NOTE: Detailed plans may be submitted after site plan or preliminary plat are approved and must be approved by the City prior to the issuance of building permits or approval of a final		✓	✓	✓		✓	
A note indicating providers of natural gas, telephone, cable television, and electric service.				✓	✓	✓	
Architectural drawings (including, but not limited to, floor plan, roof plan, and exterior building elevations)		✓	✓				
Locations, dimensions, and size of required buffers, street yards, foundation planting, screening, and internal parking lot planting areas.	✓	✓	✓				
Location, species, and size of all significant trees pursuant to Section 7.29	✓	✓	✓	✓			
Location and size of all groves of trees to be protected, including the approximate number and species of protected trees.	✓	✓	✓	✓			
Location, species, dimensions, and spacing of all required landscaping materials clearly labeled and numbered and a legend.	✓	✓	✓				

## APPENDIX B. SUBMISSION REQUIREMENTS

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Approximate locations and species of all existing trees at least 8" DBH. The canopy drip line of those trees shall be delineated. If groves of protected trees exist that will not be removed or disturbed, it is permitted to label the grove as such on the map, stating the approximate number of protected trees and species mix, without specifying data on each individual tree.	✓	✓	✓	✓			
Note on plan stating that prior to any clearing, grading, or construction activity tree protection fencing will be installed around protected trees or groves of trees. No construction workers, tools, materials, or vehicles are permitted within the tree protection fencing.	✓	✓	✓	✓			

<sup>1</sup> 1' to 50' or less.

<sup>2</sup> 1' to 100' if any lot is less than 5 acres; 1' to 200' if all lots are 5 acres or more.

<sup>3</sup> Pursuant to NCGS 47-30.

<sup>4</sup> Roads only.

<sup>5</sup> Approximate numbers acceptable.



## APPENDIX B. SUBMISSION REQUIREMENTS

### Section B.2 Plat Certifications

Plats submitted to the City of Boiling Spring Lakes shall include the required certificates in accordance with the following table:

<b>Certificate</b>	<b>Exempt Division Plat</b>	<b>Minor Final Plat</b>	<b>Major Preliminary Plat</b>	<b>Major Final Plat</b>
Certificate of Ownership (A)	✓	✓		
Certificate of Ownership and Dedication (B)				✓
Certificate of Survey and Accuracy (C)	✓	✓	✓	✓
Certification of Planning Board Approval (D)			✓	
Certificate of Approval of the Design and Installation of Streets, Utilities, and Other Required Improvements (E)				✓
Certification of Septic and Water Supplies (F)	✓	✓		✓
Certificate of Disclosure; City of Boiling Spring Lakes Floodplain Management Regulations (G)	✓	✓		✓
Acknowledgment of Compliance (Private Developments) (H)				✓
Certificate of Purpose of Plat (I)	✓	✓	✓	✓
Certificate of Approval for Recording (J)	✓	✓		✓
Certification of Performance Guarantee for Required Improvements (K)				✓

**APPENDIX B. SUBMISSION REQUIREMENTS**

(A) Certificate of Ownership.

"I hereby certify that I am the owner of the property shown and described hereon, which is located in the subdivision jurisdiction of the City of Boiling Spring Lakes and that I hereby adopt this plan of subdivision with my free consent and establish minimum building setback lines as noted.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date"

(B) 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 City of Boiling Spring Lakes and that I hereby adopt this plat of subdivision with my free consent, establish minimum building setback lines, and dedicate all streets, alleys, walks, parks, open space, utilities, and other sites and easements to public or private use as noted.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date"

(C) Certificate of Survey and Accuracy.

In accordance with NCGS 47-30: There shall appear on each plat a certificate by the person under whose supervision such survey or such plat was made, stating the origin of the information shown on the plat, including recorded deed and plat references shown thereon. The ratio of precision as calculated by latitudes and departures before any adjustments must be shown. Any lines on the plat that were not actually surveyed must be clearly indicated and a statement included revealing the source of information. The execution of such certificate shall be acknowledged before any officer authorized to take acknowledgments by the registered land surveyor preparing the plat. All plats to be recorded shall be probated as required by law for the registration of deeds. Where a plat consists of more than one sheet, only the first sheet must contain the certification and all subsequent sheets must be signed and sealed.

The certificate shall include the source of information for the survey and data

**APPENDIX B. SUBMISSION REQUIREMENTS**

indicating the accuracy of closure of the plat before adjustments, and shall be in substantially the following form:

"I, \_\_\_\_\_, certify that this plat was drawn under my supervision from an actual survey made under my supervision (deed description recorded in Book \_\_, Page \_\_, etc.) (other); that the boundaries not surveyed are clearly indicated as drawn from information found in Book \_\_, Page \_\_; that the ratio of precision as calculated is 1:\_\_; that this plat was prepared in accordance with NCGS 47-30 as amended. Witness my original signature, registration number and seal this \_\_\_ day of \_\_\_\_\_, A.D. 20\_\_.

\_\_\_\_\_  
Surveyor

Seal or Stamp

\_\_\_\_\_  
Registration Number

(D) Certification of Approval of the Preliminary Plat by the Boiling Spring Lakes Planning Board

The Boiling Spring Lakes Planning Board hereby approves or approves conditionally the \_\_\_\_\_ Subdivision. If approved conditionally, the specific conditions shall be listed.

\_\_\_\_\_  
Planning Board Chairman, City of Boiling Spring Lakes

\_\_\_\_\_  
Date

(E) Certificate of Approval of the Design and Installation of Streets, Utilities, and Other Required Improvements, if applicable, to be signed by owner and City:

The undersigned hereby certifies that the required improvements (list all improvements that have been installed and approved by appropriate agency)

(\_\_\_\_\_)

have been installed in an acceptable manner and in accordance with the regulations of the City of Boiling Spring Lakes Unified Development Ordinance.

\_\_\_\_\_  
Developer or Authorized Agent Signature(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
UDO Administrator

\_\_\_\_\_  
Date

NOTE: Such certification may require the approval of the Brunswick County Utilities Department, Brunswick County Engineering Director, and/or the NCDOT District Engineer.

(F) Certification of Suitability for Septic Tank Systems and Water Supplies, if applicable, to be signed by appropriate authority/representative:

**APPENDIX B. SUBMISSION REQUIREMENTS**

"I hereby certify that this subdivision, entitled \_\_\_\_\_, is generally suitable for individual septic tank systems and individual water supplies. However, this certification does not constitute "blanket issued subject to the approval of each individual lot by the Brunswick County Health Department and the issuance of an improvements permit for each lot as required by the General Statutes of North Carolina." Any artificial drainage measures installed or proposed for installation in this subdivision to control water table must be properly maintained. Lots must be properly landscaped to control surface water in order to decrease the changes in septic tank system malfunctions.

\_\_\_\_\_  
Brunswick County Health Director or Licensed  
Soil Scientist

\_\_\_\_\_  
Date

- (G) Certificate of Disclosure, City of Boiling Spring Lakes Floodplain Management Regulations, if applicable, to be signed by owner:

"I (we) hereby certify that prior to entering any agreement or any conveyance with a prospective buyer, I (we) shall prepare and sign, and the buyer of the subject real estate shall receive and sign a statement which fully and accurately discloses that the subject real estate, or a portion of the subject real estate, is located within a flood hazard area and that the buyer must satisfy the requirements of City of Boiling Spring Lakes floodplain management regulations prior to the issuance of building permits.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date"

- (H) Acknowledgment of Compliance (Private Developments), if applicable, to be signed by owner:

"I, \_\_\_\_\_, (name of developer and/or seller) hereby certify that the streets, parks, open space, or other areas delineated hereon and dedicated to private use, and all traffic markings and control devices shall not be the responsibility of the public or the municipality, acting on behalf of the public, to maintain. Furthermore, prior to entering any agreement or any conveyance with any prospective buyer, I shall prepare and sign, and the buyer of the subject real estate shall receive and sign, an acknowledgment of receipt of a disclosure statement. The disclosure statement shall fully and completely disclose the private areas and include an examination of the consequences and responsibility as to the maintenance of the private areas, and shall fully and accurately disclose the party or parties upon whom the responsibility for construction and maintenance of such private areas shall rest.

**APPENDIX B. SUBMISSION REQUIREMENTS**

\_\_\_\_\_  
Signature of Developer and/or Seller

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Developer and/or Seller

\_\_\_\_\_  
Date"

(I) Certificate of Purpose of Plat. Notwithstanding any other provision contained in this section, it is the duty of the surveyor, by a certificate on the face of the plat, to certify to one of the following:

- (1) This survey creates a subdivision of land within the area of a county or municipality that has an ordinance that regulates parcels of land;
- (2) This survey is of an existing parcel or parcels of land and does not create a new road or change an existing road;
- (3) This survey is of any existing building, or other structure, or natural feature, such as a water course;
- (4) This survey is a control survey;
- (5) 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 a subdivision; or
- (6) That the information available to the surveyor is such that the surveyor is unable to make a determination to the best of his or her professional ability as to provisions contained in items (1) through (6) above.

Note: Certain activities may be eligible for an exemption/waiver from the subdivision standards (see Section 8.3). If the activity being submitted meets one of the activities eligible for an exemption/waiver, item 5 above should be the selected certification.

(J) Certificate of Approval for Recording.

"I hereby certify that the subdivision plat shown hereon has been found to comply with the Subdivision Regulations of the City of Boiling Spring Lakes, North Carolina, and that this plat has been approved by an authorized representative of the Boiling Spring Lakes for recording in the Office of the Register of Deeds of Brunswick County.

\_\_\_\_\_  
UDO Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Seal or Stamp"

**APPENDIX B. SUBMISSION REQUIREMENTS**

(K) Certificate of Performance Guarantee for Required Improvements.

"A financial guarantee approved by the Boiling Spring Lakes Board of Commissioners in the amount of \$\_\_\_\_\_ (equal to 125% of probable cost) has been posted with the City to assure completion of all required improvements in the case of default on the part of the Owner(s)/Developer(s)/Responsible Party(ies).

\_\_\_\_\_  
Mayor, City of Boiling Spring Lakes

\_\_\_\_\_  
Date

Seal or Stamp"