

File #: \_\_\_\_\_

Henderson County Planning Department

100 North King St.

Hendersonville, NC 28792

Phone: 828-697-4819



# Henderson County Planning Department

## MINOR, SPECIAL, AND NONSTANDARD SUBDIVISION CHECKLIST

(Please fill out all applicable items)

### A. PARCEL(S) INFORMATION

\* Fill out Plat Review Checklist in addition to any subdivision checklist

Subdivision Name: \_\_\_\_\_ Review Date: \_\_\_\_\_

Current PIN: \_\_\_\_\_

Proposed Subdivision Type:    \_\_\_Minor                    \_\_\_Non-Standard                    \_\_\_Special

- \_\_\_\_\_ Are there structures currently on the parcel(s)?
- \_\_\_\_\_ Number of Proposed Lots
- \_\_\_\_\_ Existing Parent Tract Size
- \_\_\_\_\_ Has the property been subdivided in the past five years? How many lots were approved? **(42-94)**
- \_\_\_\_\_ Were the lots recorded after September 19, 2007? How many lots were approved? **(42-93)**
- \_\_\_\_\_ Does the subdivision meet density and lot size requirements? **(42:27-39)**
- \_\_\_\_\_ Are there any proposed easements or existing Rights-of-Ways? **(42-100)**

### B. REQUIRED PLAT OR SURVEY ELEMENTS

- \_\_\_\_\_ Provide Private Driveway Easement Note? (if applicable) **(42-109)**
- \_\_\_\_\_ Does each lot have 30 foot of road frontage or private rights-of-ways access?
- \_\_\_\_\_ Does applicant provide proposed road names? (if 2 or more lots are created and are being accessed by a private driveway) **(42-103)**
- \_\_\_\_\_ Is the property within a ½ mile from a Farmland Preservation District? (Needs note if within this ½ mile) **(42-95(F)) (170-55)**
- \_\_\_\_\_ Is the proposed subdivision within a Floodplain or Floodway? **(42-234.1)**
- \_\_\_\_\_ Does the parcel(s) have 10% of the entire acreage with a slope greater than 60%? **(42: 27-31, 38, and 391)**
- \_\_\_\_\_ Are there any protected mountain ridges on the property? **(42-251)**
- \_\_\_\_\_ Is there accurate locations and descriptions of all monument markers, and control points?
- \_\_\_\_\_ Are parcels proposed for general or limited public use (i.e. parks, playgrounds, and building sites) with a statement of the purpose of each (if applicable)?
- \_\_\_\_\_ Is the proposed subdivision within the Water Supply Watershed? **(42-238.6)(42-153)**

**C. STRONGLY RECCOMENDED PLAT OR SURVEY ELEMENTS**

- \_\_\_\_\_ Are Building setback lines annotated or noted? (graphic or written)
- \_\_\_\_\_ Are stream setback lines annotated or noted? (graphic or written)
- \_\_\_\_\_ Are lots numbered consecutively throughout each block?
- \_\_\_\_\_ Current Zoning?
- \_\_\_\_\_ Does each utility easement meet stated requirement? (Centered on rear or side lot line, at least 20 feet, and identified discussion with utility agency)

**D. REQUIRED CERTIFICATES (MUST CHECK FOR CERTIFICATION)**

- \_\_\_\_\_ Subdivision Administrator Certificate **(42-342)**
- \_\_\_\_\_ Plat Review Officer Certificate **(42-342)**
- \_\_\_\_\_ Water Supply Watershed Certificate (If applicable) **(42-238.6) (42-153)**
- \_\_\_\_\_ Floodplain Development Permit (If applicable) **(42-310)**
- \_\_\_\_\_ Certificate of compliance to construction standard of public roads by NCDOT Engineer **(Per NCDOT Subdivision Handbook 2010)**
- \_\_\_\_\_ Certificate from official of other jurisdictions (if subdivision includes property that falls in multiple jurisdictions.
- \_\_\_\_\_ Driveway Permit from NCDOT (REQUIRED if driveway is accessed directly by a State Maintained Road)**(Per NCDOT Subdivision Handbook 2010)**

**NOTES:**

---

---

---