

# TOWN OF HOLLY SPRINGS FINAL PLAT PACKET



## General Information

A **Minor Subdivision** is defined as a subdivision involving no new public or private streets or roads, or right-of-way dedication, and no utility extensions, where the entire tract to be subdivided contains four or fewer lots [UDO Section 9.05, B., 7.]. If you do not meet the listed criterion for a minor subdivision, please contact the Department of Planning & Zoning to discuss the process for a major subdivision.

A **Major Subdivision** is defined as a subdivision of land into four or more lots, a single- or two-family dwelling subdivision that involves the creation of new streets, utility extensions, or other public improvements in accordance with an approved Preliminary Plan [UDO Section 9.05, B., 6.].

A **Recombination** is defined as the combination or recombination of portions of previously subdivided and recorded lots where the total number of lots is not increased, and the resulting lots are equal to or exceed the standards in the UDO, where no nonconformities are created [UDO Section 9.05, B., 9.].

An **Exempt Subdivision** is a division of land into parcels greater than 10 acres where no street right-of-way dedication is involved or the division of no more than 2 acres under single ownership into no more than three lots where no street right-of-way dedication is involved and where the lots are equal to or exceed the Town's standards in accordance with NCGS §160A-376.

An **Easement & Right-of-way Plat** is a plat that involves the dedication of easements or right-of-way. Any changes to the size or shape of parcels must be incidental to the creation of the right-of-way. Easements added to an existing plat will be treated as an amended final plat, major or minor, depending on the nature of the original plat.

## Pre-Submittal Requirements

**If new ROW (not to include widening of existing ROW) is to be dedicated, prior to submitting your petition for Final Plat Review, you must submit for Road Name Approval and Traffic Control Signage.**

The Wake County Road Name Approval Application is to be submitted to the Department of Planning & Zoning for review. Once completed, the Department of Planning & Zoning will forward your application to Wake County for final approval.

The following items are required if new ROW is to be dedicated:

- Wake County GIS Road Name Approval Application

Addressing is completed by the Department of Planning & Zoning. If specifically requested, addressing will be provided to allow for 1<sup>st</sup> submittal plats to include addresses.

An application for Traffic Control and Street Name Signs and Posts must be submitted to allow adequate time for the Town of Holly Springs Department of Public Works to obtain the materials necessary to install the signage prior to final plat recordation in accordance with Town Policy Statement #P-011.

### FOR MORE INFORMATION:

Current Fee Schedule:

<http://www.hollyspringsnc.us/335>

NOTE: All fees include the initial two (2) staff reviews and Mylar review. Each additional review will cost ½ the original petition submittal fee.

Review Process: Town of Holly Springs Development Procedures Manual (DPM) Section 9

Review Schedule: The deadline for Final Plat Petitions is generally 4:30pm every Friday. Schedule is subject to change due to holidays and other events.

The DPM is available for purchase in the Department of Planning & Zoning or on-line at:

**Payment for Traffic Control and Street Name Signs and Posts is required before the Town of Holly Springs will install the street signs. Mylars will not be accepted for signature until street signs are installed.**

The following items are required:

- Town of Holly Springs Traffic Control/Street Name Post Application
- Preliminary Plat of subdivision with Roadway Names specified

## Submittal Requirements

**All information required as part of your petition must be provided in both hardcopy original and in PDF format to the FTP website. (i.e. transmittal, applications, maps, special studies, etc.) with each review. Please submit PDF as 1 file containing the complete submittal and name the file with the project name and date.**

Link to FTP website: <http://www.hollyspringsnc.us/PlanningFTP>

- Submit the following number of hard copies:  
(6) 18" x 24"
- Submit one digital copy in PDF format.

Only complete submittals will be processed. The following items are required in order for your application to be deemed complete:

- Petition Form
- Plat Copies folded to 9"x12"
- Processing Fees (Make checks payable to: Town of Holly Springs)
- Parks and Recreation Worksheet (all plats for residential uses)
- Submit copy of HOA documentation
  - Street Tree Maintenance
  - BMP Maintenance
- Submit documentation that the conditions of the preliminary plan approval have been satisfied, or arrangements have been made with the appropriate department in regards to the completion of the conditions of approval. Failure to do so could result in a delay of final plat approval.

If your plan does not conform to the approved preliminary subdivision plan or the approved construction drawings for the appropriate phase, an amendment to the preliminary plan or revision to the CD should be submitted simultaneously. **(Amending the Preliminary Plan or revising the CDs may cause a delay in the approval of your final subdivision plat. A separate application for Preliminary Plan Amendment is available from the Department of Planning & Zoning and a separate application for Construction Drawing revision is available from the Engineering Department.)**

## General Review Information:

1. The petitioner will be notified of all staff comments as well as address assignments within 10 business days after the date of submittal acceptance.
2. The petitioner will then be required to submit revised blue/black line copies along with written responses to review comments for a second staff review. This process will continue until all staff comments have been addressed to the town's satisfaction. Each additional review beyond the second review will be charged additional review fees.
3. Upon successful completion of all staff review comments including submission of all required improvement guarantees, Parks and Recreation fees, payment for and installation of street signs the petitioner will be notified to submit 3 mylar copies for signature. **Please do not submit mylar copies until you are notified to do so. The applicant may acquire incomplete submittal charges for mylars submitted prior to notification.**

4. All fee amounts and Owner and Surveyor signatures must be on the mylars at the time of submission in order to receive all Town signatures.
5. The petitioner is responsible for the recordation of the final plat at the Wake County Register of Deeds' Office.
6. Once recorded, the petitioner must submit 1 Mylar copy of the recorded plat to the Town of Holly Springs Department of Planning & Zoning. **Please be advised that building permits will not be released until the copy of the recorded mylar is received.**



**Town of Holly Springs**

128 S. Main Street

P.O. Box 8

Holly Springs, NC 27540

[www.hollyspringsnc.us](http://www.hollyspringsnc.us)

Department of Planning & Zoning

919.557.3908

[www.hollyspringsnc.us/planning](http://www.hollyspringsnc.us/planning)

Department of Engineering

919.557.3938

[www.hollyspringsnc.us/engineering](http://www.hollyspringsnc.us/engineering)

Department of Parks & Recreation

919.557.3930

[www.hollyspringsnc.us/parks](http://www.hollyspringsnc.us/parks)

## Required Plat Certifications:

**Certificate of Review Officer:** *(This certification must be on **each** sheet if there are multiple sheets.)*

State of North Carolina  
 County of Wake

I, \_\_\_\_\_, Review Officer of Wake County, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.

\_\_\_\_\_  
 Review Officer \_\_\_\_\_ Date

The subdivider shall file the approved Plat with the Register of Deeds of Wake County within sixty (60) days of final approval; otherwise such approval shall be null and void.

**Certificate of Ownership and Dedication: (Also include Notary Information- each owner's signature is to be notarized prior to Mylar submittal)**

I hereby certify that I am the owner of the property shown and described hereon (*include for multiple-owner plats: PIN\_\_\_\_\_*), which is located in the subdivision jurisdiction of the Town of Holly Springs and that I hereby adopt this plan of subdivision with my free consent, establish minimum building setback lines, and dedicate all streets, alleys, walks, parks, and other sites and easements to public or private use as noted. Furthermore, I hereby dedicate all sanitary sewer, and water line to the Town of Holly Springs.

\_\_\_\_\_  
 (Company/LLC Name)

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

\_\_\_\_\_  
 (Print Name)

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Title

**NOTARY STATEMENT**

Sworn to and subscribed before me the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary Public in and for the State of North Carolina. My Commission expires: \_\_\_\_\_

\_\_\_\_\_  
 Notary Public / \_\_\_\_\_ Printed

(Seal)

**Certificate of Surety and Accuracy:**

In accordance with G. S. 47-30: There shall appear on the 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 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 such acknowledgements 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 one sheet must contain the certification and all other sheets must be signed and sealed. The certificate required above shall include the source of information for the survey and data indicating the ratio of precision of the survey 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 G. S. 47-30 as amended. Witness my original signature, license number and seal this \_\_\_\_\_ day of \_\_\_\_\_, A.D. \_\_\_\_\_.

Seal or Stamp

\_\_\_\_\_  
 Surveyor

\_\_\_\_\_  
 License Number

**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 Town of Holly Springs, North Carolina and that the fee of \$ \_\_\_\_\_\*\_\_\_\_\_ has been paid., and that this plat has been approved by the Town of Holly Springs for recording in the Register of Deeds of Wake County.

\_\_\_\_\_  
Subdivision Administrator  
Town of Holly Springs, North Carolina  
(\*Please fill in the total amount paid)

\_\_\_\_\_  
Date

**Department of Engineering Certificate of only the checked statements:**

I hereby certify that:

\_\_\_ All streets, utilities, greenways and other required improvements have been installed in an acceptable manner and according to town standards and specifications or guarantees of the installation of the required improvements in an amount and manner satisfactory to the Town of Holly Springs has been received.

\_\_\_ The Town of Holly Springs approves of the easements / right-of-way dedication as shown and delineated on this plat.

\_\_\_ Lots shown on this plat may not be buildable. Public utility services have not been verified for the lots shown on this plat. Note at the time of building permit application submittal verification must be made that all lots meet the Town's Development Regulations. In addition, Right of Way dedication and the issuance of Environmental Development Permit will be required at the time of the application for the building permit for each lot.

\_\_\_\_\_  
Town Engineer  
Town of Holly Springs, North Carolina

\_\_\_\_\_  
Date

**Certificate of Compliance with the Town of Holly Springs Open Space Ordinance for Residential Development:**

*(For Residential Subdivisions Only)*

I hereby certify that all requirements for fees in lieu of land dedication, land dedication, or agreements for park development, or combination including any of the above have been satisfied according to the Town's Open Space Ordinance and Preliminary Plan approval.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Parks & Recreation Director  
Town of Holly Springs, North Carolina

Fees-in-lieu of dedication paid  
Acres of Land Dedication  
Agreement for Property Improvements

\_\_\_\_\_  
Date

**Additional Certifications:**

Additional certifications may be required to be included for the following:

- Sedimentation erosion control
- Maintenance of Undisturbed Buffers
- Assurance of relocation of perimeter landscape for shared access/driveways- See UDO Exhibit B for specific language

# TOWN OF HOLLY SPRINGS FINAL PLAT PETITION

DPM Appendix #A.18  
Supplement #16  
July 2019



The current Filing Fees can be found on-line in the Town of Holly Springs Fee Schedule: <http://www.hollyspringsnc.us/planning>

## Petition Type:

- Major Subdivision Plat**       **Minor Subdivision Plat**  
 New    Amendment       New    Amendment
- Recombination Plat**    **Exempt Subdivision Plat**    **Easement & Right-of-way Plat**

**Purpose of Plat:** \_\_\_\_\_

**Town Project / Town Project #** \_\_\_\_\_ **Town Staff Contact** \_\_\_\_\_

## Project Information:

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

*If this project is part of a previously approved plan, please specify:*

PUD/Master Plan/Subdivision: \_\_\_\_\_

Shopping Center/Lot # \_\_\_\_\_

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

*Use street address. If none, use the closest intersection*

- Within Corporate Limits    Within Holly Springs ETJ    Pending Annexation

PIN: \_\_\_\_\_ Real Estate ID: \_\_\_\_\_

Project Acreage: \_\_\_\_\_ Total # of Lots: \_\_\_\_\_

Current Zoning: \_\_\_\_\_

Open Space [See UDO Section 7.06(F)(4)]:    Dedication    Fee-in-lieu    Combination    N/A

Waivers/Variances Granted:    No    Yes- *please reference waiver/variance on plat*

Purpose of Plat: \_\_\_\_\_

For DPZ Use only

Project # \_\_\_\_\_

Fees Paid: \$ \_\_\_\_\_

Date Received: \_\_\_\_\_

## Petition Contact Information: (complete each contact in its entirety- please print or type)

### Project Applicant/Contact

(check one)  Owner    Owner's Agent    Surveyor    Developer    Other: \_\_\_\_\_

Name \_\_\_\_\_ Company \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone # ( ) \_\_\_\_\_ E-Mail \_\_\_\_\_

How would you like to receive staff review comments?    E-Mail    US Mail

### Surveyor if different than Applicant/Contact

Name \_\_\_\_\_ Company \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone # ( ) \_\_\_\_\_ E-Mail \_\_\_\_\_

How would you like to receive staff review comments?    E-Mail    US Mail

### Owner

Name \_\_\_\_\_ Company \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone # ( ) \_\_\_\_\_ E-Mail \_\_\_\_\_

How would you like to receive staff review comments?    E-Mail    US Mail







# Geographic Information Services

TEL 919 856-6210  
FAX 919 856-6389

A Division of Community Services  
P.O. Box 550 Raleigh, NC 2760

NUMBER \_\_\_\_\_  
APPROVED \_\_\_/\_\_\_/\_\_\_  
(Office Use Only)

## Road Name Application for New Subdivision / Shopping Center (or single property owner for street or streets)

Name of Subdivision:

Parcel PIN# or REID#:

Intersecting Road Name:

Jurisdiction (check one):  Wake County (outside municipal ETJ)  Municipality \_\_\_\_\_

Applicant (check one):  Property Owner  Other (please specify) \_\_\_\_\_

Name of Applicant:

Address:

Telephone number: (V)  (FAX)

Email Address:

**NOTICE:** Wake County Field Services will fabricate and install road signs on roads in the un-incorporated areas of Wake County. For newly constructed roads please call 919-856-6210 when you are ready for street signs to be installed. This will typically be when the new road has been paved and/or prior to the issuance of any building permits for a structure on that road. Please allow **four (4) to six (6)** weeks for road signs to be fabricated and installed when requested. **(Wake County Signs and Graphics must approve any road name sign not provided by Wake County, and a release form must be signed prior to installation. Call 919-870-4040 to obtain the release form.)**

**Failure to record and notify property owners of the street name spelling exactly as it was approved on this application, including street type designation, may conflict with the 9-1-1 system and could cause undue delays in emergency response as well as in activating telephone service.**

Signature of Applicant:



**Number of Roads Planned:** . **List the desired road names in order of preference** (*fill as shown*). See page 3 for guidelines in selecting road names. You may use a copy of this page if more than 19 street names are required.

<b>Approved</b> (Office Use Only)	<b>Street Name (1<sup>st</sup> word)</b>	<b>Street Name</b> (use if two words)	<b>Street Type Suffix</b>
<i>N/A</i>	<i>OAKWOOD</i>		<i>DRIVE</i>
<i>N/A</i>	<i>OAK</i>	<i>WOOD</i>	<i>DRIVE</i>
	1.		
	2.		
	3.		
	4.		
	5.		
	6.		
	7.		
	8.		
	9.		
	10.		
	11.		
	12.		
	13.		
	14.		
	15.		
	16.		
	17.		
	18.		
	19.		

# REQUIREMENTS

## SELECTING ROAD NAMES

Every road planned must be named. Rarely will all names submitted be approved. For that reason it is suggested that you submit twice as many names as there are roads planned. LIST PRIORITY NAMES FIRST.

Staff will determine whether the names submitted on page 2 are acceptable. Pay careful attention to the following guidelines:

- A. Names of individuals are not allowed in the Wake County Jurisdiction.
- B. Directionals and numbers are not allowed e.g. *North Star Ln; Four Corners Dr*
- C. Punctuation is not allowed e.g. periods, hyphens, apostrophes.
- D. All names must have an acceptable type e.g. Road, Lane, Path.
- E. Double street types are not allowed: e.g. *Deer Path Lane*
- F. Names must be easy to pronounce and should effect a positive connotation.
- G. Names duplicating or sounding similar to existing names will be rejected.
- H. Limit entire name to 13 characters in length, due to sign-space limitations.

It is important to utilize road names exactly as approved. Remember spelling, suffixes and whether names are 1 or 2 words. Consistency is the key throughout the entire process.

## VICINITY MAP

A vicinity map must be included with this application to properly locate the affected parcels and the number of street names needed. IF A MAP IS NOT INCLUDED, THE APPLICATION WILL BE RETURNED OR DELAYED PENDING COPY OF MAP.

## DEVELOPMENT PLANS

Approved road names must be placed on all development plans (whether subdivision or site plan) prior to final plan approval. Only plans reflecting acceptable road names placed on the particular streets they represent will receive final approval. A copy of the approved application will be returned to you indicating the names accepted. **Please allow two weeks for approval.**

### DEPARTMENT USE ONLY

GIS certifies that \_\_\_\_\_ names have been approved. The approved names are indicated with a "Yes" beside their names on page 2 of this application. Please disregard all other names.

Comments: \_\_\_\_\_  
\_\_\_\_\_

APPROVED BY \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

# APPLICATION FOR TRAFFIC CONTROL/ STREET NAME SIGNS AND POSTS



## Project Information

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

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

*Use street address. If none, use the closest intersection*

Includes Private Streets    Includes NCDOT Streets

For DPZ Use only

Project # \_\_\_\_\_

Date Received:

## Project Contact Information (complete each contact in its entirety- please print or type)

### Signage Applicant/Contact – Financially Responsible Agent

(check one)  Owner    Owner's Agent    Design Professional    Developer    Other: \_\_\_\_\_

Name \_\_\_\_\_ Company \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone # (    ) \_\_\_\_\_ E-Mail \_\_\_\_\_

### Developer(s) if different than Applicant/Contact- *attach additional sheets if necessary*

Name \_\_\_\_\_ Company \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone # (    ) \_\_\_\_\_ E-Mail \_\_\_\_\_

## Traffic Control/Street Name Sign and Post Request

The developer, subdivider, homeowners association, or property owner association shall be responsible for all costs associated with the purchase and installation of such traffic control and street name signs and posts including all materials and labor.

Please specify the type of Traffic Control/Street Name Signs and Posts requested:

- Standard Option                       Standard Option for thoroughfare entrance sign
- Upgrade Option

Attach a copy of the Final Plat to this application for verification by the Town of Holly Springs Department of Public Works on the number of each type of sign required to meet Town and MUTCD standards.

Attach copy of approved covenants stating the HOA or POA as responsible party for maintenance and replacement costs of upgraded signs and posts if selected.

## Financially Responsible Agent Authorization

I understand that the Director of Public Works will prepare an invoice for the signs, posts, and labor associated with the traffic control and street name signs and posts in this development/project; full payment for the signs, posts, and labor is required prior to the Town ordering and installing the signs; such signs may take up to fifteen (15) weeks to be installed after payment is received; and that all signs must be installed prior to the Final Plat being approved for recordation by the Town of Holly Springs.

Signature(s) \_\_\_\_\_

Date \_\_\_\_\_

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

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



# PLAT REQUIREMENTS & DATA CHECKLIST



Mark each item as applicable (A) or not applicable (NA) by placing an "X" in the appropriate box.

Note: This checklist is a general list of requirements. More specific requirements are available upon request.

(FP) Major Subdivision Plats, (MIS) Minor Subdivision Plats, (RC) Recombination Plats, (EP) Exempt Plats

FP	Ease-ment or ROW Plat <sup>1</sup>	MIS	RP / EP	<ul style="list-style-type: none"> <li>● INDICATES THAT ITEM IS <u>REQUIRED</u> INFORMATION ON ALL PLANS SUBMITTED FOR APPROVAL.</li> <li>○ INDICATES THAT ITEM <u>MAY BE REQUIRED</u> ON SUBMITTALS WHEN RELEVANT TO THE PROPOSED DEVELOPMENT.</li> </ul>
<b>I. PLANNING CHECKLIST ITEMS</b>				
●	●	●	●	<b>A.</b> Title block shall include project name and phase, which must be consistent with the project name and phase lines as shown on the approved Preliminary Plan and/or Construction Drawings.
●	●	●	●	<b>B.</b> The scale of the drawing listed in feet per inch. Use Engineer's scale no smaller than 1"=200'. Please include both graphic and numeric scale listings. If there are multiple sheets appropriate match-lines must be used.
●	●	●	●	<b>C.</b> Show Parcel Identification Number(s) (PIN) for all parcels involved.
●	●	●	●	<b>D.</b> Vicinity map with site clearly delineated. Map must have sufficient detail and legibility in order to locate the project in reference to nearby roads and developments.
●	●	●	●	<b>E.</b> North Arrow indicating whether it is true, magnetic, or North Carolina Grid ( <i>all sheets</i> )
●	●	●	●	<b>F.</b> Date of drawing preparation and all revision dates listed.
●	●	●	●	<b>G.</b> Note the dates of any previously approved Waivers, Variances.
●	●	●	●	<b>H.</b> Name and address of Developer, property owner and Surveyor responsible for the plat.
●	●	●	●	<b>I.</b> Location (including township, county, and state)
●	●	●	●	<b>J.</b> Total Acreage of existing Tract(s)
●	●	●	●	<b>K.</b> Town corporate limits, township boundaries, county lines if in close proximity to the site
●	●	●	●	<b>L.</b> Show all adjoining property lines, owner names and Property Identification Numbers (PIN).
●	●	●	●	<b>M.</b> Provide existing and proposed street names. Include a copy of approved copy of street name application from Wake County.
●	●	●	●	<b>N.</b> Provide addresses on all lots; addresses are provided by the Department of Planning & Zoning with first review comments.
●		○		<b>O.</b> Show and label all passive and active open space as it was approved.
●		○		<b>P.</b> Indicate the amount of land dedicated to Open Space/Greenway Trails as approved.
●		○		<b>Q.</b> Show, dimension, and label required bufferyards and buffers. Provide certification on the maintenance of the buffer area.
●		●	●	<b>R.</b> Provide the lot size(s). (If this is part of a Major Subdivision the sizes should be shown as they were approved on the Preliminary Plan.) Note: <i>Dedicated and reserved right-of-way does not count towards lot area.</i> [UDO Sec. 7.06, B., 3., b.] <i>Drainage Ponds, wetlands, and flood prone areas do not count towards lot area.</i> [UDO Sec. 7.06, B., 3., b.]
●		●	●	<b>S.</b> Show Lot Layout (If this is part of a Major Subdivision the lot layout should be shown as it was approved.)

<sup>1</sup> An **Easement & Right-of-way Plat** is a plat that involves the dedication of easements or right-of-way. Any changes to the size or shape of parcels must be incidental to the creation of the right-of-way. Easements added to an existing plat will be treated as an amended final plat, major or minor, depending on the nature of the original plat.

FP	Ease-ment or ROW Plat	MIS	RP																	
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●	●	●	●	T. If the lots span multiple pages, either modify the boundaries of the sheets so each full parcel is only on one sheet or if lots need to be shown on multiple sheets, gray out the lots on all sheets except one so that each lot is being created on only one sheet.																
●				U. Plats for subdivisions with Development Options for Residential Districts are to note which waivers were approved for the subdivision and each lot subject to side and or rear architectural standards must be clearly denoted.																
	○		●	V. Provide tables that indicate the existing lot area and the area of land being added or taken away. Example: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Lot 1</th> <th style="width: 10%;"></th> <th style="text-align: left; border-bottom: 1px solid black;">Lot 2</th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td>Existing</td> <td style="text-align: right;">7.00AC</td> <td>Existing</td> <td style="text-align: right;">12.07AC</td> </tr> <tr> <td>Removed to Lot 2</td> <td style="text-align: right;">4.00AC</td> <td>Combined from Lot 1</td> <td style="text-align: right;">4.00AC</td> </tr> <tr> <td><b>Total Remaining</b></td> <td style="text-align: right;"><b>3.00AC</b></td> <td><b>Total Recombined</b></td> <td style="text-align: right;"><b>16.07AC</b></td> </tr> </tbody> </table>	Lot 1		Lot 2		Existing	7.00AC	Existing	12.07AC	Removed to Lot 2	4.00AC	Combined from Lot 1	4.00AC	<b>Total Remaining</b>	<b>3.00AC</b>	<b>Total Recombined</b>	<b>16.07AC</b>
Lot 1		Lot 2																		
Existing	7.00AC	Existing	12.07AC																	
Removed to Lot 2	4.00AC	Combined from Lot 1	4.00AC																	
<b>Total Remaining</b>	<b>3.00AC</b>	<b>Total Recombined</b>	<b>16.07AC</b>																	
●		○	○	W. Note indicating that HOA or developer is responsible for street tree maintenance.																
○	○	○	○	X. If the plan is amending an existing recorded plat, the entire sheet(s) that are being amended must be included as shown on the recorded plat (i.e. sheet boundaries of amendment shall match previous plat.)																

## II. ENGINEERING CHECKLIST ITEMS

●	●	●	●	A. Show and label existing and proposed/conveyed streets and right-of-way, include dimensions.
●	○	●	●	B. Indicate flood elevations and finish floor elevations (FFE) as shown on approved drawings (construction or other approved drawings).
●	●	●	●	C. Provide Design Engineering data (bearings, distance, radii, etc.) for property lines.
●	●	●	●	D. Show all easements, right-of-way and natural features (including but not limited to sewer, water, storm drainage, backwater, floodplain, wetlands, riparian buffers, access, etc.)
●	●	●	●	E. Required Certificate of Approval by Town Engineer
●	○	○	○	F. See enclosed Engineering Department Bonding Checklist for a list of items due after construction. Submit these items as soon as possible. <b>NOTE: MYLARS WILL NOT BE ACCEPTED UNTIL ALL BONDING CHECKLIST ITEMS HAVE BEEN ADDRESSED.</b>
●	○	○	○	G. Refer to the Engineering Design and Construction Standards for applicable requirements for Stormwater Bonding. (See Section 8).

This checklist serves as a list of basic information required with a Final Plat. There may be additional information needed that is considered by the Town Staff members as being pertinent to the review of the project being submitted.

I, \_\_\_\_\_, certify that the information provided on this petition, plans and checklist are complete and accurate to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_





## Town of Holly Springs

# Engineering Department Infrastructure Surety Checklist

**Completion**

**Warranty**

**New**

**Renewal**

Project: \_\_\_\_\_

Date of Initial Submittal: \_\_\_\_\_

Engineering Project Number: \_\_\_\_\_

Planning Project Number: \_\_\_\_\_

Date Received	Date Approved	
		PE certifications for water lines submitted to town AND final acceptance from State received by Town (Original to OM for State Certification)
		PE certifications for reclaimed and sewer lines submitted to town AND mailing receipt received by Town verifying delivery to State (Original to OM for State Certification)
		Project As-Built Mylar and One Blue Line Copy (Blue Line Copy to OM)
		Punchlist inspection performed and all items addressed.
		8 1/2" x 11" map (with phase shaded if applicable)
		Sealed PE itemized estimates (1 estimate of items to complete – for Completion Bond and/or 1 estimate for items completed – for Warranty Bond)
		Surety (Completion and/or Warranty) submitted <b>after</b> estimates approved by Engineering.
		Fees paid for each surety submitted
		Signed & witnessed Development Project Improvements Agreement(s) (Drafted by Engineering staff after Surety submitted – one for each surety)

Engineering Staff Use Only		
<i>Engineering Staff Sign Offs</i>	<i>Signature</i>	<i>Date</i>
<i>Development Inspector Administrator Checklist Approval:</i>	_____	_____
<i>Copy to Eng Dept Plat Reviewer:</i>	_____	<i>Copy to Environmental Specialist</i> _____





**Town of Holly Springs  
Engineering Department  
Stormwater Surety Checklist**

Performance

Maintenance

New

Renewal

Project: \_\_\_\_\_

Date of Initial Submittal: \_\_\_\_\_

**Date Received      Date Approved**

**Information required for establishing Performance Sureties for Sites Prior to the Preconstruction Meeting**

		Sealed PE itemized construction <i>estimate</i>
		8 1/2" x 11" map of project with BMP locations & BMP Summary (form 16012)
		<b>Draft</b> approved O&M
		Surety (bond, letter of credit or cash) submitted <b>after</b> estimates approved
		<b>Executed SDPIA</b>
		Fees paid for each surety submitted

**Information required for establishing Performance Sureties for Subdivisions & Maintenance Sureties for Sites & Subdivisions**

		Sealed PE itemized construction cost <i>estimate</i> for Performance or Sealed PE itemized <b>actual</b> construction costs for Maintenance
		8 1/2" x 11" map of project with BMP locations
		BMP Summary (form 16012)
		<b>Draft</b> approved O&M required for Performance or <b>Final</b> approved and <b>Recorded</b> O&M required for Maintenance
		Surety (bond, letter of credit or cash) submitted <b>after</b> estimates approved for Performance or Surety (cash) submitted <b>after</b> actual cost approved for Maintenance
		<b>Executed SDPIA</b> for Performance or <b>Executed SMA</b> for Maintenance
		Homeowners Education Packet
		Drainage Easement Revised and Platted/re-recorded for Maintenance (if applicable)
		Engineer's Certification for Construction for Maintenance
		As-Builts – Mylar (NO Paper) & Digital for Maintenance
		Fees paid for each surety submitted

**Engineering Staff Use Only**

<i>Engineering Staff Sign Offs</i>	<i>Signature</i>	<i>Date</i>
Checklist Approval by ES	_____	_____
Copy to Development Insp Admin.	_____	_____
Development Reviewer (Residential only)	_____	_____



# PARKS & RECREATION WORKSHEET



**(NOTE: This sheet is required only for residential major and minor subdivisions.)**

The Department of Parks & Recreation will review the following elements of the Plat.

### Residential Development Fees

The Town Board makes final determination whether land or fee is provided. This fee is paid upon recording of final plat. See UDO Section 7.06, F., for more information on Land Dedication and/or Fee-in-lieu.

### Open Space Guidelines

**The amount of land required to be dedicated is to be computed on the basis of the following formula:**

Area to be dedicated (in acres) equals one thirty-fifth (1/35) of an acre times the number of dwelling units or lots, whichever is greater.

### For land so dedicated which:

- (a) lies within an area within the one hundred-year floodplain or
  - (b) has slopes greater than fifteen (15) percent or
  - (c) is included within overhead utility easements,
- said land shall be dedicated at a rate of one twentieth (1/20) of an acre.

## Land Dedication Information:

Name of Subdivision/Phase \_\_\_\_\_

Land Dedication Calculations:

# dwelling units/lots \_\_\_\_\_ X 1/35 acre = \_\_\_\_\_ Acres to be dedicated

# dwelling units/lots \_\_\_\_\_ X 1/20 acre = \_\_\_\_\_ Acres to be dedicated

**TOTAL ACRES TO BE DEDICATED:** \_\_\_\_\_

## Payment of Fee-in-Lieu Information:

**When a fee is paid in lieu of land dedication the amount of such fee for the development or subdivision shall be the product of the total number of dwelling units in the development or subdivision times the charge per dwelling unit as follows. Subdivisions with less than 35 units automatically pay fees-in-lieu.**

<u>Residential Property</u>	<u>Presumptive Budget Fees*</u>
Single Family Detached	\$4,705/unit
Single Family Attached	\$4,555/unit
Multi-Family Attached	\$4,420/unit

# dwelling units/lots \_\_\_\_\_ X \$ \_\_\_\_\_/unit = \$ \_\_\_\_\_ Fees-in-lieu

**TOTAL PAYMENT OF FEES-IN-LIEU OF DEDICATION:** \$ \_\_\_\_\_

Account # 10 323.01 Rec. Impact Fees

PPC Project # \_\_\_\_\_ (Finance – Do not process without the PPC Project Number)

\* Refer to the Town's budget fee schedule for clarification





## CERTIFICATION OF PLAT REVISIONS FOR PLAT AMENDMENTS

NOTE: THIS FORM REQUIRES THE SIGNATURE AND SEAL OF THE PROFESSIONAL ENGINEER LAND SURVEYOR PREPARING THE AMENDED/REVISED PLAT

I, \_\_\_\_\_, CERTIFY THAT THE ONLY CHANGES MADE TO THE PLAT FOR

HOLLY SPRINGS PROJECT NUMBER \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

PROJECT NAME \_\_\_\_\_ PLAT

ARE AS NOTED BELOW:

CHANGES REQUESTED BY THE TOWN, VIA THE WRITTEN TOWN PLAT REVIEW PROCESS, TO ADDRESS COMMENTS;

FURTHER CHANGES, AS NOTED BELOW:

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

\_\_\_\_\_  
*Signature* *(Seal)*