

APPENDIX 2 MAP STANDARDS

A-2-1 NUMBER OF REVIEW AND FILING COPIES TO BE SUBMITTED

<u>MAP</u>	<u>FILING</u>			
	<u>REVIEW</u>	<u>(After Plan Approval)</u>		
		<u>Prints</u>	<u>Prints</u>	<u>Mylar</u>
Sketch Plan	15	4		
Preliminary Plan	15	4		
Final Plat	15	9	1	1
Exclusion Map	4	4		
Annexation Map	9	4	1	
Plot Plan	3			
Site Plans/Group Developments:	15 sets	4 sets		
<ul style="list-style-type: none"> <li>• Site Layout</li> <li>• Water &amp; Sewer Utility</li> <li>• Grading &amp; Erosion Control/Watershed Plan</li> <li>• Landscaping Plan</li> </ul>				
Street & Utility Construction Plans & Profiles	15 sets	7 sets		1 set

A-2-2 REQUIRED INFORMANTION ON MINOR AND MAJOR SUBDIVIVISIONS, EXCLUSIONS, ANNEXATIONS, POLT PLANS, AND SITE PLANS/GROUP DEVELOPMENTS

Submissions of all maps and/or plans shall contain the following information before submitted to the Planning department for review. An “X” indicates required information. Information required on Site Plan sheets are indicated by the following codes: “A” to be included on all sheets, “S” to be included on Site Layout sheet, “U” to be included on Utility sheet, “E” to be included on Erosion Control/ Watershed sheets, and “L” to be included on Landscaping sheet. Depending on the scale or complexity of the development any or all the sheets may be combined. Additional information may be required for approval of the Site Plan. The Enforcement Officer may waive items required for Sketch Plans if it is judged that they are not necessary to complete the review at the Sketch Plan stage. The site layout meeting the requirement of Article V of this Ordinance may serve as the preliminary subdivision plat.

Minor and Major Subdivisions

	Sketch	Preliminary	Final	Exclusion	Annexation	Plot	Site Plan/ Group Dev.
Information	Plan	Plan	Plat	Map	Plat	Plan	
Map or plan size:							
Map submitted shall not exceed a maximum size of 24" X 36"	X	X			X		A
Maps of plans may be drawn on more than one sheet with appropriate match lines	X	X	X	X	X		A
Standard 21" by 25" sheet for plats to be recorded, ½ inch border on all sides			X	X	X		
Original drawn on drafting film, matte both sides with a thickness of 0.003 to 0.004 mil, map to be recorded			X	X	X		
Plan Endorsement Block		X					A
Title Block containing:							
Name of Development	X	X	X	X	X		A
Name of map or Plan (sketch plan, preliminary plan, etc.)	X	X	X	X	X		A
Owner's name with address and daytime phone number	X	X	X	X			A
Location (including address, city, township, county, & state	X	X	X	X	X	X	A
Date(s) map(s) prepared or revised	X	X	X	X	X		A
Scale of drawing in feet per inch (drawing shall not be at a scale of not less than 1" equal to 200")	X	X	X	X	X	X	A
Bar Graph		X	X	X	X		A
Name, address, and phone # of preparer of map (licensed surveyor, engineer, or architect)	X	X	X	X	X		A
Developer's name, address, and daytime phone# (if different from owner's)	X	X	X	X			A
Zoning district(s) within property & adjacent properties	X	X	X	X			S,L
Existing land use within the property and on adjacent properties	X	X					S,L
Plat book or deed book references		X	X	X	X	X	S
Names of adjoining property owners (or subdivisions or developments of record with plat book reference)		X	X	X	X		S
Tax map, block, & parcel(s) #	X	X	X	X	X		S

Minor and Major Subdivisions

	Sketch	Preliminary	Final	Exclusion	Annexation	Plot	Site Plan/ Group Dev.
Information	Plan	Plan	Plat	Map	Plat	Plan	
Vicinity map showing location of site relative to surrounding area typically drawn in upper right hand corner, at a scale of 1"=2000'		X	X	X	X	X	A
Corporate limits, county lines, and other jurisdiction lines, if any, on the tract (showing existing and new corporate lines on annexation plats)	X	X	X	X	X		A
Registration & seal of land surveyor			X		X		S
North arrow & orientation (North arrow shall not be oriented towards bottom of map)	X	X	X	X	X		A
Source of property boundaries signed or sealed by registered land surveyor, architect, landscape architect, or engineer		X					S
Boundaries of the tract to be subdivided or developed:							
distinctly and accurately represented and showing all distances		X	X	X	X	X	A
tied to nearest street intersection or U.S.G.S. monument		X	X	X	X		S
showing locations of intersecting boundary lines of adjoining properties		X	X	X	X		S
Location and descriptions of all monuments, markers, and control corners			X		X		S
Existing property lines on tract to be subdivided. If existing property lines are to be changed, label as "old property lines" and show as dashed lines	X	X	X	X			S
Dimensions, location, and use of all existing and proposed buildings; distances between buildings measured at the closest point; distance from buildings to closest property lines	X	X		X		X	S
The name and location of any property or building on the National Register of Historic Places or locally designated historic property		X	X	X			S
Railroad lines and right-of-ways	X	X	X	X	X		A
Water Courses, ponds, lakes, or streams	X	X	X	X	X		A
Marshes, swamps, and other wetlands		X					A

Minor and Major Subdivisions							
	Sketch	Preliminary	Final	Exclusion	Annexation	Plot	Site Plan/ Group Dev.
Information	Plan	Plan	Plat	Map	Plat	Plan	
Areas to be dedicated or reserved for the public or local jurisdiction		X	X	X			A
Areas designated as common area or open space under control of an Owners Association	X	X	X				S,L
Proposed building locations for twin home, or zero lot-line home developments	X	X				X	
Location of floodway & floodway fringe from Flood Hazard Boundary Maps and cross-section elevations	X	X	X	X	X	X	A
Existing and proposed topography of tract and 100 feet beyond property showing existing contour intervals of no greater than 5 feet (2 feet where available) and labeling at least to contours per map and all others at 10 foot intervals from sea level	X	X					A
Proposed lot lines & dimensions	X	X	X	X			A
Square footage of all proposed lots under one (1) acre in size		X	X	X	X		S
Acreage for all lots over one acre		X	X	X	X		S
Site Calculations including:							
acres in total tract	X	X	X	X	X		S
acres in public greenways and other open space		X	X				S,L
total number of lots proposed	X	X	X				S
area in newly dedicated right-of-way		X	X				S
Location of areas approved by County Health Department for land application, soil evaluation table (found in Section A-2-3), and approval signatures from Health Department, for projects not served by public sewer and water well		X (soil evl. table only)	X			X	S
Lots sequenced or numbered consecutively		X	X	X	X		S
Location, dimension, & type of all easements	X	X	X	X	X	X	A

Minor and Major Subdivisions							
	Sketch	Preliminary	Final	Exclusion	Annexation	Plot	Site Plan/ Group Dev.
Information	Plan	Plan	Plat	Map	Plat	Plan	
<u>Utility Layout Plan</u> showing connections to existing systems, line sizes, material of lines, location of fire hydrants, blowoffs, valves, manholes, catch basins, force mains, etc. for the following types of utility lines...							
sanitary sewer		X				X	U
water distribution		X				X	U
storm sewer		X				X	U
natural gas, electric, cable T.V.		X				X	U
<u>Erosion Control &amp; Watershed Control Plans</u> shall included....							
Construction sequence							E
Area to be disturbed with number of graded acres and percentage noted							E
% of Slope							E
Area to left undisturbed with number of acres, type of ground cover and percentage noted, including % natural or stabilizing vegetation along drainageways							E
Total impervious surface area, including streets, roofs, patios, parking areas, sidewalks, & driveways							E
The shortest distance to the nearest applicable floodway identified on the applicable Federal Emergency Management Agency (FEMA) Map;							E
Temporary sediment control measures, including the design, locations, dimensions, and calculations							E
Permanent erosion controls, including design, locations, dimensions, and calculations. Proposed ponds should have the drainage area and impervious surface area draining to the pond noted.			X				S,E
Permanent Watershed Protection controls including ponds, maintenance and access easements, and natural filtration and infiltration areas			X				S,E

Minor and Major Subdivisions							
	Sketch	Preliminary	Final	Exclusion	Annexation	Plot	Site Plan/ Group Dev.
Information	Plan	Plan	Plat	Map	Plat	Plan	
Stormwater network, including swales, culverts, inlet and outlet structures with grades, elevations, dimensions, and hydraulic calculations.							U,E
Seeding specifications, including seedbed preparation, soil type and amendments, seeding rates, and schedule							E
Soil types as defined in Table 7 of the Guilford County Soil Survey							E
Engineering Certification statement, if required by Ordinance			X				S,E
<u>Landscaping Plan</u> shall include...							
Location of Required Street Planting Yard, Planting Yard and/or Parking Lot Plantings		X					S,L
Location and type of exterior lighting							L
Location and screening of dumpsters/ compactors (show pad dimensions)							S,L
Location, species, size (caliper or DBH), number, spacing, height of trees & shrubs in required planting areas (If existing vegetation is to be preserved, indicate approximate height & species mix.)							L
Size of planting yard, walls, berms, & fences							S,L
Provisions for watering, soil stabilization, plant protection & maintenance access							L
Location & Description of barriers to protect any vegetation from damage both during & after construction							L
Location and dimensions of central mail structure(s)							S
Existing & proposed signs (location, height, & area)		X					S
Location, dimension and details of proposed clubhouses, pools, tennis courts, tot lots or other common area recreation facilities							S,L
Front, side, and rear elevations of proposed building(s)							If requested by TRC

Minor and Major Subdivisions							
Information	Sketch Plan	Preliminary Plan	Final Plat	Exclusion Map	Annexation Plat	Plot Plan	Site Plan/ Group Dev.
<b>Certificates and Endorsements:</b> (See A-2-3 Map Certificates for wordings. Certificates and endorsements should be placed along left border of map).							
Certificate of Local Jurisdiction Approval for Recordation			X	X	X		
Certificate of Survey and Accuracy signed by surveyor and attested by Notary Public (Maximum allowable error: 1:5,000 or 20 seconds per angle)			X	X	X		
Certificate of Ownership and Dedication signed by owner(s)			X	X	X		
Certificate of Acknowledgement of Notary Public by County Register of Deeds			X	X	X		
Certificate of Approval by Division of Highways of the North Carolina Department of Transportation			X	X	X		
Certificate stating that no approval is required by Division of Highways of the N.C. Dept. of Transportation			X	X	X		

**A-2-3 MAP CERTIFICATES**

**A) Soil Evaluation Table and Documentation**

The final plat shall show the following Certificate of Approval from **XXXXXXXXXXXXXXXXXX**  
**THE APPROVED RECORDED AREAS WERE EVALUATED UNDER JANUARY 1, 1990 RULE**  
**XXX** SUCH TIME THAT THESE RULES CHANGE. THIS APPROVAL  
**DOES NOT CONSTITUTE AN IMPROV**

Lot #	Application Rate	Available Area (Sq. Ft.)	Type of System	Date	Sanitarian

The approved area will be circled on the plat and if multiple areas are available on the lot, they will be designated with letters.

B) Certificate of Local Jurisdiction Approval for Recordation:

Approved by the Town of Gibsonville, North Carolina on the XXXX day of XXXXXXXXXX, 19XX pursuant to Article V of the Development Ordinance.

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

Planning Board Chairman, Town of Gibsonville

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

Mayor,            Of Gibsonville

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

C) Certificate of Survey and Accuracy:

“I, XXXXXXXXXXXXXXXXXX, certify that this plat was drawn under my supervision from (an actual survey made under my supervision) (deed description recorded in Book XXXX, etc.) (Other; that the error of closure is 1:XXXXXXXXXXXX; that the boundaries not surveyed are shown as broken lines plotted from information found in Book XXXX, Page XXXX; that this plat was prepared in accordance with G.S. 47-30 as amended.) Witness my original signature, registration number and Seal this XXXX day of XXXXXXXXXX, A.D. 19XX.”

SEAL OR STAMP

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

Surveyor

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

Registration Number

D) Certificate of Ownership and Dedication:

The undersigned hereby acknowledge(s) this Plat and Allotment to be XXXXXXX free act and deed and hereby dedicates(s) to Public use as Streets, Playgrounds, Parks, Open Spaces, and Easements forever all area so shown or indicated on said Plat and authorize(s) the Town of Gibsonville to record this plat in the office of the Register of Deeds of Guilford County, N.C.

XXXXXXXXXXXXXXXXXXXX

Owner

XXXXXXXXXXXXXXXXXXXX

Date

Certificate of Compliance with Filing Fees and Required Park Land Dedication. I hereby certify that the required park land dedication or fee-in-lieu has been executed in an acceptable manner and according to the Town of Gibsonville standards in the XXXXXXXXXXXXXXXXXXXX Subdivision, and that the filing fee for this plat, in the amount of \$XXXXXXX has been paid.

XXXXXXXXXXXXXXXXXXXX

Date

XXXXXXXXXXXXXXXXXXXX

Mayor

E) Certificate of Acknowledgement of Notary Public by County Register of Deeds:

“North Carolina XXXXXXXXXXXX County.

I, a Notary Public of the County and State aforesaid, certify that XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX, a registered land surveyor, personally appeared before me this day and acknowledged the execution of the foregoing instrument.

Witness my hand and official stamp or seal, this XXXX day of XXXXXXXX, 19XX.

XXXXXXXXXXXXXXXXXXXX

Notary Public

My commission expires:

XXXXXXXXXXXXXXXXXXXX”

SEAL-STAMP

North Carolina – Guilford

The foregoing certificate(s) of

XXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXX

A Notary of said county is (are) certified to be correct

This XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

(Registrars Name), Register of Deeds

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Deputy, Register of Deeds

F) Certificate of approval by Division of Highway of the North Carolina Department of Transportation:

When grade adjacent property does not conform to the street grade, and easement is effective for the purpose of sloping embankments from street grade level at the property line having a slope ration of two feet horizontal for each foot of vertical dimension.

Department of Transportation  
Division of Highways  
Proposed Subdivision Road  
Construction Standards Certification

Approved XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
District Engineer

Date XXXXXXXXXXXXXXXXXX

G) Certificate stating no approval is required by Division of Highways of the N.C.D.O.T.:

This plat does not require certificate of approval by the Division of Highways as provided in G.S. 136-102.6, subsection (g).

Signed XXXXXXXXXXXXXXXXXXXX Date XXXXXXXXXXXXXXXXXX  
Planning Director