

## Major Subdivision Submittal Checklist – Final Plat

Staff will use the following checklist to determine the completeness of your final plat application within ten business days of submittal. Please make sure all of the listed items are included. The Planning Director shall not process an application for further review until it is determined to be complete.

## Major Subdivision Submittal Checklist – Final Plat

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

TRC Date: \_\_\_\_\_

Project Name: Currituck Reserve - 4628

Applicant/Property Owner: APVA

### Final Plat Submittal Checklist

1	Complete Major Subdivision application and \$250 fee for amended plat	X
2	Final plat with professional's seal	X
3	As-built drawings (streets, stormwater management infrastructure, utilities (including hydrant locations), and lighting (if applicable))	X
4	As-built for landscaping including street trees, heritage trees, and required buffers, fences, and walls	X
5	Fire Chief certification for dry hydrant installation, if applicable	
6	Water/sewer district documents and approvals, if applicable	
7	Copy of homeowners association by-laws, restrictive covenants to be recorded, and verification of reserve fund account.	X
8	Street, stormwater infrastructure, and open space performance bonds, if applicable	X
9	NC DOT pavement certification (with asphalt test documents)	X
10	NC DEQ waterline acceptance certification form	X
11	NC DEQ wastewater system completion/connection certificates for central systems. Permit to authorize wastewater flows if a dry-line construction permit was previously approved.	
12	3 copies of plans	X
13	1- 8.5" x 11" copy of plans	X
14	2 hard copies of ALL documents	X
15	1 PDF digital copy of all plans AND documents (ex. Compact Disk – e-mail not acceptable)	X

### For Staff Only

#### Pre-application Conference (Optional)

Pre-application Conference was held on \_\_\_\_\_ and the following people were present:

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

#### Comments

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