

# APPENDIX

## Subdivision Administrator's Mapping Standards

Information to be submitted with applications for major and minor preliminary and final subdivision approval.

### A. General Rules for Mapping and Graphics:

1. All maps shall be drawn to scale and the scale shall be not less than 1"=200';
2. Prints may be blue line or black line, and map size shall be 24"x 36", except that final plats shall conform to the dimensional requirements of the Hoke County Review Officer and Register of Deeds;
3. All final plats shall be prepared by a registered land surveyor of the State of North Carolina in accordance with North Carolina General Statutes 47-30.

### B. Information Required for Major and Minor Preliminary Subdivisions:

1. Title block containing the name of the subdivision. Include previous names for approved subdivisions (if any), date and revision date(s), North arrow and scale;
2. Name and owner of the tract, surveyor, engineer and/or land planner, their addresses, business telephone and fax numbers, and professional registration numbers (if any);
3. Zoning of the tract;
4. Acreage of tract;
5. Acreage of dedicated open space;
6. The total number of lots proposed;
7. Smallest lot;
8. Total linear feet in streets as measured along the center line; public and private designations;

9. Setbacks: Provide a table of minimum building setbacks, including:
  - a. Front yard setback;
  - b. Side yard setbacks
  - c. Any required landscaped or watershed buffers;
  - d. Rear yard setback;
  - e. Corner yard setback;
  - f. Buildable area per lot, in square feet;
  - g. Area to be covered by impervious surface for the project if in a water supply watershed.
10. The location on the property of all existing property lines, political boundary lines, streets, buildings, water courses, railroads, transmission lines, sewers, bridges, culverts and drain pipes, water mains, and properties of historic significance;
11. Provide on plans, a listing of all approved conditions of the conditional use permit, if applicable;
12. Indicate the names of adjoining property owners or subdivisions;
13. Indicate the zoning and existing land use of all adjoining property;
14. Indicate the location of all property lines, lot numbers, and lot dimensions. Indicate the location of the existing property boundaries and the location of intersecting lines of adjoining properties by metes and bounds;
15. Indicate the location of proposed parks, school sites, or other open space, if any: Indicate if the property is private or public. If public, indicate if it is proposed to be dedicated to the County.
16. Indicate proposed streets, sidewalks, traffic control devices, street names, rights-of-way, roadway widths and approximate grades. Indicate if the streets are to be public or private. Show typical cross sections;

17. Provide a grading plan delineating existing ground contours at two (2) foot intervals relative to sea level and proposed contours to be followed as part of the development plan. A full topographic survey and grid of the site is not required;
18. Submit a sketch vicinity map showing the proposed subdivisions in relationship to surrounding property and streets;
19. Provide a plan showing any required landscaping;
20. Any other information the Subdivision Administrator may deem reasonable and necessary to determine compliance with this Ordinance.

C. Number and Type of Maps to be Submitted for Major and Minor Preliminary Subdivisions:

1. Minor Preliminary Subdivisions
  - a. Initial review by the Subdivision Administrator: 2 prints
  - b. Review by the Subdivision Administrator and the Subdivision Review Committee: 15 prints
  - c. County file as approved: 2 prints
2. Major Preliminary Subdivisions
  - a. Initial review by the Subdivision Administrator: 2 prints
  - b. Review by the Subdivision Administrator and the Subdivision Review Committee: 15 prints
  - c. Review by the Planning Board: 15 prints
  - d. Review by the Board of Commissioners: 11 prints
  - e. County file as approved: 2 prints

D. Information Required for Major and Minor Final Plats:

1. Title block containing subdivision names; vicinity map; legal description including township, county and state; the date of any

revisions to the plat; a North arrow and deflection; scale in feet per inch and a bar graph; the name and address of the owner(s); and the name, address, registration number and seal of the engineer and/or surveyor;

2. Exact boundary lines of tract in heavy line, full dimensions of lengths and bearings, and intersecting boundaries of adjoining lands;
3. Street names, rights-of-way lines, pavement widths of tract and adjacent streets, and the location and dimensions of all easements;
4. Accurate descriptions and locations of all monuments, markers, and control points;
5. Location, purpose, and dimensions of areas to be used for other than residential purposes;
6. Sufficient engineering data to determine readily and reproduce on the ground every straight or curved boundary, street, and setback line including dimensions, bearings, or deflection angles, radius, central angles, and tangent distances for the centerline of curved streets and curved property lines that are not the boundary of curved streets. All dimensions shall be measured to the nearest tenth and angles to the nearest minute;
7. Boundaries of floodways and one hundred-year flood plains and water supply watershed designation;
8. Lots numbered consecutively throughout the subdivision;
9. The names of owners of adjoining properties;
10. Building setbacks (in table format);
11. Site calculations, including:
  - a. Total acreage;
  - b. Total number of lots;
  - c. Acreage in lots;

- d. Acreage in street rights-of-way;
- e. Linear feet of each individual street; public and private designations.

E. Number and Type of Map to be Submitted for Major and Minor Final Subdivisions.

1. Major and Minor Final Subdivisions:

- a. Initial review by the Subdivision Administrator: 3 prints;
- b. County file as approved: 1 original signed copy, 2 reproducible copies, and a computer disc in XXXXXXXXXX

F. Certificates to be Shown on Subdivision Plats as Appropriate:  
(Additional certificates and notes may be required)

1. Minor Preliminary Subdivisions:

Minor Preliminary Plan Approved

\_\_\_\_\_  
Subdivision Administrator

\_\_\_\_\_  
Date

2. Major Preliminary Subdivision Plan Recommended for Approval

I hereby certify that this major preliminary subdivision was recommended for approval by the Planning Board of Hoke County on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Subdivision Administrator

3. Major Preliminary Subdivision Plan Approval

I hereby certify that this major preliminary subdivision was approved by the Hoke County Board of Commissioners on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Clerk to the Board

4. Major and Minor Final Plats and Exempt Plats (use the appropriate certificates):

**Certificate of Approval**

Approved for recording by the Subdivision Administrator of Hoke County, North Carolina on the \_ day of \_\_\_\_\_, 20\_\_ pursuant to the Hoke County Subdivision Ordinance. Must be recorded within fifteen (15) days of this date.

\_\_\_\_\_  
Subdivision Administrator

**Certificate of Survey and Accuracy**

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, registration number and seal this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Seal or Stamp

\_\_\_\_\_  
Surveyor

\_\_\_\_\_  
Registration #

**Certificate of Ownership and Dedication**

I (We) hereby certify that I am (we are) owner(s) of the property shown and described herein, that the property is within the Subdivision Jurisdiction of Hoke County, and that I (we) hereby adopt this plan of subdivision with my (our) free consent and hereby establish all lots and dedicate all streets, alleys, walks, parks and other open space to public or private use as noted.

\_\_\_\_\_

\_\_\_\_\_  
Owner(s)

**NCDOT Construction Standards Certification**  
(for NCDOT Streets)

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

Approved: \_\_\_\_\_  
District Engineer

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

**Onsite Water and/or Sewer Note**  
(where appropriate)

Note: (ALL the LOTS) or (LOTS # \_\_\_\_\_ ) as shown on this Plat are proposed to be served with onsite water and/or sewer systems. The lots as shown meet the minimum size prescribed by the Hoke County Health Department for such system(s). However, the recording of this Plat does not guarantee that any such lots will meet the requirements for the approval by the Health Department for such onsite system(s).

\_\_\_\_\_  
Engineer/Surveyor License or Registration #

**Special Flood Hazard Area Note**  
(word to represent actual situation)

Note: (Part of) this property (does)(does not) lie in a Special Flood Hazard Area

Reference: Flood Panel # \_\_\_\_\_  
Date: \_\_\_\_\_ (of Panel)

(If part of the property is in a Special Flood Hazard Area, it shall be shown graphically on the plat.)

**Review Officer Certificate**

State of North Carolina  
County of Hoke

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

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

\_\_\_\_\_  
Date

**Register of Deeds Certificate**

State of North Carolina, \_\_\_\_\_ Hoke County

This instrument was presented for registration and recorded in Map Book \_\_\_\_\_, Page \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ at (a.m.)(p.m.).

\_\_\_\_\_  
Register of Deeds

**Certificate of Exemption**

I hereby certify that this plat is exempt from the development ordinance under the definitions of subdivision contained in N.C.G.S. 153A-335 and Section 1.5 of the Hoke County Subdivision Ordinance.

\_\_\_\_\_  
Subdivision Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Surveyor

\_\_\_\_\_  
Date

G. Information Required for Subdivision and Site Plan Construction Plans and "As Built" Plans:

1. Construction plans and "as built" plans shall meet the requirements of the appropriate agency involved.