



Hoke County Planning & Zoning

Post Office Box 1556 – 423 E. Central Avenue

Raeford, North Carolina 28376

(910) 875-8407 – Fax (910) 875-1072

SUBDIVISION PACKET

- 1. Subdivision Application Form - Must be submitted with all major, minor and family subdivision plans**
- 2. Appointment of Agent Form - May be submitted with a subdivision application to designate an agent who will represent the property owner in all matters**
- 3. Master Plan Requirements Form - Must be submitted with all major subdivision master plans**
- 4. Preliminary Plat Requirements – Must be submitted with preliminary plats**
- 5. Final Plat Requirements Form - Must be submitted with all final plats for recordation**

Thank you

Hoke County Planning Department



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Application No. _____

HOKE COUNTY SUBDIVISION APPLICATION FORM (Please fill out all applicable items)

SUBDIVISION INFORMATION

Subdivision Name: _____

Subdivision Type (Circle One) Major Minor Family

Proposed Use of Property (Circle One): Residential Commercial Industrial

Conservation Subdivision (Circle One) Yes No

Existing Number of Lots: _____ Total Number of Proposed Lots _____

Road System: () Public () Private () Combination of Public and Private

Water System () Individual () County

Sewer System () Individual () County () Sewer Waiver

Water Allocation from Hoke County Government () Approved () Denied
(If denied, the process cannot proceed further.)

PARCEL INFORMATION

PIN _____ Total Acreage _____ Deed Book/Page _____ Township _____

Location of property to be divided: _____

Zoning District: _____ Fire District: _____

Water Supply Watershed _____

Any portion of property within or containing the following:

Floodplain or Floodway: (Circle One) Yes No Perennial Streams Yes No
Cemetery Yes No

CONTACT INFORMATION

Property Owner:

Name: _____ Phone: _____
Address: _____ City, State, Zip: _____

Applicant:

Name: _____ Phone: _____
Address: _____ City, State, Zip: _____

Agent:

Name: _____
Address: _____

Phone: _____
City, State, Zip: _____

Plan Preparer:

Name: _____
Address: _____

Phone: _____
City, State, Zip: _____

I certify that the information shown above is true and accurate and is in conformance with the Subdivision regulations of Hoke County.

Print Name Owner

Signature Owner

Date

Print Name Applicant

Signature Applicant

Date

Print Name Agent

Signature Agent

Date



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APPOINTMENT OF AGENT FORM (OPTIONAL)

I, _____ owner of property located on _____
(Name) (Street Name)

Recorded in _____ and having a Parcel Identification Number _____
(Deed book/Page) (PIN)

Located in Hoke County, North Carolina, do hereby appoint _____
(Agent's Name)

to represent me in a application to the Planning Department and authorize him/her to act as my agent in all matters, formal and informal except as stated herein, and authorize him/her to receive all official correspondence.

I however, understand that as the listed property owner, I must sign all affidavits and statements required by an applicable ordinance.

Property Owner

Date



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MASTER PLAN REQUIREMENTS

A Professional Engineer, Land Surveyor, Architect, Landscape Architect, or Professional Planner may prepare the Master Plan. The following information shall be shown on the plan for information and discussion purposes unless not applicable or specifically waived by the Subdivision Administrator*. **If the Master Plan does not contain the required items by the submittal deadline, the application will be considered incomplete and the plan will not be presented to the Planning Board.** Combined Master and Development Plans must be prepared in accordance with the Hoke County Subdivision Ordinance provided by the Planning Department. For each item below, please indicate whether the requested information has been provided

General Legend

- | Yes | No | |
|-----|-----|---|
| ___ | ___ | Scale (written and graphic): Scale for full-sized and reduced copies should be a appropriate to clearly depict property |
| ___ | ___ | North Arrow |
| ___ | ___ | Owner's and applicant's name(s) and address(es) |
| ___ | ___ | Surveyor's Information and Seal |
| ___ | ___ | Vicinity map |

If no was checked for any above, please explain

Title Block

- | Yes | No | |
|-----|-----|---|
| ___ | ___ | Project/Subdivision Name
(must state "Master Plan") |
| ___ | ___ | Date |
| ___ | ___ | Name, title, address and phone number of individual, firm, or corporation
Preparing the plan |

If no was checked for any above, please explain

Plan Details

Yes	No	
___	___	Approved Subdivision Name
___	___	Approved Street Names (public/private)
___	___	Location of existing ponds, lakes or watercourses with direction of flow (Master Plan requirements, continued)
___	___	Boundaries of the proposed project
___	___	Approximate location of the 100-year flood hazard line, if applicable
___	___	Location of existing street/roads, bridges, culverts, utilities, or other major Elements affecting the property
___	___	Water supply watershed boundaries
___	___	Current Zoning District
___	___	Setback Requirements
___	___	General layout of proposed road system
___	___	Parcel Identification Number (PIN)
___	___	General Lot Layouts
___	___	Location of utility sites (if known)
___	___	Adjoining property owners and subdivisions clearly indicated
___	___	Scale
___	___	Mail Kiosk Location
___	___	Fire Hydrant Location
___	___	Water Allocation from Hoke county Government Approval

If no was checked for any above, please explain

Project Summary (Containing the following information)

Yes	No	
___	___	Total project in acres
___	___	Density of proposed project (units/acres)
___	___	Number of proposed lots/units by type
___	___	Length of road system
___	___	Type of water system (County or Individual)
___	___	Type of Sewer System (County or Individual)
___	___	General layout of proposed County Water and Sewer system

If no was checked for any above, please explain

Conservation Subdivision (Optional)

- | Yes | No | |
|------------|-----------|--|
| ___ | ___ | Percentage of total acreage in open space in project summary |
| ___ | ___ | Primary conservation areas clearly identified |
| ___ | ___ | Secondary conservation areas clearly identified |

Other Master Plan Application Requirements

The following information or other items shall be provided or otherwise addressed in writing by the submittal deadline of the application for Master Plan approval unless not applicable or specifically waived by the subdivision Administrator*, otherwise the application will be considered incomplete and will not be presented to the Planning Board at the next scheduled meeting.

- | Yes | No | |
|------------|-----------|--|
| ___ | ___ | Application Form |
| ___ | ___ | Master Plan (Application and other forms along with 4 full-sized copies and 1 digital copy emailed to subdivision Administrator) |
| ___ | ___ | List of Approved Street Names. If yes, Please list below. |

If no was checked for any above, please explain

Application completed and received by: _____ **Date:** _____

County Use Only

Received By: _____ **Date:** _____

Comments: _____



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PRELIMINARY PLAT REQUIREMENTS

Title: _____ Surveyor Name: _____
 Zoning District _____ Acreage: _____
 Num. of Lots: _____ Watershed: _____
 PIN# _____

SURVEYS AS ATTACHMENTS (must check for clarification)

___ Original signature and seal on survey

REQUIRED MATTERS FOR MAPS AND PLATS (must check for certification)

___ NA ___ Map or plat acceptable as to size (Circle One: 18"x24"; 21"x30"; 24" x36")

___ NA ___ Adequate margins (1 1/2" on left; 1/2" on all others)

___ NA ___ Map or plat in reproducible form

___ Title block

___ Property designation/title description

___ Name of owner

___ Location (township, county, state)

___ Date

___ Scale or ratio (graphic & written)

___ Name or address of surveyor

___ Origin of information (deed and plat reference) (Supposed to be in surveyor's certificate)

___ Existence of control corners (see G.S. 39-32.3)

___ NA ___ Subdivision certificate (needed and present)

___ Surveyor's Name and Information

___ NA ___ Surveyor's certificate

___ NA ___ Under whose supervision the plat was made

___ NA ___ All pages signed and sealed

___ Vicinity map

___ North arrow location and reference (true, magnetic, deed, NC grid)

___ Course and distance notations of every property line and presence of curve data where applicable

___ Names and/or references of adjacent owners/properties

___ NA ___ Certificate of approval from NC Div. of Highways for public roads

(see G.S. 136-102.6 (d) if necessary)

___ NA ___ Rights of way, watercourses, utilities, driveway easements, roadways (public &

Private), marked/noted

NA Driveway easement certificate signed by surveyor (if necessary)

Approved Subdivision Name

Approved Street Names

Approved Fire Hydrant Placement

Approved Street Lengths

NA Street Signs Installed

Note conveying maintenance responsibility of proposed easement(s)
(if necessary)

Note allowing clear access for emergency vehicles within proposed easement(s) (if
necessary)

APPROVED

REVIEW OFFICER

DATE



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FINAL PLAT REQUIREMENTS

Title: _____ Surveyor Name: _____
Zoning District _____ Acreage: _____
Num. of Lots: (Count them) _____ Watershed: _____
PIN# _____

SURVEYS AS ATTACHMENTS (must check for clarification)

___ Original signature and seal on survey

REQUIRED MATTERS FOR MAPS AND PLATS (must check for certification)

- ___ Map or plat acceptable as to size (Circle One: 18"x24"; 21"x30"; 24" x36")
- ___ Adequate margins (1 ½" on left; ½" on all others)
- ___ Map or plat in reproducible form
- ___ Title block

- ___ Property designation/title description
- ___ Name of owner
- ___ Location (township, county, state)
- ___ Date
- ___ Scale or ratio (graphic & written)
- ___ Name or address of surveyor
- ___ Origin of information (deed and plat reference) (Supposed to be in surveyors certificate)

- ___ Existence of control corners (see G.S. 39-32.3)
- ___ Subdivision certificate (needed and present)
- ___ Surveyor's certificate
 - ___ Under whose supervision the plat was made
 - ___ All pages signed and sealed

- ___ Vicinity map
- ___ North arrow location and reference (true, magnetic, deed, NC grid)
- ___ Course and distance notations of every property line and presence of curve data where applicable
- ___ Names and/or references of adjacent owners/properties
- ___ Certificate of approval from NC Div. of Highways for public roads (see G.S. 136-102.6 (d) if necessary)
- ___ Rights of way, watercourses, utilities, driveway easements, roadways (public & Private), marked/noted

____ Driveway easement certificate signed by surveyor (if necessary)

____ Approved Subdivision Name

____ Approved Street Names

____ Street Signs Installed

____ Note conveying maintenance responsibility of proposed easement(s) (if necessary)

____ Note allowing clear access for emergency vehicles within proposed easement(s) (if necessary)

____ Setbacks

____ Owner, Review Officer and Subdivision Admin Sign Block

____ Emergency Management Fees ____ Yes or No ____

APPROVED _____
REVIEW OFFICER

DATE