



## Major Subdivision Final Plat

### **REQUIRED APPLICATION MATERIALS:**

- \_\_\_ **Completed Major Subdivision Final Plat Application** signed by the applicant or authorized agent.
- \_\_\_ **Application Fee** in the amount of \$150.00 plus \$10.00 per lot.
- \_\_\_ **Appointment of Agent**, if applicable, signed by the property owner(s) and the agent.
- \_\_\_ **Deed** copy to provide proof of ownership and property boundaries.
- \_\_\_ **Final Plat**: Please refer to Appendix A of the UDO for detailed content requirements.
- \_\_\_ **Development Agreement**, if applicable, approved as to form by the Town Attorney.
- \_\_\_ **Approved As-Built Plans**, if applicable, for all pertinent site improvements.
- \_\_\_ **Conditions, Covenants and Restrictions (CC&Rs)**, if applicable, for the proposed subdivision.
- \_\_\_ **Homeowners Association Documentation**: Articles of Incorporation and Bylaws, if applicable.
- \_\_\_ **Additional Documentation**: additional text and/or maps to demonstrate consistency with the approval criteria in UDO §2.19.

### **REVIEW AND APPROVAL:**

1. **Completeness Review**: Planning staff will review the application within five (5) business days and notify the applicant if additional materials are needed.
2. **Compliance Review**: Upon finding that the application is complete, the Planning Director shall determine whether the Final Plat complies with the approved Preliminary Plat and other applicable standards of the UDO. Any deviation from the approved Preliminary Plat that does not constitute a minor amendment shall require resubmittal of the Preliminary Plat.
3. **Approval**: Unless resubmittal of the Preliminary Plat is required, the Planning Director shall approve the Final Plat within thirty-five (35) days of the certification of a complete application submittal if:
  - a. the application complies with the UDO and applicable state and federal rules and regulations;  
and
  - b. the application is consistent with the conditions of prior PD, Preliminary Plat and CUP approvals.
4. **Recordation**: The applicant shall record the signed Final Plat in the Moore County Register of Deeds office within twelve (12) months of approval. The Planning Director may grant up to two extensions of Final Plat approval, each up to six (6) months. Failure to record the Final Plat within the time frame noted shall cause the Final Plat approval to be void.

PLANNING DEPARTMENT  
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# Major Subdivision Final Plat Application

Date Received: \_\_\_\_\_ Fee Paid: \_\_\_\_\_ Case No.: S-\_\_\_\_-\_\_\_\_

Subdivision Name: \_\_\_\_\_ Street Address: \_\_\_\_\_

PIN: \_\_\_\_\_ Parcel ID: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Final Project acreage in: Lots \_\_\_\_\_ + Roads \_\_\_\_\_ + Open Space \_\_\_\_\_ + Common Area \_\_\_\_\_

+ Other (describe) \_\_\_\_\_ = Total Project Acreage \_\_\_\_\_

Number of Lots: \_\_\_\_\_ Minimum Lot Size: \_\_\_\_\_ Setbacks: \_\_\_\_\_

Highway Corridor Overlay: Yes/No \_\_\_\_\_ If yes, Urban Village \_\_\_\_\_ Urban Transition \_\_\_\_\_ Rural Hwy \_\_\_\_\_

Watershed: Yes/No \_\_\_\_\_ If yes, LR #2: \_\_\_\_\_ LR Vass: \_\_\_\_\_ Nicks Creek: \_\_\_\_\_ HQW: Yes/No \_\_\_\_\_

Does the site contain a Special Flood Hazard Area: Yes/No \_\_\_\_\_ Does the site contain wetlands: Yes/No \_\_\_\_\_

**Applicant:**

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

**Contact Person, if different from Applicant:**

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

**Legal Property Owner(s), if different from Applicant:**

Name(s): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

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

\_\_\_\_\_

Signature of Applicant

**APPOINTMENT OF AGENT**

The undersigned owner(s), \_\_\_\_\_, hereby appoint(s) \_\_\_\_\_ as the exclusive agent for the purpose of making an application to the Town of Southern Pines for approval of a Major Subdivision Final Plat of the property described in the attached application. The owner(s) hereby agree(s) that this agent has the authority to act for and on behalf of the owner(s) as follows:

1. to submit an application and required supplemental materials;
2. to appear at public meetings and give representation and comments on behalf of the owner(s);
3. to accept conditions or recommendations made by the Town of Southern Pines Planning Board and Town Council for the approval of a Major Subdivision of the property; and
4. to act on behalf of the owner(s) without limitations with regard to any and all things directly or indirectly connected with or arising out of any application for a Major Subdivision under the Southern Pines Unified Development Ordinance.

This Appointment of Agent shall remain in effect until final resolution of the attached application.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Agent