

TOWN OF MURPHY PLANNING DEPARTMENT

MAJOR SUBDIVISION APPLICATION PACKET

Sketch Plan Submittal Requirements:

(A) Number of copies and contents. Prior to the preliminary plat submission, the subdivider shall submit to the Planning Board two copies of a sketch plan of the proposed subdivision containing the following information:

- (1) A sketch vicinity map showing the location of the subdivision in relation to neighboring tracts, subdivisions, roads, and waterways;
- (2) The boundaries of the tract and the portion of the tract to be subdivided;
- (3) The total acreage to be subdivided;
- (4) The existing and proposed uses of the land within the subdivision and the existing uses of land adjoining it;
- (5) The proposed street layout with approximate pavement and right-of-way width, lot layout, and size of lots;
- (6) The name, address, and telephone number of the owner;
- (7) The name, if any, of the proposed subdivision;
- (8) Streets and lots of adjacent developed or platted properties;
- (9) The zoning classification of the tract and of adjacent properties;
- (10) A statement from the Cherokee County Health Department that a copy of the sketch plan has been submitted to them if septic tanks or other on-site water or wastewater systems are to be used in the subdivision; and
- (11) All existing utilities.

(B) Submission and review procedure.

(1) The sketch plan shall be submitted at least seven days prior to the Planning Board meeting at which it will be reviewed. The Planning Board shall review the sketch plan for general compliance with the requirements of this chapter and the zoning ordinance; the Planning Board shall advise the subdivider or his or her authorized agent of the regulations pertaining to the proposed subdivision, and the procedures to be followed in the preparation and submission of the preliminary and final plats.

(2) One copy of the sketch plan shall be retained as a part of the minutes of the Planning Board with the other copy being returned to the subdivider or his/her agent.

Review Process:

- **See 152.50 of the Town of Murphy's Subdivision Ordinance.**

PRELIMINARY PLAT SUBMISSION AND REVIEW FOR MAJOR SUBDIVISIONS.

(A) Submission procedure.

(1) For every subdivision within the territorial jurisdiction established by § 152.04, which does not qualify for the abbreviated procedure, the subdivider shall submit a preliminary plat which shall be reviewed by the Planning Board and approved by the Subdivision Administrator before any construction or installation of improvements may begin.

(2) Four copies of the preliminary plat (as well as any additional copies which the Subdivision Administrator determines are needed to be sent to other agencies) shall be submitted to the Administrator of this chapter at least seven days prior to the Planning Board meeting at which the subdivider desires the Planning Board to review the preliminary plat.

(3) Preliminary plats shall meet the specifications in § 152.52.

(B) Review by other agencies. After having received the preliminary plat from the subdivider, the Subdivision Administrator shall submit copies of the preliminary plat and any accompanying material to other officials and agencies concerned with new development, including, but not limited to, the Cherokee County Health Department, the North Carolina Department of Transportation, the town's Public Works Director, and the town's Consulting Engineer.

(C) Review procedure.

(1) The Planning Board shall review the preliminary plat on or before its next regularly scheduled meeting which follows at least seven days after the Subdivision Administrator receives the preliminary plat and the comments from the appropriate agencies.

(2) The Planning Board shall, in writing, recommend approval, conditional approval with recommended changes to bring-the plat into compliance, or disapproval with reasons within 40 days of its first consideration of the plat.

(3) If the Planning Board recommends approval of the preliminary plat, it shall retain one copy of the plat for its minutes and transmit two copies of the plat to the Subdivision Administrator with its recommendation.

(4) If the Planning Board recommends conditional approval of the preliminary plat, it shall keep one copy of the plat for its minutes, transmit two copies of the plat and its recommendation to the Subdivision Administrator, and return the remaining copy of the plat and its recommendations to the subdivider.

(5) If the preliminary plat is disapproved, the subdivider may make the recommended changes and submit a revised preliminary plat or appeal the decision to the Subdivision Administrator.

(6) If the Planning Board does not make a written recommendation within 40 days after its first consideration of the plat, the subdivider may apply to the Subdivision Administrator for approval or disapproval.

(7) If the Subdivision Administrator approves the preliminary plat, the approval shall be noted on two copies of the plat. One copy of the plat shall be retained by the Subdivision Administrator, and one copy shall be returned to the subdivider. If the Subdivision Administrator approves the preliminary plat with conditions, approval shall be noted on two copies of the plat along with a reference to the conditions. One copy of the plat along with the conditions shall be retained by the Subdivision Administrator. If the Subdivision Administrator disapproves the preliminary plat, the reasons for the disapproval shall be specified in writing, specifying the provisions of this chapter with which the preliminary plat does not comply. One copy of the plat and the reasons shall be retained by the Subdivision Administrator and one copy shall be returned to the subdivider.

Final Plat Approval has own submission and review guidelines - See Code for Reference

TOWN OF MURPHY PLANNING DEPT

MAJOR SUBDIVISION APPLICATION

Application Date: _____ Zoning District: _____

Owner Name: _____

Subdivision Name: _____

Property Location/Street: _____

PIN #: _____ Deed Book/Page: _____

Total Site Area: _____ square feet _____ acres

Max. Allowable Lot Density Standard: _____

Max # of Lots Allowable: _____ Proposed # of Lots: _____

Min. Allowable Lot Area: _____ Proposed Min. Lot Area: _____

Average Lot Area: _____

Min. Allowable Lot Width: _____ Proposed Min. Lot Width: _____

Min. Open Space Area: _____ Proposed Open Space Area: _____

Proposed Open Space Use: _____

Proposed Future Development Site Area: _____

Proposed Impervious Surface Area: _____

Proposed Impervious Surface Coverage (isa/site area x 100): _____ %

Site Area within Area of Special Flood Hazard Area: _____ within Floodway: _____

Slope of Site: _____

Names of Access Street(s) and Number of Access Points along Each:

| Name of Access or Adjacent Street | Right-of-Way Width (ft) | Pavement Width (ft) | No. of Lanes | Traffic Volume | Est. Traffic Generated |
|-----------------------------------|-------------------------|---------------------|--------------|----------------|------------------------|
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| | | | | | |
| | | | | | |
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Town of Murphy
5 Wofford Street
Murphy, NC 28906

TOWN OF MURPHY PLANNING DEPARTMENT

Owner Name: _____ **Phone:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Email Address: _____ **Mobile #:** _____

Developer: _____ **Phone:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Email Address: _____ **Mobile #:** _____

Engineer/Consultant: _____ **Phone:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Email Address: _____ **Mobile #:** _____

Registered Surveyor: _____ **Phone:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Email Address: _____ **Mobile #:** _____

As owner, developer, agent, or engineer of this property, it is requested that the proposed subdivision, as described within this application, be given approval by the Town of Murphy Planning Board in accordance with the Town of Murphy Subdivision Ordinances. I, _____, hereby certify that I have legal authority to submit this application for subdivision and I enclose the required application materials listed herein.

Signature Date

FOR OFFICE USE ONLY

Plat Review Fees: Project _____ **Date Paid:** _____ **Payment:** _____

Number: _____ **Entry by:** _____ **Date:** _____

Plat Approval Date: _____ **Plat Book/Page:** _____

Subdivision Administrator Date

Town of Murphy
5 Wofford Street
Murphy, NC 28906

STATE OF NORTH CAROLINA
COUNTY OF CHEROKEE

OWNER AFFIDAVIT

THE UNDERSIGNED, being first duly sworn, deposes and says:

1. That he/she is the owner of that real property located at _____
_____, in the Town of Murphy, which property is shown on the tax maps
for Cherokee County as PIN# _____.

2. That as the owner of the described property he:

— Is applying for subdivision approval.

— Is authorizing _____ to apply for
subdivision approval.

This the _____ day of _____, 20__.

Property Owner (individual)

OR

Property Owner (entity)

By: _____