

**TOWN OF MURPHY PLANNING DEPARTMENT**

**MINOR SUBDIVISION APPLICATION PACKET**

**Sketch Plan Submittal Requirements:**

- (1) Prior to submission of a final plat, the subdivider shall submit to the Subdivision Administrator three copies of a sketch plan of the proposed subdivision containing the following information:
  - (a) A sketch vicinity map showing the location of the subdivision in relation to neighboring tracts, subdivisions, roads, and waterways;
  - (b) The boundaries of the tract and the portion of the tract to be subdivided;
  - (c) The total acreage to be subdivided;
  - (d) The existing and proposed uses of the land within the subdivision and the existing uses of land adjoining it;
  - (e) The existing street layout and right-of-way width, lot layout, and size of lots;
  - (f) The name, address, and telephone number of the owner;
  - (g) The name, if any, of the proposed subdivision;
  - (h) Streets and lots of adjacent developed or platted properties;
  - (i) The zoning classification of the tract and of adjacent properties;
  - (j) 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
  - (k) All existing utilities.
- (2) 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 final plat.  
\*Preliminary Plats are not required for minor subdivisions

**Review Process:**

The Planning Board shall review the final plat at or before its next regularly scheduled meeting which follows at least seven days after the Subdivision Administrator receives the final plat and shall recommend approval, conditional approval with modifications to bring the plat into compliance, or disapproval of the final plat with reasons within 40 days of its first consideration of the plat.

(10) During its review of the final plat, the Planning Board may appoint an engineer or surveyor to confirm the accuracy of the final plat if agreed to by the Subdivision Administrator. If substantial errors are found, the costs shall be charged to the subdivider and the plat shall not be recommended for approval until the errors have been corrected.

(11) If the Planning Board recommends approval of the final plat, it shall transmit all copies of the plat and its written recommendations to the Board of Commissioners of the Town of Murphy.

**See code for conditional approval guidelines**

(12) If the Planning Board recommends conditional approval of the final plat with modifications to bring the plat into compliance, it shall retain one print of the plat for its minutes, return its written recommendation and two reproducible copies of the plat to the subdivider, and transmit one print of the plat and its written recommendations to the Board of Commissioners of the Town of Murphy.

(13) If the Planning Board recommends disapproval of the final plat, it shall instruct the subdivider concerning resubmission of a revised plat and the subdivider may make the changes as will bring the plat into compliance with the provisions of this chapter and resubmit same for reconsideration by the Planning Board, or appeal the decision to the Subdivision Administrator.

(14) Failure of the Planning Board to make a written recommendation within 40 days after its first review shall constitute grounds for the subdivider to apply to the Subdivision Administrator for approval.

(15) If the Planning Board recommends approval or conditional approval with modifications to bring the plat into compliance, or the subdivider appeals to the Subdivision Administrator, the Subdivision Administrator shall review and approve or disapprove the final plat within 65 days after the plat and recommendations of the Planning Board have been received by the Subdivision Administrator.

(16) If the Subdivision Administrator approves the final plat, the approval shall be shown on each copy of the plat by the following signed certificate:

“Certificate of Approval for Recording

I hereby certify that the subdivision plat shown hereon has been found to comply with the Subdivision Regulations of the Town of Murphy, North Carolina, and that **this plat has been approved by the Board of Commissioners of the Town of Murphy for recording in the Office of the Register of Deeds of Cherokee County.**

Subdivision Administrator, Town of Murphy  
Murphy, NC

**Date”**

**(17) If the final plat is disapproved by the Subdivision Administrator, the reasons for the disapproval shall be stated in writing, specifying the provisions of this chapter with which the final plat does not comply. One copy of the reasons and one print of the plat shall be retained by the Subdivision Administrator as a part of its proceedings; one copy of the reasons and three copies of the plat shall be transmitted to the subdivider. If the final plat is disapproved, the subdivider may make the changes as will bring the final plat into compliance and resubmit same for reconsideration by the Planning Board and Subdivision Administrator, as determined by the Subdivision Administrator.**

**(18) If the final plat is approved by the Subdivision Administrator, the original tracing and one print of the plat shall be retained by the subdivider. One reproducible tracing and one print shall be filed with the Town Clerk, and one print shall be returned to the Planning Board for its records.**

**(19) The subdivider shall file the approved final plat with the Register of Deeds of Cherokee County within 60 days of the Subdivision Administrator's approval; otherwise, the approval shall be null and void.**

TOWN OF MURPHY PLANNING DEPARTMENT

MINOR SUBDIVISION APPLICATION

Application Date: \_\_\_\_\_ Zoning District: \_\_\_\_\_

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

Property Location/Street: \_\_\_\_\_

PIN #: \_\_\_\_\_ Deed Book/Page: \_\_\_\_\_

Original Tract Size: \_\_\_\_\_ Total # of Proposed Lots: \_\_\_\_\_ Lot Size: \_\_\_\_\_

Residual Lot Size: \_\_\_\_\_ Average Slope Percentage: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Registered Surveyor: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

I certify that the above information is accurate and true and that I am the owner or a duly appointed agent of the owner.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

FOR OFFICE USE ONLY

Plat Review Fees: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Payment: \_\_\_\_\_

Project Number: \_\_\_\_\_ Entry by: \_\_\_\_\_ Date: \_\_\_\_\_

Plat Approval Date: \_\_\_\_\_ Plat Book/Page: \_\_\_\_\_

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

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: \_\_\_\_\_