



Minor or Exempt Plat Application

Montgomery County Planning Department

444 North Main St., Troy, NC 27371
Office: (910) 572-3304 Fax: (910) 576-0043

Title of Plat: _____

Current Zoning: _____ Acreage of parent tract: _____ acres

PIN(s): _____ Date: _____

Applicant Name: _____ Surveyor License Number: _____

PLEASE NOTE: A PLAT DOES NOT CONVEY THE TRANSFERRANCE OF LAND. A DEED MUST ALSO BE RECORDED TO COMPLETE THE SUBDIVISION OR RECOMBINATION.

Fee Amount: \$15.00 *Per Review* Permit # _____ Receipt # _____ Date Received _____ Initials _____

Exempt Subdivision - Type of Exemption (Section 34-75 & NCGS 153A-335)

- The combination or recombination of portions of previously recorded lots where the total number of lots is not increased and the resultant lots are equal to or exceed the standards of the county as shown in its subdivision regulations and the combination or recombination does not change or alter the location of a public or private road as shown on a plat previously recorded in the Montgomery County Register of Deeds.
(NCGS § 153A-335[A1])
- The division of land into parcels greater than 10 acres if no street right-of-way dedication is involved.
(NCGS § 153A-335[A2])
- The public acquisition by purchase of strips of land for the widening or opening of streets.
(NCGS § 153A-335[A3])
- The division of a tract in single ownership the entire area of which is no greater than two acres into not more than three lots, if no street right-of-way dedication is involved and if the resultant lots are equal to or exceed the standards of the county as shown by its subdivision regulations.
(NCGS § 153A-335[A4])

Minor Subdivision Criteria (Section 34-78.1)

- No more than three (3) lots to be established including any remaining portion of the parent parcel.
- All proposed lots have frontage to a public or pre-existing private road OR;
- All proposed lots have a minimum forty-five (45) foot wide easement which provides access to a public road or pre-existing private drive. Easements shall be shown on the plat and included in the property deed.
- No new public or private street creation or extension.
- No extension of public water or sewer systems.
- Subdivision is not part of land previously subdivided pursuant to this section (34-78.1) within three (3) calendar years.

Subdivision:	Approved <input type="checkbox"/>	Denied <input type="checkbox"/> <i>(See attached Letter of Denial)</i>
_____	_____	_____
<i>Andrew M. Gahagan</i>		<i>Date</i>
<i>Montgomery County Planning Director</i>		

Note: Final minor subdivision plats must be recorded within sixty (60) business days of approval.

Property Owner (list all property owners – use back or additional sheet if needed.)

Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Telephone Number: _____ Fax: _____
E-mail Address: _____

Applicant (i.e. surveyor or engineer; person to whom all correspondence will be sent)

Name: _____ Company: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Telephone Number: _____ Fax: _____
E-mail Address: _____

The plat shall be prepared by a registered land surveyor. The final plat shall conform to the provisions for plats, subdivisions, and mapping requirements set forth in G.S. 47-30 and the manual for practice of land surveying in North Carolina.

Certificates

Exempt Subdivisions (NCGS 153A-335)

(Required)

CERTIFICATION BY THE REVIEW OFFICER

I, _____ Review Officer of Montgomery County certify that the map or plat to which is this certification is affixed, meets all statutory requirements for recording.

Review Officer Date

(Required)

STATE OF NORTH CAROLINA
MONTGOMERY COUNTY

Filed for registration at _____ o'clock _____ M
_____, 20____ and recorded in
Plat Cabinet _____, Slide _____.
Melissa F. Pipkin, Register of Deeds
By: _____.

(Recommended)

I certify that the plat shown hereon is not within the Watershed Protection District or complies with the Watershed Protection District for Montgomery County and is approved for recording in the Register of Deeds Office.

Watershed Administrator Date
Montgomery County, NC

State of North Carolina
County of Montgomery

(Recommended)

CERTIFICATION OF SUBDIVISION EXEMPTION

I hereby certify that the plat shown hereon is exempt from subdivision regulation pursuant to North Carolina General Statute 153A-335

Montgomery County Planning Director Date

Minor Subdivisions (In addition, please review minor subdivision requirements below)

CERTIFICATE OF OWNERSHIP AND DEDICATION

I, (we) hereby certify that I am (we are) the owner(s) of the property shown and described hereon which is located in the subdivision jurisdiction of Montgomery County and that I (we) hereby adopt this plan of subdivision with my (our) free consent, established minimum setback lines, and dedicate all streets, alleys, walks, parks, and other sites and easements to public or private use as noted.

Property owner(s) Date

CERTIFICATION BY THE REVIEW OFFICER

I, _____ Review Officer of Montgomery County certify that the map or plat to which is this certification is affixed, meets all statutory requirements for recording.

Review Officer Date

CERTIFICATION OF ROAD NAMES AND ADDRESSES

I certify that this plat has been reviewed for compliance with Chapter 32, Article II of the Montgomery County Code of Ordinances.

Montgomery County 911 Addressing Coordinator Date

CERTIFICATION OF APPROVAL FOR RECORDING

I hereby certify that the subdivision plat shown hereon has been found to comply with the Subdivision Regulations of Montgomery County and that this map has been approved for recording in the Office of the Register of Deeds.

Montgomery County Planning Director Date Date of Plat Expiration

CERTIFICATION OF WATERSHED

I hereby certify that the subdivision plat shown hereon is not within the Watershed Protection District, or complies with the Watershed Protection District for Montgomery County and is approved for recording in the Office of the Register of Deeds.

Watershed Administrator Date
Montgomery County, NC

CERTIFICATION BY THE OFFICE OF THE REGISTER OF DEEDS

MONTGOMERY COUNTY
NORTH CAROLINA

Filed for registration at _____ o'clock _____ M
_____, 20_____, and recorded in

Plat Cabinet _____, Slide _____
_____, Register of Deeds

By: _____

Minor Subdivision Plat Requirements (Section 34-78.3)

The subdivider shall submit a minimum of one (1) paper copy and one (1) final mylar plat suitable for reproduction to the Planning Director. Failure to produce both required copies shall result in denial of the subdivision plat.

In addition to the required certificates shown above, all minor subdivision plats shall also bear the following content, in addition to all requirements set forth in NCGS 47-30. The final plat for a minor subdivision shall include not only the new parcels created but the remainder of the parent parcel in order that the new subdivision can be referenced against the original parcel. Failure to include the required content shall result in denial of the subdivision plat.

- Name of Subdivision or Subdivider & contact information (address & phone number)
- Plat preparation date and revision
- Deed reference for tract being subdivided
- Owners name(s), parcel identification number(s) and deed reference(s) of parent parcel and adjacent properties.

Minor Subdivision Plat Requirements Continued (Section 34-78.3)

- Zoning classification
- Floodplain delineation or certified statement of no floodplain
- Name of professional land surveyor with address and phone number
- Lot numbers (if applicable)
- Minimum building setback lines shall be delineated on each lot
- All existing structures
- All visible and apparent watercourses, ponds, or lakes.
- All existing and proposed rights of ways and easements with dimensions and intended use
- All existing and proposed utilities
- Proposed deed restrictions or similar covenants (if applicable)
- Remaining total acreage of parent parcel (if applicable)

Note: Final minor subdivision plats must be recorded within sixty (60) business days of approval.