



Mayor Bill Braswell

Town Commissioners
Gary Hamill
Johnny Lowery
John Mangum
Brent Moser
Peggy Taylor

P.O. BOX 367 • Wingate NC 28174 • TEL: (704) 233-4411 • FAX: (704) 233-4412

Minor Subdivision Permit Application

Date: _____

Applicant Information

Name: _____

Mailing Address: _____

Property Owner Information

Name(s): _____

Mailing Address: _____

Property Information

Street Address: _____ Tax Parcel Number: _____

Current Zoning:(check one) R-6 R-10 R-20 R-40

B-1 B-2 B-3 B-6

LI HI PID

How many acres or square feet are in the property? _____

Describe the nature of the proposed development: _____



Attach a copy of the site plan that includes the following items:

Site Plans

Every application for a minor subdivision approval shall contain plans that locate the development site and graphically demonstrate existing and proposed natural, man-made, and legal features on and near the site in question.

The applicant for minor subdivision final plat approval shall submit to the land use administrator a final plat, drawn to scale and otherwise acceptable to the Union County Register of Deed's Office for recording purposes. When more than one sheet is required to include the entire subdivision, all sheets shall be made of the same size and shall show appropriate match marks on each sheet and appropriate references to other sheets of the subdivision.

All minor subdivision plats shall also be provided in digital format. Digital information shall satisfy the following criteria:

- (1) Files shall be submitted in AutoCAD DXF, DWG or ESRI ArcInfo Export format; or other acceptable means approved by the Land Use Administrator.
- (2) Data submitted shall be exchanged on IBM formatted floppy disk, IBM formatted Zip Disk, or CD-ROM in ISSO 9660 format.

The final plat shall contain the following information:

- (1) A vicinity map;
- (2) The name of the subdivision, which name shall not duplicate the name of any existing subdivision as recorded in the Union County Registry;
- (3) The name of the subdivision owner or owners;
- (4) The township, county and state where the subdivision is located;
- (5) The name of the surveyor and his registration number and the date of survey;
- (6) The scale according to which the plat is drawn in feet per inch or scale ratio in words or figures and bar graph;
- (7) The date of the survey and plat preparation;
- (8) The location of all rights-of-way, easements and areas to be dedicated to public use with the purpose of each stated;
- (9) The sections numbered consecutively throughout the entire subdivision and the lots numbered consecutively throughout each section; and
- (10) The number of square feet or acreage of each lot shown on the plat;
- (11) All of the additional information required by G.S. 47-30(f).
- (12) If the subdivision is located within a floodway or floodplain, the statement required





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under subsection 255(b) of this ordinance. "Use of land within a floodway or floodplain is substantially restricted by Article XVI of the Town of Wingate Land Use Ordinance."

(13) Delineation of any on-site waste disposal areas.

(14) The location of all existing buildings on the tract to be subdivided.

(15) If the subdivision is located in a drinking water supply watershed, the appropriate statement required per Section 339.

(16) The property identification number (PIN), as provided by the Union County Tax Office.

The following endorsements have to be included on the final plat.

Certificate of Ownership and Dedication

I (we) hereby certify that I (we) am/are the owner of the property described hereon, which property is located within the subdivision regulation jurisdiction of Wingate, that I hereby freely adopt this plan of subdivision and hereby establish all lots, with minimum building setback lines, and dedicate to public use all areas shown on this plat as streets, alleys, walks, parks, open space, and easements, except those specifically indicated as private, and that I will maintain all such areas until the offer of dedication is accepted by the appropriate public authority. All property shown on this plat as dedicated for public use shall be deemed to be dedicated for any other public use authorized by law when such other use is approved by Town Board in the public interest.

Date: _____ Owner: _____

(Note: All current owners must sign. Please include signature and date lines for all owners)

I, a notary public of _____ County, North Carolina, certify that _____, personally appeared before me this day and acknowledged the execution of the foregoing instrument. Witness my hand and official seal this _____ day of _____, 20____.

Notary Public _____

My commission expires _____

Seal or Stamp



Certificate of Survey and Accuracy

I hereby certify that this map (drawn by me) (drawn under my supervision) from (an actual survey made by me) (an actual survey made under my supervision) (a deed description recorded in Book _____, Page _____ of the _____ County Registry) (other); that the ratio of precision as calculated is 1: _____; that the boundaries not surveyed are shown as broken lines plotted from information found in Book _____, Page _____, and that this plat was prepared in accordance with G.S. 47-30, as amended. Witness my original signature, registration number and seal this _____ day of _____, 20_____.

Certificate of Registration

The foregoing certificates of _____, a Notary (or notaries) Public, are certified to be correct. Filed for registration on the _____ day of _____, and duly recorded in the Office of the Register of Deeds in Book of Deeds Number _____, Page _____.

Register of Deeds

By: _____
Deputy

Certificate of Subdivision Type

It is the duty of the surveyor, by a certificate, to certify to one of the following on the face of the plat:

- (1) That the survey creates a subdivision of land within the area of Wingate that is regulated by the Wingate Land Use Ordinance, that regulates the subdivision of parcels of land;
- (2) That the survey is of an existing parcel or parcels of land;
- (3) That the survey is of another category, such as recombination of existing parcels, a court-ordered survey, or other exception to the definition of subdivision;
- (4) That the information available to the surveyor is such that the surveyor is unable to make a determination to the best of his/her professional ability as to the provisions contained in (1) through (3) above.





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Certificate of Approval

I hereby certify that the minor subdivision shown on this plat is in all respects in compliance with the Wingate Land Use Ordinance, and that therefore this plat has been approved by the Wingate Land Use Administrator, subject to its being recorded in the Office of the Union County Register of Deeds within ninety days of the date below.

_____ Date

_____ Land Use Administrator

Applicant Certification and Signature

I hereby certify that the above information is, to the best of my knowledge, true and correct. I understand that incorrect or missing information may cause a delay in the issuance of a major development permit, a denial of a major development permit, or the revocation of a major development permit that has been issued as a result of the information included in this application. I further agree to provide the Land Use Administrator with any additional information that may be required to show compliance with the Wingate Land Use Ordinance.

Signature: _____ **Date:** _____

OFFICE USE ONLY

Date Application Received: _____

Application Received By: _____ **Fee Paid:** _____

Application Reviewed By: _____

Additional Information Required: Yes _____

No

Application: Approved **Zoning Permit #:** _____

Denied **Reason:** _____

