



**Town of Summerfield  
Development Bulletin**  
Effective July 1, 2007  
www.townofsummerfield.com

**Summerfield Application for  
Subdivision Approval**

**Section A. PROCEDURE AND SUBMITTAL CHECKLIST**

This application is for the preliminary approval of the following types of plans; Major and Minor Subdivisions, Sketch Plans, Dedication Plats, Access Easement Plats, and Combination/Recombination Maps. Plans may be submitted to the following location:

Summerfield Town Hall  
4117 Oak Ridge Rd  
Summerfield NC

**ALL OF THE FOLLOWING ARE REQUIRED FOR A COMPLETE SUBMISSION:** Please check the list below before you submit, submission must be completed before plan will be reviewed:

CHECK

- FILING FEE FOR PRELIMINARY PLANS, PLEASE CONFIRM FEES WITH STAFF IF YOU ARE UNSURE OF THE PROPER AMOUNT.** Payments may be made by check made out to Town of Summerfield.
- COMPLETED APPLICATION FORM** signed by the property owner or his/her agent.
- FIVE SETS OF PLANS\***. Maximum sheet size shall be 24" x 36". Plans must be to engineering scale (1" = 20', 1" =100', etc.). All plans shall be scaled to no less than one (1) inch equals one hundred (100) feet; If all lots are greater than three (3) acres in size, a smaller scale (i.e. 1"=200') may be used. Plans may be drawn on multiple sheets with appropriate match lines. Preliminary plans do not require an engineer's, surveyor's or landscape architect's seal. \*

**Section B. SUMMARY INFORMATION**

**DEVELOPMENT NAME:** (Title of Plat) \_\_\_\_\_

**LOCATION:** \_\_\_\_\_

**GUILFORD COUNTY PROPERTY IDENTIFICATION NUMBER**

**TOWNSHIP** \_\_\_\_\_ **MAP NUMBER** \_\_\_\_\_ **BLOCK** \_\_\_\_\_ **LOT** \_\_\_\_\_

**ZONING DISTRICT:** \_\_\_\_\_ **TOTAL ACRES:** \_\_\_\_\_ **TOTAL # OF LOTS:** \_\_\_\_\_

**INSIDE TOWN LIMITS?** NO  YES  **NAME OF TOWN** \_\_\_\_\_

**DATE SUBMITTED** \_\_\_\_\_ **DATE RECEIVED BY DEPARTMENT** \_\_\_\_\_  
(Filled-In By Staff)

**OWNER'S SIGNATURE:**

In filing this plan as the property owner(s) or through my duly authorized agents, I/we do hereby agree and firmly bind ourselves, my/our heirs, executors, administrators, successors, and assigns jointly and severally to construct all improvements and make all dedications as shown and as approved by the Governing Body having jurisdiction over the parcel(s) indicated

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

**PRIMARY CONTACT**

CLIENT (OWNER OR DEVELOPER)       CONSULTANT (ENGINEER, SURVEYOR, ETC.)

**CLIENT (If Primary Contact, fill out completely):**

NAME(S) \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX (if available): \_\_\_\_\_

Other contact number or email \_\_\_\_\_

**CONSULTANT (If Primary Contact, fill out completely):**

NAME OF COMPANY \_\_\_\_\_

PROJECT CONTACT (Person to contact at company listed above) \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX (if available): \_\_\_\_\_

Other contact number or email \_\_\_\_\_

**METHOD OF SOIL EVALUATION (MUST CHOOSE METHOD OF EVALUATION AT TIME OF SUBMITTAL)**

Environmental Health Department Evaluation       Community System (NCDEHNR approval required)

**PLAT PROCESSING**

Plats are divided into two major types, *Minor Plats* and *Major Plats*. *Minor Plats* are plats that have four lots or less, have no new road construction or dedication. *Major Plats* include all other plats and must be approved by the Zoning Board.

STAFF USE ONLY

DATE RECIEVED: \_\_\_\_\_ STAFF NOTES: \_\_\_\_\_

PLANNING AREA: \_\_\_\_\_

COORD. PLANNER: \_\_\_\_\_

CASE FILE #: \_\_\_\_\_

TOWN NAME: \_\_\_\_\_

ANTICIPATED TRC DATE: \_\_\_\_\_

FEE PAID/RECEIPT #: \_\_\_\_\_

## **Section C. DATA TO BE SHOWN ON SKETCH AND PRELIMINARY SUBDIVISION PLANS**

**NOTE: Items with an \* are not required for Sketch Plans**

### **(a) Sheet size.**

The preliminary subdivision plan shall be drawn on sheets no greater than twenty-four (24) by thirty-six (36) inches; All plans shall be submitted scaled to no less than one (1) inch equals one hundred (100) feet; If all lots are greater than three (3) acres in size, a smaller scale (i.e. 1"=200') may be used. Plans may be drawn on multiple sheets with appropriate match lines.

### **(b) Title Block and General Site Data**

- (1) Name of development
- (2) Type of map or plan (Sketch, Preliminary, Combination/Recombination)
- (3) Owner's name, address, and daytime telephone number
- (4) Location, including town, township, county, state
- (5) Date(s) map or plan was prepared or revised
- (6) Name, address, and daytime telephone number of preparer of map
- (7) Zoning district(s) within/adjacent to property (Note: if the zoning is Conditional Use, list case number and all zoning conditions)
- (8) Names of adjoining property owners or subdivision names with Plat Book or Deed Book references
- (9) Acreage in total tract
- (10) Tax map, block, and parcel number of tract(s) to be subdivided
- (11) A vicinity sketch at a scale of two thousand (2000) feet equal to one inch, showing the position of the subdivision in relation to surrounding streets (with state road numbers) and jurisdictional boundaries, and oriented in the same direction as the plan
- (12) Total number of lots proposed
- (13) \* Plat Book and/or Deed Book reference(s)
- (14) \* Bar Graph
- (15) \* Linear feet in streets
- (16) \* Acreage in public or private greenways or open space
- (17) \* Acreage in newly dedicated right-of-way

### **(c) Planimetric Elements**

- (1) True north arrow with reference, generally oriented to the top of the sheet
- (2) Proposed lot lines and dimensions with bearings and distances
- (3) Minimum and Maximum building lines, as determined by zoning district
- (4) Corporate limits, county lines, and other jurisdiction boundaries on the tract
- (5) Existing property lines on tract to be subdivided. If property lines are to be changed or removed dash and label old lines
- (6) Dimension, location, and use of all existing and proposed buildings, with distances between buildings measured at the closest point and distance from buildings to closest property line
- (7) Address of existing structure or lot
- (8) Areas designated as common elements or open space to be controlled by an owners association
- (9) Location, dimension, and type of existing and proposed easements
- (10) Proposed building locations for twin home developments
- (11) Existing and proposed signs, with location, dimension, height, and area
- (12) Location, dimension and details of proposed clubhouses, pools, tennis courts, or other common recreation facilities
- (13) Railroad lines or rights-of-way
- (14) \* Lots sequenced or numbered consecutively
- (15) \* Square footage of all proposed lots less than one acre in size, acreage for all lots greater than one acre in size
- (16) \* Source of property boundaries signed or sealed by a registered surveyor, architect, or engineer
- (17) \* Boundaries of tract to be developed tied to nearest street intersection (300 ft) or USGS tie (2,000 ft)
- (18) \* Boundaries of the tract to be developed showing location of intersecting boundary lines or adjoining properties
- (19) \* The name and location of any property or building on the National Register of Historic Places or locally designated historic property
- (20) \* Areas to be dedicated or reserved for the public

**(Continued next page)**

### **(d) Environmental Elements**

- (1) Water courses, ponds, lakes, or streams
- (2) Location of floodway and floodway fringe from Flood Hazard Boundary Maps, with cross-section elevations
- (3) Existing and proposed topography of tract and 100 feet beyond property showing existing contour intervals of no greater than 5 feet (2 feet were available) labeling at least two contours per map and all others at 10 ft intervals from sea level
- (4) Designated Watershed noted, with applicable Watershed Critical Tiers shown
- (5) Existing septic and well location
- (6) \* Marshes, swamps, or other wetlands
- (7) \* Drainage Easement calculations. Include delineated drainage area on a 2' contour topographic map, run-off coefficients and intensity, or curve numbers and rainfall

**Major Subdivisions within a Designated Watershed require the following information:**

- (1) \* Area to be disturbed with number of acres graded and percentage of site noted
- (2) \* Area to be left undisturbed with number of acres, type of ground cover and percentage of site noted, including percentage of natural or stabilizing vegetation along drainageway
- (3) \* Percentage of slope prior to any grading
- (4) \* Total impervious surface area, including streets, roofs, patios, parking areas, sidewalks, and driveways
- (5) \* Shortest distance to the nearest applicable Floodway identified on a Federal Emergency Management Agency Map
- (6) \* Permanent erosion control and watershed protection controls including ponds, maintenance and access easements or natural infiltration areas
- (7) \* Soil types as defined in Table 7 of the Guilford County Soil Survey
- (8) \* Engineering certification statement if required by Ordinance

**(f) Street Data**

- (1) Show right-of-way lines and dimensions based on Summerfield Thoroughfare Plan or Development Ordinance standards, including centerline, within and adjacent to property
- (2) Existing and proposed streets showing edge and dimensions of pavement or curb lines
- (3) Existing and proposed cul-de-sac pavement radius
- (4) Existing street names and state road numbers
- (5) Proposed street names
- (6) Sight Distance triangles at each intersection (10 x 70)

**(g) Utility Data**

- (1) \* Water line layout showing connections to existing systems, line sizes, material of lines, fire hydrants, blow-offs, valves, manholes, etc.
- (2) \* Sewer line layout, showing connections to existing systems, line sizes, material of lines, direction of flow, manholes, force mains, etc
- (3) \* Storm water line layout, showing connections to existing systems, line sizes, material of lines, catch basins, direction of flow, etc
- (4) \* Utility layout showing connections to existing systems for natural gas, electric, cable TV, phone, etc...
- (5) \* Twenty (20) foot utility easement shown on front of each lot or note indicating utilities are available from the street right-of-way
- (6) \* Easements for existing and proposed electric, telephone, cable, natural gas or other utilities
- (7) \* Utility Plan, if alternate utility locations are proposed
- (8) \* If removing utility easements, must provide letter from appropriate electric, gas, cable, and telephone utility.

**(h) Documents to be Provided in Special Circumstances:**

- (1) \*Copies of previous Board of Adjustment action, Special Use Permit or Certificate of Appropriateness
- (2) \*Combination deed
- (3) \*Detailed flood elevation study documents