

# Appendix F

## Final Plat Requirements

All **final plats** must be submitted on sheets with dimensions between 12" x 18" and 24" x 36". The left margin must be 1 ½", the other margins must be at least ½". Scale must be between 1" = 200' and 1" = 50'. Three match marks are needed for multiple page plats. Final plats must contain the following information:

- \_\_\_ Subdivision name
- \_\_\_ Owner's name
- \_\_\_ Surveyor stamp & registration
- \_\_\_ North arrow
- \_\_\_ Parcel Identification Number of parent parcel
- \_\_\_ Township, county, state
- \_\_\_ Deed reference
- \_\_\_ Control corner(s)
- \_\_\_ Vicinity map
- \_\_\_ Boundaries of subdivision, notated by metes and bounds
- \_\_\_ Boundaries of lots, notated by metes and bounds
- \_\_\_ Area of lots not including ROW
- \_\_\_ Survey date & revision dates
- \_\_\_ Lots numbered consecutively
- \_\_\_ Abutting subdivisions and/or property owners
- \_\_\_ Setbacks
- \_\_\_ Location of existing structures
- \_\_\_ Owner's certificate, to be signed and notarized
- \_\_\_ Accurate description of all monuments, especially geodesic within 2000 feet
- \_\_\_ Boundaries of streets, alleys, crosswalks, easements
- \_\_\_ Names & ROW widths of all proposed, existing, adjoining streets & alleys with angle of departure radii, tangent arc or chord distance, central angle, & chord bearings
- \_\_\_ Additional road ROW dedicated on existing collector & arterial roads
- \_\_\_ Label all streets as either public or private
- \_\_\_ Floodplain boundaries & restricted use notation
- \_\_\_ Location of all streams, stream buffers, & drainage easements & notation
- \_\_\_ Impervious surface data if applicable
- \_\_\_ Location of lots of restricted development potential & notation
- \_\_\_ Notation and location of land use buffers required
- \_\_\_ Blank space of 4" X 6" for certificates

# Final Plat Requirements, continued

## Approval Certificates:

### ***Exempt Plats:***

This plat does not require approval.

\_\_\_\_\_

Date

\_\_\_\_\_

Planning Director or designee

### ***Minor Subdivisions:***

Provided that this plat is recorded within 60 days of final approval, approved by the Hillsborough Planning Department \_\_\_\_\_.

(date)

\_\_\_\_\_

Planning Director or designee

### ***Major Subdivisions (requiring either Conditional Use Permit or Special Use Permit)***

I hereby certify that all streets shown on this plat are within the Town of Hillsborough's planning jurisdiction, all streets and other improvements shown on this plat have been installed or completed or that their installation or completion (within twelve months after the date below) has been assured by the posting of a performance bond or other sufficient surety, and that the subdivision shown on this plat is, in all respects, in compliance with the Unified Development Ordinance of the Town of Hillsborough and therefore this plat has been approved by the Hillsborough Planning Director, subject to its being recorded in the Orange County Registry within 60 days of the date below.

\_\_\_\_\_

Date

\_\_\_\_\_

Planning Director or designee

### ***Certificate of Ownership and Dedication (all types, requires Notary)***

I hereby certify that I am the owner of the property described hereon, which property is located within the jurisdiction of the Town of Hillsborough, that I hereby freely adopt this plan of subdivision 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.

\_\_\_\_\_

Date

\_\_\_\_\_

Owner

### ***Division of Highways District Engineer Certificate (required for any subdivision creating new state roads)***

I hereby certify that the public streets shown on this plat have been completed, or that a performance bond or other sufficient surety has been posted to guarantee their completion, in accordance with at least the minimum specifications and standards of the State Department of Transportation for acceptance of subdivision streets on the state highway system for maintenance.

\_\_\_\_\_

Date

\_\_\_\_\_

District Engineer