

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