

# Final Plat Checklist (7/1/2022)

## Standard Requirements

- Review Fee (payable to the City of Greensboro) – Final Plat \$275; Exempt Plat \$280
- Recording Fee (payable to Guilford Co. Register of Deeds) submitted with the Mylar - \$21 per sheet
- 1 Mylar meeting G.S. 47-30(a) size requirements, once plat is approved in the system\*
- Pickup: City of Greensboro
- Plat Book\_\_ Page\_\_
- Vicinity Map with North Arrow and Legend
- Location for the Register of Deeds Sticker (1.1" x 3")
- Surveyor's Seal and Signature
- Deed transferring new common elements and open space to the homeowners' association, if needed
- Covenants updated to incorporate the new phase, if needed
- City limits, county lines, other jurisdiction lines, if any
- North arrow & orientation; ID as True, Magnetic, or NC Grid, reference inc horizontal datum and realization reference
- Label location, width, & type of all PROPOSED easements within and adjacent to site (to be dedicated by this plat)
- Label location, dimension, PB/PG &/or DB/PG references & type of all EXISTING easements within or adjacent to site
- Location and size of existing freestanding signs
- Label all adjoining streets with their Names
- Label street classification (Kim Smith 336-433-7309)
- Label right-of-way (R/W) width
- Label centerline (C/L) of road, & distance from C/L to R/W line
- All curves defined by radius, central angle (delta), tangent, arc, chord distances, and chord bearings. Show all curve data in Curve Tables.
- Label one or more corners w/ X and Y coordinates referenced to published geodetic datum or NC State Plane Coordinate System, or both. If bearings not referenced to same datum, see GS 43-70(F) (9)
- Boundaries of the tract to be developed tied to in accordance with G.S. 47.30(F)(9)
- Does the plat require other approvals before recordation? (Council action, easement release, other)
- Boundaries of Property
- Locations of intersecting boundary lines of adjoining properties
- Existing property lines
- Source of property boundaries
- Zoning, existing land use, names of owners of adjoining properties

## Title Block

- Name of Subdivision – Phase or Section number
- Type of Plat
- Location (including address, city, township, county, state)
- Name of Owner and Contact Information
- Date(s) Map Prepared and Revised
- Preparer's Name, Contact Information, including firm license # if applicable
- Scale and Bar scale - Scale of drawing in feet per inch

## Site Data & Property Information

- Proposed and existing lot lines & dimensions
- Lot numbers and Addresses for each lot
- All required setbacks in list or illustrative form Buffer limit lines for streams and waterbodies
- Areas designated as common elements or open space
- Number of Sheets/ID as 'Map Set' if more than 1
- Total Acreage
- Running total of acreage in open space, common elements, public greenways, etc, in table format
- Acreage in newly dedicated right-of-way
- Plat Reference
- Deed Reference
- Tax Map Number
- Zoning District, Overlay District as applicable
- List Conditional District conditions, if any
- Multifamily Development - Type
- Multifamily Development - Number of Units
- Watershed Designation and BUA Allocation by Lot
- Number of Lots

## Condominium Plat Requirements

- Common Elements Owners Association Declaration 30-13-9.2
- Limits of ownership
- PB/PG and/or DB/PG references of all recorded plats
- Tie downs to iron with distance and metes & bounds
- Relevant Watershed Notes
- Finished floor elevation of each floor in each building
- Copies of floor plans and elevations with the finished floor elevation labeled to match plat and site plan (as applicable). Statement on plan/plat, sealed by a North Carolina Registered Architect or Professional Engineer, certifying that such plats or plans fully and accurately depict the layout, location, ceiling and floor elevations, unit numbers and dimensions of the units, as built
- Provide a copy of condominium documents with notarized attorney's certification that documents meet the requirements of GS 47C-2-105 through 47C-2-109 and 47C-2-115, 47C-2-116 and 47C-3-103(d) as applicable.
- Existing land use of adjoining properties
- Names of adjoining property owners
- Zoning of adjoining properties

Note: \*E-recording of plats is an option. Review process and standards remain the same. Contact us for more information. Changes to G.S. 43-70 were effective 7/1/17. Please make sure updated certificates and information requirements are used.

## Standard Notes

- Provide the surveyor's certificate of accuracy and mapping stating that the plat has been prepared in accordance with GS 47-30, as amended**  
I, \_\_\_\_\_, certify that this plat was drawn under my supervision from an actual survey made under my supervision (deed description recorded in Book \_\_\_\_\_, page \_\_\_\_\_, etc.) (other); that the boundaries not surveyed are clearly indicated as drawn from information found in Book \_\_\_\_\_, page \_\_\_\_\_; that the ratio of precision or positional accuracy as calculated is \_\_\_\_\_; that this plat was prepared in accordance with G.S. 47-30 as amended. Witness my original signature, license number and seal this \_\_\_\_\_ day of \_\_\_\_\_, A.D., \_\_\_\_\_.
- \_\_\_\_\_  
Professional Land Surveyor  
License Number \_\_\_\_\_
- Provide the Survey Type Certificate**  
\_\_\_\_ This survey creates a subdivision of land within the area of a county or municipality that has an ordinance that regulates parcels of land  
\_\_\_\_ This survey is located in a portion of a county or municipality that is unregulated as to an ordinance that regulates parcels of land  
\_\_\_\_ This survey is of an existing parcel or parcels of land or one or more easements and does not create a new street or change an existing street; OR This survey is of an existing feature such as a building or other structure, or natural feature such as a watercourse; OR This survey is a control survey; OR This survey is of a proposed easement for a public utility as defined in G.S. 62-3;  
\_\_\_\_ This survey is of another category, such as the recombination of existing parcels, a court ordered survey, or other exemption or exception to the definition of subdivision;  
\_\_\_\_ This information available to the surveyor is such that the surveyor is unable to make a determination to the best of the surveyor's professional ability as to provisions contained in (a) through (d) above.
- Approval for Recordation Block**  
Approved for recordation by the City of Greensboro, North Carolina on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, Pursuant to the Greensboro Development Ordinance.  
Signed \_\_\_\_\_ Date \_\_\_\_\_  
Planning Director
- Certificate stating no approval is required by Division of Highways of the North Carolina Department of Transportation**  
This plat does not require a certificate of approval by the Division of Highways as provided in G.S. 136-102.6, subsection (G).  
Signed \_\_\_\_\_ Date \_\_\_\_\_  
Planning Director
- Standard Easement Note**  
Easements shall be utilized and maintained in accordance with the provisions of and disclaimers contained in Section 30-12-8.1 (B) and (D) of the City of Greensboro Land Development Ordinance.
- Provide a Review Officer's stamp**  
North Carolina  
County of Guilford  
I, \_\_\_\_\_, Review Officer for the City of Greensboro, Guilford County, certify that the map or plat to which this certification is affixed meets all the statutory requirements for recording.  
\_\_\_\_\_  
Review Officer                      Date
- Ownership and Dedication Statement**  
The undersigned hereby acknowledge(s) this plat and allotment to be their free act and deed and hereby dedicate(s) to public use as Streets, Playgrounds, Parks, Open Spaces and Easements forever all areas so shown or indicated on said Plat, and authorize(s) the City of Greensboro to record this Plat in the office of the Register of Deeds of Guilford County, NC.
- (If there are NO common elements/open space use this as the middle paragraph)**  
\_\_\_\_\_, by recordation of this plat, hereby gives, grants and conveys to AT&T, Duke Energy, Piedmont Natural Gas Company, Charter Communications (formerly Time Warner Cable) and the City of Greensboro, their respective successors and assigns right-of-way and easements to maintain and service their respective wires, lines, conduits and pipes in their present locations together with the right of ingress and egress as necessary, for the purpose of maintaining and servicing said wires, lines, conduits and pipes.
- When grade of adjacent property does not conform to the street grade, an easement is effective for the purpose of sloping embankments from street grade level at the property line having a slope ratio of three feet horizontal for each foot of vertical dimensions.  
Owner: \_\_\_\_\_ Date: \_\_\_\_\_  
Attest: \_\_\_\_\_
- (If there are common elements/open space substitute this as the middle paragraph)**  
\_\_\_\_\_, by recordation of this plat, hereby gives, grants and conveys to AT&T, Duke Energy, Piedmont Natural Gas Company, Charter Communications (formerly Time Warner Cable) and the City of Greensboro, their respective successors and assigns right-of-way and easements to maintain and service their respective wires, lines, conduits and pipes in their present locations, including those within the "Common Elements" and/or "Open Spaces" as shown here on together with the right of ingress and egress as necessary, including over and upon said "Common Elements" and/or "Open Spaces" for the purpose of maintaining and servicing said wires, lines, conduits and pipes.
- Provide the property owner's signature with the proper attest. If the owner is a corporation, provide the president's or vice-president's signature and secretary's attest**

## Additional Notes

**The Integrated Multiple Use Development (IMUD)**

*This Property is being developed as an Integrated Multiple Use Development (IMUD). As such, it will be developed with common driveways and off-street parking, and be subject to common signage and common landscaping plans. Should the property cease to conform to the definition of an integrated multiple use development, the property will then be in violation of this ordinance and must be retrofitted with conventional parking and landscaping, even if doing so requires the removal of previously installed improvements.*

**Unified Development Plan (UDP) Note**

*Compliance with PUD District Standards of Section 30-7-7.2 will be required. Compliance with all other Land Development Ordinance standards is also required, including but not limited to the Fence and Wall standards of Section 30-9-4; Landscaping in accordance with Article 30-10; Easement Encroachments in accordance with Section 30-7-1.6; and Signage in accordance with Section 30-7-7.2(E) (12) and Article 14.*

**Certification for UDP**

*This is not a subdivision as defined by the City of Greensboro subdivision ordinance*  
\_\_\_\_\_ Date \_\_\_\_\_

*Planning Director  
City of Greensboro*

*This plan was not prepared in accordance with 47-30 since it is for illustrative and notice purposes only, all areas and boundaries shown are approximate. This map shall not be used to convey or define specific property lines or areas.*

**Condominium Plat**

*I hereby certify that these plats and plans contain all of the information required under NC General Statutes Section 47C-2-109 and that these plats and plans fully and accurately depict the layout, ceiling and floor elevations, unit numbers and dimensions of the units, as built. I further certify that these plats and plans accurately depict the legal boundaries of the condominium and the physical location of the units and other improvements constructed within the condominium, relative to those boundaries. I hereby certify that all structural components and mechanical systems of all buildings, including Phases \_\_\_\_\_, are substantially completed in accordance with these plans.  
( Sign, stamp and date)*

### Frequently Used Watershed Notes

**Individual Owner's Maintenance (One Owner)**

*The owner is responsible for maintaining the permanent engineered stormwater control labeled as \_\_\_\_\_ as directed by the government office having jurisdiction for watershed protection and O&M Agreement recorded in Deed Book \_\_\_\_\_ Page \_\_\_\_\_.*

**Joint Maintenance Agreements (Two Owners)**

*The owners are responsible for maintaining the permanent engineered stormwater control labeled as \_\_\_\_\_ as directed by the government office having jurisdiction for watershed protection and Joint BMP Maintenance Agreement recorded in Deed Book \_\_\_\_\_ Page \_\_\_\_\_.*

**Association Maintenance (Three or More Owners)**

*The \_\_\_\_\_ Association is responsible for maintaining the permanent engineered stormwater control as directed by the government office having jurisdiction for the watershed protection according to the approved maintenance plan. If the association should be dissolved or cease to exist, then in that event all owners of record at the time of required maintenance shall be jointly and severally liable for any and all cost attendant thereto as recorded in Deed Book \_\_\_\_\_, Page \_\_\_\_\_.*

**Government Access Rights**

*The government office having jurisdiction for watershed protection and their assigns will have right of access to the engineered stormwater control labeled as \_\_\_\_\_ for inspections and maintenance enforcement.*

**Pond Bond Note**

*\_\_\_\_\_ has posted a guarantee and bears the responsibility of its timely completion.  
No certificate of compliance shall be issued for any buildings on the lots shown on this plat until the engineered stormwater control has been completed.*

**Engineer's Certification of Stormwater Control Completion**

*I certify that, pursuant to generally accepted engineering standards, it is my professional opinion that the permanent engineered stormwater control(s) labeled as \_\_\_\_\_ on this plat and recorded in the Office of the Guilford County Register of Deeds has been completed in conformance with the plans and specifications approved on \_\_\_\_\_, and has its full design volume available and is functioning as designed.*

*P.E. Signature \_\_\_\_\_ Seal \_\_\_\_\_  
Date \_\_\_\_\_*