

FINAL PLAT APPLICATION



TOWN OF CHAPEL HILL
Planning Department
405 Martin Luther King Jr. Blvd
phone (919) 968-2728 fax (919) 969-2014
www.townofchapelhill.org

Parcel Identifier Number (PIN): _____ Date: _____

Section A: Project Information

Project Name: _____
Property Address: _____ Zip Code: _____
Existing Zoning District: _____

Section B: Applicant, Owner and/or Contract Purchaser Information

Applicant Information (to whom correspondence will be mailed)

Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Email: _____

The undersigned applicant hereby certifies that, to the best of his knowledge and belief, all information supplied with this application is true and accurate.

Signature: _____ Date: _____

Owner/Contract Purchaser Information:

Owner Contract Purchaser

Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Email: _____

The undersigned applicant hereby certifies that, to the best of his knowledge and belief, all information supplied with this application is true and accurate.

Signature: _____ Date: _____



Submittal Requirements

The following must accompany your application. Failure to do so will result in your application being considered incomplete. For assistance with this application, please contact the Chapel Hill Planning Department (Planning) at (919)968-2728 or at planning@townofchapelhill.org. For detailed information, please refer to the Description of Detailed Information handout.

	Application fee (refer to fee schedule)	Amount Paid \$ <input type="text"/>
	Engineering Review fee (base fee plus per acre charge)	
	Digital Files - provide digital files of all plans and documents	
	Recorded Plat or Deed of Property	
	Copy of Approved Zoning Compliance Permit	
	Street Addressing (Engineering Department)	
	Recordable plat of easements, rights-of-way, and dedications, if applicable	
	Recordable Plat	
	Reduced Plan Set (reduced to 8.5"x11")	

Recorded Documents

- a) HOA Documents
- b) Special Use Permit
- c) Utility Easements
- d) ROW Plats
- e) Access Easements
- f) Drainage Easements
- g) Any other easement or document

Plan Sets (5 copies to be submitted no larger than 24"x36")

Plans should be legible and clearly drawn. All plan sets sheets should include the following:

- Legend
- Labels
- North Arrow (North oriented toward top of page)
- Property Boundaries with bearing and distances
- Scale (Engineering), denoted graphically and numerically
- Setbacks
- Streams, RCD Boundary, Jordan Riparian Buffer Boundary, Floodplain, and Wetlands Boundary, where applicable
- Revision dates and professional seals and signatures, as applicable