

**ORDINANCE #21-14:**

**AN ORDINANCE AMENDING THE PINEHURST DEVELOPMENT ORDINANCE TO IMPLEMENT ELECTRONIC PERMITTING**

**WHEREAS**, the Village Council of the Village of Pinehurst adopted a new Pinehurst Development Ordinance on the 8<sup>th</sup> day of October, 2014, for the purpose of regulating planning and development in the Village of Pinehurst and the extraterritorial area over which it has jurisdiction; and

**WHEREAS**, said Ordinance may be amended from time to time as circumstances and the best interests of the community have required; and

**WHEREAS**, a public hearing was held at 4:30 p.m. on October 26, 2021, in the Assembly Hall of the Pinehurst Village Hall, Pinehurst, North Carolina after due notice in the Pilot, a newspaper in Southern Pines, North Carolina, with general circulation in the Village of Pinehurst, and its extraterritorial jurisdiction, for the purpose of considering proposed amendments to the Pinehurst Development Ordinance, at which time all interested citizens, residents and property owners in the Village of Pinehurst and its extraterritorial jurisdiction were given an opportunity to be heard as to whether they favored or opposed the proposed text amendments; and

**WHEREAS**, the Planning and Zoning Board recommended, on July 1, 2021, the Village Council approve these amendments to the Pinehurst Development Ordinance; and

**WHEREAS**, the Village of Pinehurst adopted the 2019 Comprehensive Plan which identified 10 Strategic Opportunities with Strategic Opportunity 3 identifying the Village to Become a Digital Village and “Live and Work from Home” Destination; and

**WHEREAS**, the adopted the 2019 Comprehensive Plan identifies Implementation Strategies of which Strategy 6.6 states the Village should Expand and Enhance Village Owned Facilities and Infrastructure as well as evaluate the capacity of Village Hall to meet the increased service needs and demands of residents; and

**WHEREAS**, the Village Council, after considering all of the facts and circumstances surrounding the proposed amendments to the text of the Pinehurst Development Ordinance, have determined that it is considered reasonable and in the best interest of the Village of Pinehurst and the extraterritorial jurisdiction and that it is consistent with the 2019 Comprehensive Long Range Plan for the reasons stated herein that the Pinehurst Development Ordinance be further amended, making the amendments as requested.

**NOW, THEREFORE, BE IT ORDAINED AND ESTABLISHED** by the Village Council of the Village of Pinehurst, North Carolina in the regular meeting assembled on the 26th day of October, 2021, as follows:

**SECTION 1.** That the Pinehurst Development Ordinance of the Village of Pinehurst and its extraterritorial zoning jurisdiction be and the same hereby is amended as shown in the attached "Exhibit A"

**SECTION 2.** That all ordinances or sections thereof in conflict herewith are hereby repealed and declared null and void from and after the date of adoption of this ordinance.

**SECTION 3.** That this Ordinance shall become effective January 1, 2022 and remain in full force and effect from and after the date of its adoption.

**THIS ORDINANCE** passed and adopted this 26th day of October, 2021.



VILLAGE OF PINEHURST  
VILLAGE COUNCIL

By: *John C. Strickland*  
John C. Strickland, Mayor

Attest:

*Kelly Chance*  
Kelly Chance, Village Clerk

Approved as to Form:

*Michael J. Newman*  
Michael J. Newman, Village Attorney

## **ATTACHMENT - EXHIBIT A**

### **An Amendment to the Pinehurst Development Ordinance to Provide for Electronic Submittal of Applications and Supplemental Materials**

#### **4.2.2 Development Permit Application**

Each application for a development permit shall be accompanied by the number of copies of a plan as set forth by this Ordinance and/or the appropriate application be submitted in accordance with the electronic submittal requirements of Appendix A through E of this Ordinance . The plan shall be drawn in accordance with the required plan type as outlined in Appendix A thru E of this Ordinance:

#### **5.1.3 Application Requirements; Determination of Completeness**

(B) An application for a variance shall be filed with the Village Planner on a variance application form using the Village's Online Permit Center along with the associated fee.

(C) The application shall contain, or be accompanied by, such information and general concept plans (Appendix C) (may be modified by Village Planner as appropriate) in electronic format as required on the application form;

#### **5.3.4 Filing of Appeal**

(A) An application for an appeal shall be filed with the Village Clerk on an appeal form using the Village's Online Permit Center along with the associated fee as prescribed on the most recent Village of Pinehurst fee schedule;

#### **6.1.3 Filing and Content of Applications**

(A) An application requesting the amendment and all attachments shall be filed in electronic format with the Village Planner on an Application provided by the Village using the Village's Online Permit Center.

#### **6.2.1 Application Procedures**

(D) Content of Application: A Conditional District application shall consist of a General Concept Plan (Appendix C); as well as any other plans, drawings, renderings, elevations, maps, and documents specifically included by the applicant as development documents for approval by the Village Council. The General Concept Plan, as a site-specific conditional zoning plan, is itself a condition of the Conditional District rezoning. All materials shall be submitted

electronically using the Village's Online Permit Center. The provisions of the Conditional District General Concept Plan shall replace all conflicting development regulations set forth in this ordinance which would otherwise apply to the development site.

#### 8.3.2.4 Certificate of Appropriateness Procedure

(A) An application for a Certificate of Appropriateness and any supplemental materials shall be submitted using the Village's Online Permit Center. Applications for Certificate of Appropriateness for major work shall be considered by the Historic Preservation Commission at its next regular meeting, provided they have been filed, complete in form and content.

#### 9.14.2 Design Criteria and Review Procedures

(C) Revisions and changes will be considered and approved or disapproved by the Village Planner. Examples of changes are site plan, landscape plan, change of height or the addition of elements not previously shown. All proposed changes shall be submitted in electronic format to the Village Planner. Staff will evaluate the proposed changes and provide a response to the applicant. For all changes, redrawing of plans shall be required.

#### Section 9.14.7 Single-Family Dwelling Development Review Process

(A) Builder/Developer submits application and plans with appropriate application fee. All materials shall be submitted using the Village's Online Permit Center;

#### 9.17.1.1 Plat Approval Required; Major Subdivisions and Minor Subdivisions

(C) There are three (3) procedures for the approval of subdivisions, depending on whether the subdivision is an exempt subdivision, minor subdivision or a major subdivision. All materials shall be submitted using the Village's Online Permit Center and shall satisfy the electronic recordation requirements of the County of Moore:

#### 9.17.1.5 Preliminary Plat Approval

(A) Application Requirements:

(1) An application shall be submitted using the Village's Online Permit Center along with the associated fee and include the information listed in Appendix E, as it may be amended from time to time by the Village Council. Incomplete or incorrect information shall result in rejection or refusal to act on the application by the Village Planner;

#### 9.17.1.6 Final Plat Approval

(A) Applicable Requirements: Within the time limit stated in subsection (C) below, the applicant shall file an application using the Village's Online Permit Center along with the associated fee for final plat approval, for that portion of the approved preliminary plat which the applicant proposes to record and develop at the time, with the Village Planner on a form

prescribed by the Village, along with the prescribed fee, and shall include the information shown on the preliminary plat and the information listed in Appendix E , as it may be amended from time to time by the Village Council;

#### Appendix A of the Pinehurst Development Ordinance – Sketch Plan

**The Village of Pinehurst requires electronic submission of all signed applications and supplemental materials including submittal checklist and fees using the Village’s Online Permit Center which may be accessed through the Village of Pinehurst website at [vopnc.org](http://vopnc.org). If you have difficulty using this system, please contact Village staff for assistance.**

#### Plot/Sketch Plan

This plan submittal type should be used for developments in which no permanent foundations are being constructed or for minor work such as patios, decks, fences in both single family, multifamily and non-residential development. This is the most basic of plan types allowed for development.

#### Plot/Sketch Plan Required Information

- Property lines.
- Existing structures to scale.
- New structures to scale.
- Setbacks.
- Estimated impervious surfaces.
- Any other information the Village Planner identifies as necessary.
- All plans and drawing sheets shall be drawn to a scale that is easily legible.

Note: No foundation or final surveys are required.

The Village Planner may allow for modifications or waivers to the required information for this plan type based on the individual proposal and what is needed to determine compliance.

#### Appendix B of the Pinehurst Development Ordinance – Single-Family Development Review

**The Village of Pinehurst requires electronic submission of all signed applications and supplemental materials including submittal checklist and fees using the Village’s Online**

**Permit Center which may be accessed through the Village of Pinhurst website at [vopnc.org](http://vopnc.org). If you have difficulty using this system, please contact Village staff for assistance.**

Single-Family Dwelling Development Review Process  
Checklist for Single-Family Development Review Applications

**SUBMISSION REQUIREMENTS FOR SINGLE-FAMILY DEVELOPMENT**

**APPLICATIONS:** This plan submittal type should be used for single family home development in which permanent foundations are being constructed such as new home construction, additions to homes, swimming pools and accessory buildings. It is intended to be used when more precise information is needed to avoid a structure being constructed out of compliance and minimize the cost of making the development compliant.

The following documents shall be submitted, if applicable, for issuance of a building permit, development permit, floodplain development permit, clearing/grading permit, driveway permit and Certificate of Appropriateness.

- Application Form
- Site Plan/Topographic Survey including driveway connections (see below)
- Elevation Drawings
- Exterior Material Form and Samples, if application is associated with a Certificate of Appropriateness.
- Driveway Permit Application
- Building permit submittal requirements in accordance with the current edition of the North Carolina State Building Code;
- Other Agency Permits and Approvals, as required
  - o Sedimentation and Erosion Control Plan (NCDEQ)
  - o Driveway Permit (NCDOT)
  - o Right-of-way Encroachment (NCDOT)
  - o On-site Wastewater Disposal Permit (Moore County Environmental Health)
  - o Well Permit (Moore County Environmental Health)
  - o US Fish and Wildlife Approval (particularly for Red-cockaded Woodpeckers)

This plan submittal type should be used for single family home development in which permanent foundations are being constructed such as new home construction, additions to homes, swimming pools and accessory buildings. It is intended to be used when more precise information is needed to avoid a structure being constructed out of compliance and minimize the cost of making the development compliant.

Required Site Plan Information: to be included on the Single-Family Site Plan:

- Indicate existing and proposed topographic elevations and finished floor elevation on site plan. Contour lines shall be indicated with no larger than two-foot intervals for existing and proposed (LIDAR data may be utilized);
- Show scale and North arrow;
- All plans and drawings shall be drawn to a scale that is easily legible. Site plans shall be prepared by a licensed surveyor or engineer.
- Vicinity Map - must be legible and lot easily located;
- Title block with site name and location;
- Indicate zoning classification of property on plan;
- Show total acreage including area and dimensions of the entire tract;
- Provide developer/builder name, address and telephone number on plans;
- Provide designer's name, address and telephone number on plans;
- Indicate adjoining lot lines, lot number and subdivision name on plans;
- Indicate by note, minimum dwelling size proposed for each floor;
- Show front, side and rear building setbacks;
- Show road frontage at the right-of-way and lot width at the building line;
- Show all easements.
- Clearly show the location of any additions/alterations (to scale);
- Location of all proposed and existing accessory structures to include pet runs, fences, LPG tank(s), irrigation well, etc.;
- Driveway and sidewalk locations;
- Building elevation (front, rear, and sides) shown with finished grade, to scale;
- Show location of silt fence;
- Existing and proposed impervious areas including the calculations on new construction and additions/alterations;
- Tree survey that locates and identifies specimen trees within 100' of a development site, showing the critical root zone for each tree to be preserved or reflect this information on the landscaping plan;
- Landscaping plans shall include plant location, plant name, gallon size, and indicate any HVAC unit or units, decks, patios, driveways, and sidewalks;
- Floodplain and wetland delineation if applicable;
- Location of septic, and/or existing drainage structures;
- Existing and proposed utility connections.

- Any other information the Village Planner identifies as necessary.

The Village Planner may allow for modifications or waivers to the required information for this plan type based on the individual proposal and what is needed to determine compliance. The Village Planner may allow for a plot/sketch plan listed in Appendix A to be submitted rather than the single-family plan type based on the individual proposal and what is needed to determine compliance.

#### Single-Family Final Approval Process for Issuance of Certificate of Occupancy

1. No building hereafter erected, or structurally altered, or changed in use shall be used or occupied until approved by the Village. Prior to issuance of a Certificate of Occupancy by the Village, the following shall be done:
  - a. All plans and applications shall be modified to reflect as-built conditions.
  - b. A final driveway inspection shall be made by public services and approved.
  - c. A final survey prepared by a licensed surveyor or engineer shall be submitted, if required.
  - d. Fire Marshal shall conduct an inspection and approve.
  - e. The Certificate of Occupancy shall be issued upon final building inspection.
2. Changes to original plans shall be reviewed and approved by the Village Planner. All changes shall be submitted electronically using the Village's Online Permitting System to the Village Planner to ensure a successful final review of the project.

#### Appendix C of the Pinehurst Development Ordinance – General Concept Plan

**The Village of Pinehurst requires electronic submission of all signed applications and supplemental materials including submittal checklist and fees using the Village's Online Permit Center which may be accessed through the Village of Pinehurst website at [vopnc.org](http://vopnc.org). If you have difficulty using this system, please contact Village staff for assistance.**

#### Required General Concept Plan Information

##### General Concept Plan

1. Required information to be included on the general concept plan:
  - Basic map information including title block with owner, applicant's name and contact information, designer's name and contact information, surveyor's name



and contact information; north arrow, scale in text and graphics, vicinity map, and revision block. “Bubbles” or “clouds” shall show revisions with date.

- If the conceptual plan is based on a survey, provide a separate drawing of work product by surveyor signed, sealed and dated showing precision ratio and tied to NC grid.
- The present and proposed zoning classification(s) of the tract;
- Adjoining property lines;
- The height, size and location of existing and proposed structure(s);
- A table showing proposed use of land and structures, zoning classification, and dimensional requirements;
- Building elevation drawings;
- Proposed planting areas, including walls and fences and the treatment of any existing natural features;
- The owner names, addresses, LRK #, zoning and deed references of adjoining property;
- All existing and proposed easements, reservations, rights-of-way lines and width and all setbacks required for the zoning district;
- General location and size of existing utilities both on-site and to the site, proposed tie-in location to existing public utilities (including water, sewer, drainage, etc.) and proposed location of utilities to serve the site;
- General location and type of existing and proposed storm water facilities;
- Delineation of the 100-year floodplain;
- Development Intensity:
  - For residential uses this shall include number of units and outline of area within which structures will be located.
  - For nonresidential uses, this shall include approximate square footage of structures and outline of area within which the structure(s) will be located;
- Existing and maximum proposed impervious coverage reflected in square feet SF and acreage,
- Parking and circulation plan, showing location, arrangement, and number of existing and proposed parking spaces. Parking calculations shall also be shown;
- Ingress and egress to adjacent areas;
- Proposed dimension and number of signs and their locations;
- Proposed phasing and approximate completion time of the project;
- Survey base map that provides legal metes and bounds including location of regulated (e.g., US Fish and Wildlife designated red-cockaded woodpecker trees) and specimen trees.

- Trip generation based on ITE standards and the Village's Engineering Standards and Specifications Manual for the proposed uses.
- Roadway/signal improvements for the development proposal.
- Proposed pedestrian improvements including sidewalks, greenways, etc.
- ISO computations based on the approximate/proposed square footages for each type of use.
- Current and proposed topography. Use of LIDAR data is acceptable for conceptual plans, however, actual surveyed topography shall be required for formal site plan submittal.
- Indicate driveway connections on adjacent properties along and across adjacent rights-of- way.

Appendix D of the Pinehurst Development Ordinance – Site Plans

**The Village of Pinehurst requires electronic submission of all signed applications and supplemental materials including submittal checklist and fees using the Village’s Online Permit Center which may be accessed through the Village of Pinehurst website at [vopnc.org](http://vopnc.org). If you have difficulty using this system, please contact Village staff for assistance.**

Site Plan Information

Major and Minor Site Plans

A. Information required for major and minor site plans:

- Map size shall be electronically formatted to be reproducible at 24"x36"with a scale no less than one (1) inch equals fifty (50) feet for all major and minor site plans (an index plan shall be used if multiple sheets are needed).:
- Show north arrow, scale of drawings, precision ratio, lot dimensions, setbacks, area in square feet and acres;
- Revision blocks with date of revisions and “bubbles” or “clouds” to show changes on the map with date;
- A signed and sealed map of the entire tract, including the boundary of the entire tract by metes and bounds tied to North Carolina grid and the location and dimension of all onsite and adjacent offsite easements, including but not limited to drainage, utility, public access, aerial utility, and permanent and temporary construction easements;
- The location and dimension(s) of all existing and proposed building(s) on the site. Show the finished floor elevations for the existing building(s) and the proposed floor grades, including basement, for each floor of the proposed building(s), if applicable;

- The location and dimension(s) of all proposed or existing impervious surfaces on the site, including but not limited to driveways, sidewalks, parking lots, loading and other vehicle use areas, and curb and median cuts;
- Indicate front, side, and rear setbacks for all existing and proposed structures;
- Provide a Title Block:
  - Property owner's name; address, telephone number(s), email address;
  - Applicant's name; address, telephone number(s), email address; and
  - Designer's name, address, telephone number(s), email address;
  - Provide a Development Data Block or Chart listing of the following data;
  - Zoning of the tract with dimensional requirements.
- Existing and proposed gross square footage of buildings;
- Amount of square footage utilized in parking and loading areas (see landscape standards section 9.5);
- Number of parking spaces proposed and required;
- Number of handicapped parking spaces proposed and required;
- Required and proposed minimum landscape area square footages;
- Residential uses: indicate maximum density allowed and the proposed density;
- Proposed linear footage of roads;
- Conditional zoning and special use conditions, if applicable;
- Existing and proposed built-upon area in square feet, acreage and as a percentage of site;
- Identify any existing development predating the effective date of watershed regulations;
- Indicate the owner, address, current zoning and present use of all contiguous properties (including property on opposite side of adjoining streets);
- Show locations, size and configuration of common open space for residential development, if applicable.
- Location of permanent dumpsters and service areas.
- Indicate location and method of screening of all existing and proposed propane tanks, HVAC, mechanical systems, dumpsters and any other structures or facilities that require screening as per section 9.5;
- Vicinity map showing location of tract at scale of not less than one (1) inch equals five hundred (500) feet;
- Proposed location of all storm water facilities and appropriate calculations in accordance with the Engineering Standards and Specification Manual by a qualified design professional;
- Submit drawings of building elevations showing the proposed exterior building materials and colors, height of proposed building, number of stories, and grade of each story, including basement, height and location;

- Provide a topographic survey of the site certified by a registered land surveyor showing existing site features, existing contour lines at a minimum interval of two (2) feet that are field verified, and all proposed contours. All proposed contours shall be tied to North Carolina grid.
- Certificate signed by the surveyor or engineer setting forth the source of title of the owner of the tract and the place of or record of the last instrument in the chain of title;
- Plan of each floor of parking garage, if applicable;
- Utility plan showing the sizes, composition and location of all existing and proposed underground and overhead utilities such as water, sanitary sewer, gas, electric, and telephone cables, fire protection infrastructure, etc. both within the property and in adjacent streets, where practical;
- Show all road improvements required in conformance with thoroughfare plan, including any right-of-way dedications, sight triangles (per Sect. 9.1.G and the Village of Pinehurst Engineering Standards and Specifications Manual) and traffic control devices (MUTCD 3B.16);
- Submit a plan showing the location and specifications for all outdoor lighting with calculations showing compliance with section 9.8.
- Submit a plan showing the location and design of all landscaping improvements and landscaped areas, include data relative to credits for existing trees and required and supplemental planting;
- Provide a tree survey showing the location of any buffers and trees therein required under the provisions of this Ordinance and the location of any special environmentally sensitive areas affecting the property, including a foraging study for the Red-cockaded Woodpecker, wetlands, floodplains, and also showing specimen trees as defined in Section 9.5.1.8.
- Trip generation based on ITE Standards and the Village Engineering Standards and Specifications Manual for the proposed uses along with proposed roadways/signal improvements for the development proposal.
- Approved street names and property numbers;
- A statement on whether the site is in a watershed and, if so, which watershed.
- Delineate area and boundary of floodplains, floodways, wetlands, and watershed areas.
- ISO calculations based on the approximate square footage of each type of use.
- Proposed fire hydrant and fire lane locations.
- Documentation from public utility provider concerning ability to serve the proposed development with water and sanitary sewer.
- Plan approval signature block on all pages of submittal sheets.
- Indicate driveway connections on adjacent properties along and across adjacent rights-of-way.

- Site plan drawings shall include all information required in Section 1.03b. Site Plans of the Village of Pinehurst Engineering Standards and Specifications Manual.
- All building permit submittal requirements shall be in accordance with the current edition of the North Carolina State Building Code;
- Any other information the Village Planner may deem necessary to determine compliance with this Ordinance.

Appendix E of the Pinehurst Development Ordinance – Subdivision Plats

**The Village of Pinehurst requires electronic submission of all signed applications and supplemental materials including the submittal checklist and fees using the Village’s Online Permit Center which may be accessed through the Village of Pinehurst website at [vopnc.org](http://vopnc.org). If you have difficulty using this system, please contact Village staff for assistance. Final plats shall be submitted electronically to the Village Planner through the Online Permitting Center for review and to the County of Moore in accordance with recordation requirements of the Register of Deeds.**

Subdivision Plat Information

Information to be submitted with applications for major and minor preliminary and final subdivision approval and for subdivision construction plans.

A. General Rules for Mapping and Graphics:

- All maps shall be drawn to scale and the scale shall be not less than 1"=200'. An index plan shall be used where the subdivision is shown on more than one sheet;
- Map size shall be electronically formatted to be reproducible at 24"x36", except that final plats shall conform to the dimensional requirements of the Moore County Review Officer and Register of Deeds;
- All preliminary and final plats shall be prepared by a registered land surveyor of the State of North Carolina or a licensed Engineer of the State of North Carolina in accordance with North Carolina General Statutes §47-30.

B. Information Required for Major and Minor Preliminary Subdivisions:

- Title block containing the name of the subdivision. Include previous names for approved subdivisions (if any), date and revision date(s);
- Name and owner of the tract, surveyor, engineer and/or land planner, their addresses, business telephone, and fax numbers, and professional registration numbers (if any);
- North arrow and scale;
- Zoning of the tract;

- Acreage of tract;
- Acreage of dedicated open space;
- The total number of lots proposed;
- Smallest lot;
- Total linear feet in streets as measured along the center line;
- Setbacks: Provide a table of minimum building setbacks, including:
  - Front yard setback;
  - Side yard setbacks;
  - Any required landscaped or watershed buffers and other required setbacks or buffers;
  - Rear yard setback;
  - Corner yard setback;
- The location on the property of all existing and proposed property lines, easements, political boundary lines, streets, buildings, water courses, railroads, transmission lines, sewers, bridges, culverts and drain pipes, water mains, and properties of historic or cultural significance;
- Buildable area per lot, in square feet and existing built-upon area in lot in square feet and as a percentage of lot
- Area to be covered by impervious surface for the project;
- Provide on plans, a listing of all approved conditions of the conditional zoning district, if applicable;
- Indicate the names of adjoining property owners or subdivisions;
- Indicate the zoning and existing land use of all adjoining properties;
- Indicate the location of all property lines, setbacks, lot numbers, and lot dimensions in square feet and acres. Indicate the location of the existing property boundaries and the location of intersecting lines of adjoining properties by metes and bounds;
- Provide a tree survey showing the location of any buffers and trees therein required under the provisions of this Ordinance and the location of any special environmentally sensitive areas affecting the subdivision, including a foraging study for the Red-Cockaded Woodpecker, wetlands, and floodplains and showing specimen trees as defined in landscape section 9.5.1.8;
- Indicate the location of proposed parks, school sites, or other open space, if any. Indicate if the property is private or public. If public, indicate if it is proposed to be dedicated to the Village.
- Where required, indicate proposed streets, sidewalks, traffic control devices, street names, rights-of-way, roadway widths and approximate grades. Indicate if the streets are to be public or private. Show typical cross sections. Depict sight triangles per Section 9.1.(G) of the Pinehurst Development Ordinance and the 3.02.a of the Village of Pinehurst

Engineering Standards and Specifications Manual. Street names are to be coordinated with 911 to avoid duplication of names;

- Provide a grading plan delineating existing ground contours at two (2) foot intervals relative to sea level and proposed contours to be followed as part of the development plan. A full topographic survey and grid of the site is not required;
- Submit a sketch vicinity map showing the proposed subdivisions in relationship to surrounding property and streets;
- Provide a plan showing the location, general type, and number of plantings required in the perimeter buffer, streetscape, and other required landscaping areas;
- Trip generation based on ITE Standards and the Village Engineering Standards and Specifications Manual for the proposed uses along with proposed roadway/signal improvements for the development proposal.
- Indicate driveway locations on adjacent properties along and across adjacent rights-of-way.
- Any other information the Village Planner may deem reasonable and necessary to determine compliance with this Ordinance.

C. Information Required for Major and Minor Final Plats:

- Title block containing subdivision names; vicinity map; legal description including township, county and state; the date of any revisions to the plat; a North arrow and deflection; scale in feet per inch and a bar graph; the name and address of the owner(s); and the name, address, registration number and seal of the engineer and/or surveyor;
- Exact boundary lines of tract in heavy line, full dimensions of lengths and bearings, and intersecting boundaries of adjoining lands;
- Street names, rights-of-way lines, pavement widths of tract and adjacent streets, and the location and dimensions of all easements;
- Accurate descriptions and locations of all monuments, markers, and control points;
- Location, purpose, and dimensions of areas to be used for other than residential purposes;
- Sufficient engineering data to determine readily and reproduce on the ground every straight or curved boundary, street, and setback line including dimensions, bearings, or deflection angles, radius, central angles, and tangent distances for the centerline of curved streets and curved property lines that are not the boundary of curved streets. All dimensions shall be measured to the nearest tenth and angles to the nearest minute;
- Boundaries of floodways and one hundred-year flood plains, wetlands and water supply watershed designation;
- Lots numbered consecutively throughout the subdivision;
- The names of owners of adjoining properties;
- Building setbacks (both on plat and in table format);
- Site calculations, including:

- Total acreage;
- Total number of lots;
- Acreage in lots;
- Acreage in street rights-of-way;
- Linear feet of each individual street.

**D. Submittal of Exempt and Final Plats for Recordation**

One (1) paper copy of Exempt and Final Plats shall be submitted for signature by Village staff for recordation.

**E. Certificates to be shown on Preliminary Subdivision Plats as Appropriate**

**F. Plat Certificates**