

Minor Subdivision Application

Town of Boone Planning & Inspections Department

680 W. King Street, Suite C ♦ Boone, North Carolina 28607

Phone (828) 268-6960 ♦ Fax (828) 268-6961 ♦ Email: planning@townofboone.net ♦ www.townofboone.net



A. Required to be Submitted at Time of Application (check all that apply)

Failure to provide the info required on this application may delay the review and subsequent issuance of the requested permit.

- Digital copies of all paper submittal documents (may be emailed to planning@townofboone.net)
- 1 paper copy of preliminary plat (for review prior to submittal of final document) meeting the requirements of Town of Boone Unified Development Ordinance (UDO) Appendix A
- At least 2 paper copies and 1 Mylar of final plat (to be submitted after review and approval of preliminary plat); Certificate of Ownership for Minor Subdivision should be signed at the time of submittal
- Property Owner Authorization. If you are not the property owner, you will need to provide documentation of property owner authorization to apply for this permit. You may have the property owner sign this application ([Section I](#)) or the property owner can provide a written and signed authorization that clearly states they are authorizing the applicant to submit this application.
- Permit Fee (See Planning & Inspections Fee Schedule)

Each application is allowed two (2) reviews. The 1st review of the submitted information and a 2nd review if revisions or supplemental information is required based upon the 1st review. Each subsequent review after the 2nd review will be charged at 50% of the original fees charged for the application. These fees shall be paid at the time of resubmittal.

B. Property Information (Project Location)

Street Address:

Watauga County Parcel Identification Number(s):

C. Property Owner Information

Name:

Complete Mailing Address (Street, City, State, Zip):

Phone Number:

Email Address:

D. Applicant Information

Name:

Company:

Complete Mailing Address (Street, City, State, Zip):

Phone Number:

Email Address:

Preferred Method of Contact for Written/Response Documents (select one): Mail or Email

E. Surveyor Information

Name:

Company:

Complete Mailing Address (Street, City, State, Zip):

License #:

Phone Number:

Email Address:

NC Surveyor License Number:

F. Development Information

Is the development subject to a previous Special Use Permit? Yes No Unknown

If yes, please describe: _____

Are there any other variances granted that impact the property? Yes No Unknown

If yes, please describe: _____

Are there any other variances requested with this development? Yes No

If yes, please describe: _____

G. Site Information

Total Land Area: _____

Current Number of Lots: _____

Proposed Number of Lots: _____

H. Environmental Information

Is the property located within a designated Water Supply Watershed Area? Yes No Unknown
Watershed:

If yes, please select: WS-II-CA WS-IV-PA WS-IV-CA

Stream/River: Is there a stream or river on or near the property? Yes No

SFHA: Is the property located within the Special Flood Hazard Area? Yes No Unknown

I. Applicant Signature and Property Owner Authorization

I hereby certify that I am authorized to submit this application; that all information is correct and complete; and all work will comply with all applicable State and local laws, ordinances, and regulations.

_____	_____	_____
Applicant (Print)	Applicant (Signature)	Date
_____	_____	_____
Property Owner (Print)	Property Owner (Signature)	Date

Official Use Only

Permit Name: _____				
Permit Number: _____				
Date: _____	Fee: _____	Receipt Number: _____	Method of Payment: <input type="checkbox"/> Cash <input type="checkbox"/> Check Number: _____	Paid By: _____

Date of Planning Commission Meeting (if property is in Watershed): _____

Approved? Yes No

Subdivision Approved?: Yes No Date Recorded: _____ Recordation Info: Bk: _____ Pg: _____

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