

TOWN OF SPRING LAKE
SUBDIVISION APPLICATION REQUIREMENTS
Land Use and Development Review & Administration Manual

Form SUB-3

Version 1.0

Purpose

This document identifies the materials required for a complete subdivision application submitted to the Town of Spring Lake. Submission of all applicable materials allows the Town to determine whether an application is complete and ready to begin the formal review process.

What This Document Does

Identifies the information and supporting materials that may be required for subdivision review.

What This Document Does Not Do

- Approve a subdivision.
- Evaluate compliance with Town ordinances.
- Replace the Municipal Code.
- Replace professional surveying or engineering requirements.

Before You Submit

Review Form SUB-1, Form SUB-2, applicable provisions of Title 10, and any applicable provisions of Titles 7 and 9.

Required for All Subdivision Applications

- ☐ Completed Form SUB-2.
- ☐ Property identification (parcel number(s), address if assigned, legal description, zoning district).
- ☐ Proposed subdivision name and number of proposed lots.
- ☐ Narrative describing the proposal.
- ☐ Applicant certification and owner authorization, as applicable.

Required When Applicable

- ☐ Boundary survey.
- ☐ Open space documentation.
- ☐ Utility information.
- ☐ Access and transportation information.
- ☐ Public improvement information.
- ☐ Environmental or site constraint information.

May Be Required Depending on the Proposal

- ☐ Engineering reports.
- ☐ Drainage information.
- ☐ Traffic information.
- ☐ Additional plans or studies.
- ☐ Other information reasonably necessary to determine compliance with applicable regulations.

Applicant Responsibility

Applicants are responsible for submitting complete and accurate information. Incomplete applications may delay processing until the required materials have been provided.

Administrative Review

Following submission, the Town will determine whether sufficient information has been provided to begin formal review.

Next Administrative Step

After an application is determined to be complete, the preliminary subdivision application proceeds to Planning Commission review under §10-17-21. If the preliminary application is approved, the final subdivision application proceeds to Development Staff review under §10-17-22.

Related Documents

Form SUB-1 – Subdivision Information Guide
Form SUB-2 – Subdivision Application
Form SUB-4 – Administrative Review Checklist