

Appendix E: Mapping Standards

Section E.01: Plan Submission

The following are the standards for maps, plats, and plans, which are to be submitted as part of the subdivision approval process. These standards are intended to be general and the subdivider may be required to submit fewer or more maps, plats, or plans, or provide less or more information depending upon the circumstances of the particular case.

- (A) All maps, plats, and plans shall be drawn to scale. The scale shall be not less than 1" = 200'. Construction plans shall be at a scale of not less than 1" = 50'. Prints may be blue-line or black-line, and map size shall be a minimum of 11" x 17" and a maximum of 24" x 36".
- (B) The number and type of maps, plats, and plans submitted shall adhere to the requirements set forth in the following table.

Type	Type and Number Submitted
Sketch Plan	2 prints
Preliminary Plat	2 prints; and 1 reproducible (11" x 17")
Construction Plans	2 prints
Final Plat	2 prints
As-built drawings	2 prints; and 1 mylar

- (C) Unless otherwise advised by the Administrator, preliminary plats and final plats shall contain all information as required in the following table.

Information Required	Preliminary Plat	Final Plat
Title Block containing the name of the proposed development; name of map, plat, or plan (preliminary or final); owner's name with address and daytime phone #; date map was prepared or revised; scale in feet per inch; name address, and telephone # of person preparing the map, plat or plan; developer's name, address, and daytime phone number (if different from owner's)	✓	✓
Zoning districts within the property and adjacent properties	✓	
Deed book or plat book reference for subject property	✓	✓
Names of adjoining property owners or names of adjoining subdivisions or developments with deed book/page and plat book references	✓	✓
Tax map numbers of subject property	✓	
Vicinity map illustrating the location of the subject property relative to surrounding area typically drawn in upper right corner at a scale of 1" = 2000'	✓	✓
Corporate limits or extraterritorial boundaries if on the subject property	✓	✓

North arrow and orientation (North arrow shall be oriented towards top of map where practical)	✓	✓
Boundaries of the tract to be subdivided distinctly and accurately represented with all distances, bearings, and curve data shown	✓	✓
If existing property lines on subject property are to be changed, then label as "old property lines" and illustrate as dashed lines.	✓	✓
Location and description of all monuments, markers, and control corners	✓	✓
Location of intersecting boundary lines of adjoining properties	✓	✓
Dimension, location and use of all existing buildings, distances between buildings measured at the closest point; distance from buildings to closest property lines; buildings to remain on final plat	✓	✓
Railroad lines and rights-of-way	✓	✓
Water courses, ponds, lakes, or streams	✓	✓
Marshes, swamps and other wetlands	✓	✓
Areas to be dedicated or reserved for the public or a local jurisdiction	✓	✓
Areas reserved for common area or open space	✓	✓
Existing and proposed topography of subject property and 100 feet beyond boundaries of subject property at intervals no greater than five feet (2 feet where available)	✓	
Proposed lot lines and dimensions with bearings	✓	✓
Setback lines for each proposed lot	✓	✓
Square footage of all proposed lots under one acre in size	✓	✓
Acreage of all lots over one acre in size	✓	✓
Site calculations including but not limited to acreage in total tract; acreage in public greenways and other open space; total number of lots proposed; linear feet in streets; area in newly dedicated right-of-way	✓	
Lots sequenced or numbered consecutively	✓	✓
Street data illustrating existing and proposed rights-of-way within and adjacent to property; total right-of-width dimension; cul-de-sac right-of-way radius from center point; pavement or curb lines; pavement width dimensions; cul-de-sac pavement radius from center point	✓	
Existing and proposed street names	✓	✓
Location, dimension, and type of all easements (existing and proposed)	✓	✓
Any other information deemed relevant by the Administrator	✓	✓

Section E.02: Certifications, Notes and Approval Blocks

The following certificates, notes and approval blocks shall appear on the appropriate plans and plats in substantially the following formats:

- (A) Certificate of Ownership (for minor subdivisions)

Certificate of Ownership	
I hereby certify that I am the owner of the property shown and described hereon, which is located in the subdivision jurisdiction of the City of Rockingham; and that I am hereby adopting this plan of subdivision.	
Owner: _____	Date: _____
Owner: _____	Date: _____

- (B) Certificate of Approval (for minor subdivisions)

Certificate of Approval	
I hereby certify that the minor subdivision shown on this plat does not involve the creation of new public streets or any change in existing public streets; that the subdivision shown complies in all respects with the Unified Development Ordinance of Rockingham, North Carolina; and that therefore this plat has been approved by the City of Rockingham Planning Director, subject to its being recorded in the Richmond County Registry within 60 days of the date below.	
_____	_____
Planning Director	Date

- (C) Certificate of Ownership (for major subdivisions)

Certificate of Ownership and Dedication	
I hereby certify that I am the owner of the property described hereon, which is located within the subdivision regulation jurisdiction of the City of Rockingham; that I hereby freely adopt this plan of subdivision and dedicate to public use all areas shown on this plat as streets, alleys, walks, parks, open space, and easements, except those specifically indicated as private, and that I will maintain all such areas until the offer of dedication is accepted by the appropriate public authority. All property shown on this plat as dedicated for a public use shall be deemed to be dedicated for any other public use authorized by law when such other use is approved by the Rockingham City Council in the public interest.	
Owner: _____	Date: _____
Owner: _____	Date: _____

(D) Certificate of Approval (for major subdivisions)

Certificate of Approval	
<p>I hereby certify that all streets shown on this plat are within the City of Rockingham's planning jurisdiction; that all streets and other improvements shown on this plat have been installed or completed or that their installation or completion (within 12 months after the date below) has been assured by the posting of a performance bond or other sufficient surety, and that the subdivision shown on this plat is in all respects in compliance with the Unified Development Ordinance of Rockingham, North Carolina; and therefore this plat has been approved by the Rockingham Planning Director, subject to its being recorded in the Richmond County Registry within 60 days of the date below.</p>	
_____	_____
Planning Director	Date

(E) Certificate of Survey and Accuracy (for major and minor subdivisions)

Certificate of Survey and Accuracy	
<p>I hereby certify that this map (drawn by me) (drawn under my supervision) from (an actual survey made by me) (an actual survey made under my supervision) (a deed description recorded in Book___, Page ___ of the Richmond County Registry) (other); that the boundaries not surveyed are clearly indicated as dashed lines plotted from information found in Book___, Page ___; that the ratio of precision as calculated is _____; and that this map was prepared in accordance with [statutory citation]. Witness my original signature, registration number and seal this ___ day of _____, 20 __.</p>	
<i>Seal or Stamp</i>	_____
	Registered Land Surveyor