



**Town of Selma**  
Planning & Economic Development  
114 N. Raiford St.  
Selma, NC 27576  
P: 919-965-9841  
F: 919-965-4637  
www.selma-nc.com

## MINOR SUBDIVISION PLAT / MAJOR SUBDIVISION FINAL PLAT APPLICATION COVER SHEET

*This sheet shall be completed by the applicant and included with a completed application.*

**Name of Project:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

*Please complete the following checklist prior to submittal. If not applicable, check "n/a." Application shall not be reviewed until all required materials are received.*

☐ Pre-Application Meeting held on: \_\_\_\_\_

☐ Application Review Fee (cash, check, or money order, payable to Town of Selma)

**One (1) paper copy + one (1) digital copy of the following (ALL ITEMS MAY NOT BE REQUIRED DEPENDING ON SCOPE OF PROJECT. Required items are determined in pre-application meeting):**

Provided N/A

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Completed application  |
| <input type="checkbox"/> | <input type="checkbox"/> | Owner's Consent Form   |
| <input type="checkbox"/> | <input type="checkbox"/> | Wastewater Allocation Request or Verification of Wastewater Allocation Request         |
| <input type="checkbox"/> | <input type="checkbox"/> | Signed/Sealed Traffic Impact Analysis  |
| <input type="checkbox"/> | <input type="checkbox"/> | Plat sheet(s) meeting the plat information requirements (see list in this application) |



**Town of Selma**  
Planning Department  
114 N. Raiford St.  
Selma, NC 27576  
P: 919-965-9841  
F: 919-965-4637  
www.selma-nc.com

## FINAL PLAT / MINOR SUBDIVISION PLAT APPLICATION

No person may subdivide his land except in accordance with all the provisions of the Town of Selma Unified Development Ordinance and all applicable state regulations. No person may subdivide his land unless and until a final plat of the subdivision has been approved in accordance with the provisions of Sections 17-652, 17-653, or 17-654 and recorded in the Johnston County Registry.

Minor Subdivisions are subdivisions which result in three (3) or fewer lots, are not classified as Exempt Subdivision by NCGS 160D-802, and do not create or modify any public streets.

Major Subdivision Final Plats are applied for once the Preliminary Plat has been approved by Town Council and any conditions of approval such as site improvements or bonding have been met.

**Application Fee\*:** Final Plat (following major subdivision preliminary plat): \$400.00 + \$10.00 Per Lot

Minor Subdivision Plat: \$150.00 + \$25.00 Per Lot

\*Fees (cash or check) are nonrefundable and are due at the time of application submittal

Note: Plat approval by the Town of Selma does not imply compliance with Johnston County or any other applicable regulatory agencies. It is the applicant's obligation to seek any required permits/approvals.

### SITE INFORMATION

Write "N/A" if not applicable.

Development/Project Name: \_\_\_\_\_

Preliminary Plat Approval Date and Project # (if applicable): \_\_\_\_\_

Acreage of Property: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Johnston County Tag #(s): \_\_\_\_\_

Address/Location: \_\_\_\_\_

Section(s)/Phase(s): \_\_\_\_\_

Number of Lots (existing): \_\_\_\_\_ (proposed): \_\_\_\_\_ Min Lot Size: \_\_\_\_\_

Recreation/Open Space Requirement: ☐ Fee in lieu ☐ Land Dedication – Acreage: \_\_\_\_\_

Electric Provider: \_\_\_\_\_ Wastewater: ☐ Septic ☐ Sewer

### STAFF USE

Date Received: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Permit #: \_\_\_\_\_

## APPLICANT INFORMATION

*Owner's Consent Form is required if applicant is not the property owner.*

Applicant Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Property Owner (if different than applicant):**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## REQUIRED INFORMATION

*Required Plat information. (Plats are also required to meet the requirements of NC G.S. 47-30):*

Required Plat Information:	Completed by Applicant:	
	Yes	N/A
1. Plans are 18 inches by 24 inches with a scale no smaller than 1 inch = 100 feet.		
2. Name of subdivision (including phase numbers if applicable) and plan/plat type.		
3. Name of township, county, and state in which the property is located.		
4. Vicinity Sketch		
5. Provide the following project data in Tabular form: <ul style="list-style-type: none"> <li>- Area of tract in square feet and acres</li> <li>- Owner's name and address</li> <li>- County TAG #</li> <li>- Within Town Limits or ETJ</li> <li>- Zoning of property (and any special conditions if applicable)</li> <li>- Dimensional Standards for the Zoning District</li> <li>- Indicate if the site is within a Water Supply Watershed Protection District</li> <li>- Indicate if Property is within the Historic District</li> <li>- Number of lots per acre (density)</li> <li>- Acreage in Open Space (UDC Article XII)</li> <li>- Annexation # (if applicable)</li> <li>- FEMA designated flood plain and floodway (include FIRM panel reference number and effective date)</li> </ul>		
6. Surveyor or professional engineer's name, seal, and registration number.		
7. Date of survey, any revision dates and date of plat preparation.		
8. All required certificates. <i>Certificates for both Final Plats and Minor Subdivisions are included in this application packet</i>		
9. An accurately positioned north arrow indicating true north, magnetic north, North Carolina grid ("NAD 83" or "NAD 27"), or is referenced to old deed or plat bearings. If the north index is magnetic or referenced to an old deed or plat bearings, the date and the source (if known) the index was originally determined is clearly indicated.		

Required Plat Information:	Completed by Applicant:	
	Yes	N/A
10. The exact course and distance of every boundary line of the tract to be subdivided, fully dimensioned (metes and bounds) along with the location of intersecting boundary lines of adjoining lands in accordance with the North Carolina General Statutes § 47-30 - Plats and subdivisions; mapping requirements.		
11. Accurate location and description of all monuments, markers and control points.		
12. All lot boundaries changed or eliminated by requested combination are indicated by dashed lines.		
13. Blocks numbered consecutively throughout entire subdivision with lots numbered consecutively in each block. Lot numbers shall be placed in a circle or labeled "Lot ____".		
14. The names of adjacent landowners, or lot, block, parcel, subdivision designations or other legal reference where applicable.		
15. Location and width of all existing and proposed rights-of-way, open space, easements and areas dedicated to public use with the purpose of each stated where crossing or forming any boundary line of the property shown. <ul style="list-style-type: none"> <li>- Sight triangles noted where required.</li> <li>- Bearings and distances should be included for all easements.</li> <li>- For existing easements provide the plat book and page number and/or the deed book and page number.</li> </ul>		
16. Location of all existing buildings and structures. <i>Required for minor subdivision applications only</i>		
17. Minimum building setbacks are noted, along with other dimensional standards set in preliminary plat approval (i.e. max impervious per lot, max building coverage, building height, etc).		
18. Location of all existing and proposed utilities (water, sewer, electric, natural gas, etc.).		
19. Location of all existing and proposed drainage structures.		
20. Location of all proposed easements, labeled as "public" or "private"		
21. Streets: <ul style="list-style-type: none"> <li>- Proposed streets are labeled, named and dimensioned.</li> <li>- Street names must be approved by Town of Selma and Johnston County.</li> <li>- Correct street cross section detail provided.</li> <li>- If streets are private: All private streets shall be maintained by a designated responsible party. The party shall be noted on the plat. Streets shall be labeled "Private Streets – No Town Maintenance."</li> </ul>		
22. Location, purpose and dimensions of areas to be used for purposes other than residential (such as HOA-maintained areas, recreation, open space, etc.) <ul style="list-style-type: none"> <li>- All open space, parks, and similar common areas shall be maintained by a designated responsible party. The party shall be noted on the plat.</li> </ul>		
23. Width and type of any buffers.		
24. Verification of minimum Finished Floor Elevation (FFE). The minimum FFE must be at least two feet above the Base Flood Elevation (BFE) on properties affected by FEMA 100 year flood plain.		
25. Indicate the boundaries of any greenway dedicated to the Town of Selma and label "Public Greenway Dedicated to the Town of Selma." Reference recorded plat and deed of dedication to the town.		

Required Plat Information:	Completed by Applicant:	
	Yes	N/A
26. Any other information as required by NC General Statute 47-30, or as considered by either the applicant or the Town to be pertinent to the review.		

#### APPLICANT AFFIDAVIT

*I, the undersigned, to hereby make application and petition to the Town of Selma to approve the subject Minor Subdivision/Final Plat Request. I hereby certify that I have full legal right to request such action and that the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material and all attachments become official records of the Town of Selma, North Carolina, and will not be returned.*

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## CERTIFICATES FOR A FINAL SUBDIVISION PLAT

Page 1 of 5

*Certificates shall be included as written below for all plats, unless designated as a "minor" or "major" subdivision below in which case the appropriate certificates shall be utilized.*

### **CERTIFICATE OF OWNERSHIP AND DEDICATION (MINOR SUBDIVISION)**

I HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY DESCRIBED HEREON, WHICH PROPERTY IS WITHIN THE SUBDIVISION REGULATION JURISDICTION OF THE TOWN OF SELMA, NORTH CAROLINA, AND THAT I FREELY ADOPT THIS PLAN OF SUBDIVISION.

\_\_\_\_\_  
DATE                      OWNER

### **CERTIFICATE OF OWNERSHIP AND DEDICATION (MAJOR SUBDIVISION)**

I HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY DESCRIBED HEREON, WHICH PROPERTY IS LOCATED WITHIN THE SUBDIVISION REGULATION JURISDICTION OF THE TOWN OF SELMA , THAT I HEREBY FREELY ADOPT THIS PLAN OF SUBDIVISION AND DEDICATE TO PUBLIC USE ALL AREAS SHOWN ON THIS PLAT AS STREETS, ALLEYS, WALKS, GREENWAYS, 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 SELMA TOWN COUNCIL IN THE PUBLIC INTEREST.

\_\_\_\_\_  
DATE                      OWNER

### **CERTIFICATE OF APPROVAL FOR MAJOR SUBDIVISION**

I HEREBY CERTIFY THAT ALL STREETS SHOWN ON THIS PLAT ARE WITHIN THE TOWN OF SELMA'S PLANNING JURISDICTION, ALL STREETS AND OTHER IMPROVEMENTS SHOWN ON THIS PLAT HAVE BEEN INSTALLED OR COMPLETED OR THAT THEIR INSTALLATION OR COMPLETION (WITHIN TWELVE (12) MONTHS AFTER THE DATE BELOW) HAS BEEN ASSURED BY THE POSTING OF A PERFORMANCE GUARANTEE AND THAT THE SUBDIVISION SHOWN ON THIS PLAT IS IN ALL RESPECTS IN COMPLIANCE WITH SELMA CODE OF ORDINANCE CHAPTER 17, AND THEREFORE THIS PLAT HAS BEEN APPROVED BY THE SELMA TOWN COUNCIL SUBJECT TO ITS BEING RECORDED IN THE JOHNSTON COUNTY REGISTER OF DEEDS WITHIN SIXTY (60) DAYS OF THE DATE BELOW.

\_\_\_\_\_  
DATE                      PLANNING & ECONOMIC DEVELOPMENT DIRECTOR

### **CERTIFICATE OF APPROVAL FOR MINOR SUBDIVISION**

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 IS IN ALL RESPECTS IN COMPLIANCE WITH SELMA CODE OF ORDINANCE CHAPTER 17, AND THAT THEREFORE THIS PLAT HAS BEEN APPROVED BY THE TOWN OF SELMA PLANNING & ECONOMIC DEVELOPMENT DIRECTOR, SUBJECT TO ITS BEING RECORDED IN THE JOHNSTON COUNTY REGISTRY WITHIN THIRTY (30) DAYS OF THE DATE BELOW.

\_\_\_\_\_  
DATE                      PLANNING & ECONOMIC DEVELOPMENT DIRECTOR

## CERTIFICATES FOR A FINAL SUBDIVISION PLAT

Page 2 of 5

### TOWN OF SELMA TOWN MANAGER CERTIFICATION FOR A FINAL PLAT

I HEREBY CERTIFY THAT THE TOWN OF SELMA, NC HAS APPROVED THIS PLAT FOR RECORDING IN THE OFFICE OF THE JOHNSTON COUNTY REGISTER OF DEEDS, AND ACCEPTS THE DEDICATION OF STREETS, EASEMENTS, RIGHTS-OF-WAY, AND PUBLIC LANDS SHOWN THEREON, BUT ASSUMES NO RESPONSIBILITY TO OPEN OR MAINTAIN THE SAME UNTIL, IN THE OPINION OF THE SELMA TOWN COUNCIL, IT IS IN THE PUBLIC INTEREST TO DO SO.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TOWN MANAGER

### CERTIFICATE OF SURVEY AND ACCURACY

I, \_\_\_\_\_, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION FROM A (DEED DESCRIPTION RECORDED IN BOOK \_\_\_\_\_, PAGE \_\_\_\_\_, PLAT RECORDED IN BOOK \_\_\_\_\_, PAGE \_\_\_\_\_, OR OTHER); THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN DEED/PLAT BOOK \_\_\_\_\_, PAGE \_\_\_\_\_; THAT THE RATIO OF PRECISION AS CALCULATED IS 1:\_\_\_\_\_; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G. S. 47-30 AS AMENDED. WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER AND SEAL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, A.D., 20\_\_\_\_.

SEAL:

\_\_\_\_\_  
SURVEYOR

\_\_\_\_\_  
LICENSE NUMBER

### SURVEYOR CERTIFICATION

I \_\_\_\_\_ CERTIFY TO ONE OF THE FOLLOWING:

- ☐ 1) THAT THE SURVEY CREATES A SUBDIVISION OF LAND WITHIN THE AREA OF A COUNTY OR MUNICIPALITY THAT HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND;
- ☐ 2) THAT THE SURVEY IS LOCATED IN A PORTION OF A COUNTY OR MUNICIPALITY THAT IS UNREGULATED AS TO AN ORDINANCE THAT REGULATES PARCELS OF LAND;
- ☐ 3) IS ONE OF THE FOLLOWING:
- ☐ THAT THE SURVEY IS OF AN EXISTING PARCEL OR PARCELS OF LAND AND DOES NOT CREATE A NEW STREET OR CHANGE AN EXISTING STREET;
  - ☐ THAT THE SURVEY IS OF AN EXISTING BUILDING OR OTHER STRUCTURE, OR NATURAL FEATURE, SUCH AS A WATERCOURSE; OR
  - ☐ THAT THE SURVEY IS A CONTROL SURVEY.
- ☐ 4) THAT THE SURVEY IS OF ANOTHER CATEGORY, SUCH AS THE RECOMBINATION OF EXISTING PARCELS, A COURT-ORDERED SURVEY, OR OTHER EXCEPTION TO THE DEFINITION OF SUBDIVISION;
- ☐ 5) THAT THE INFORMATION AVAILABLE TO THE SURVEYOR IS SUCH THAT THE SURVEYOR IS UNABLE TO MAKE A DETERMINATION TO THE BEST OF THE SURVEYOR'S PROFESSIONAL ABILITY AS TO PROVISIONS CONTAINED IN (1) THROUGH (4) ABOVE.

## CERTIFICATES FOR A FINAL SUBDIVISION PLAT

Page 3 of 5

### REVIEW OFFICER'S CERTIFICATE

STATE OF NORTH CAROLINA

COUNTY OF JOHNSTON

I, \_\_\_\_\_, REVIEW OFFICER OF JOHNSTON COUNTY, CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

\_\_\_\_\_  
DATE REVIEW OFFICER

### CERTIFICATION FOR WATER SUPPLY AND SEWAGE DISPOSAL SYSTEMS

I HEREBY CERTIFY THAT THE WATER SUPPLY, SEWAGE DISPOSAL SYSTEMS INSTALLED, OR PROPOSED FOR INSTALLATION FOR THE PROPERTY SHOWN ON THIS PLAT, MEET THE NECESSARY PUBLIC HEALTH REQUIREMENTS.

\_\_\_\_\_  
DATE HEALTH REPRESENTATIVE

CHOOSE ONE, AS APPLICABLE:

#### FOR DESIGN AND INSTALLATION OF UTILITIES AND OTHER REQUIRED IMPROVEMENTS

"I HEREBY CERTIFY THAT ALL STREETS, UTILITIES AND OTHER REQUIRED IMPROVEMENTS HAVE BEEN INSTALLED IN AN ACCEPTABLE MANNER AND ACCORDING TO TOWN SPECIFICATIONS AND STANDARDS IN THE \_\_\_\_\_, OR THAT A SECURITY BOND IN THE AMOUNT OF \$\_\_\_\_\_ OR CASH IN THE AMOUNT OF \$\_\_\_\_\_ HAS BEEN POSTED WITH THE TOWN OF SELMA TO ASSURE THE COMPLETION OF ALL REQUIRED IMPROVEMENTS IN THE CASE OF DEFAULT.

\_\_\_\_\_  
DATE TOWN MANAGER

**OR**

#### CERTIFICATE OF PUBLIC UTILITIES

ALL OBLIGATIONS AND REQUIREMENTS FOR THE UTILITIES TO SERVE \_\_\_\_\_ SUBDIVISION, SECTION \_\_\_\_\_, LOTS \_\_\_\_\_, AS SET FORTH BY THE TOWN OF SELMA PUBLIC WORKS DEPARTMENT, HAVE BEEN MET AND ARE SATISFACTORY FOR THE PURPOSE OF RECORDING THE SUBDIVISION PLAT.

\_\_\_\_\_  
DATE TOWN MANAGER

NOTE: NO STRUCTURES TO BE BUILT INSIDE ANY UTILITY EASEMENT.



## CERTIFICATES FOR A FINAL SUBDIVISION PLAT

Page 4 of 5

### NOTICE TO CONNECT TO PUBLIC UTILITY SYSTEM

IN SUBDIVISIONS THAT PROVIDE A PUBLIC WATER DISTRIBUTION SYSTEM AND/OR A PUBLIC SEWAGE COLLECTION SYSTEM, OTHER THAN THAT PROVIDED BY THE TOWN OF SELMA, A NOTE SHALL BE PLACED ON THE FINAL PLAT INDICATING THAT ALL HOMEOWNERS ARE REQUIRED TO CONNECT TO THE PUBLIC UTILITY SYSTEM PRIOR TO THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY FOR THEIR PRINCIPAL STRUCTURE.

### DEPARTMENT OF TRANSPORTATION DIVISION OF HIGHWAYS CERTIFICATE

PROPOSED SUBDIVISION ROAD CONSTRUCTION STANDARDS CERTIFICATION

APPROVED: \_\_\_\_\_  
DATE DISTRICT ENGINEER

NOTE: ONLY NORTH CAROLINA DEPARTMENT OF TRANSPORTATION APPROVED STRUCTURES ARE TO BE CONSTRUCTED ON PUBLIC RIGHT-OF-WAY.

NOTE: SITE TRIANGLE TAKES PRECEDENT OVER ANY SIGN EASEMENT

NOTE: OWNER, DEVELOPER, OR CONTRACTOR SHALL SET THE CENTERLINE OF THE EXISTING ROADWAY DITCH BACK TO A MINIMUM OF 12 FEET FROM THE EXISTING/PROPOSED EDGE OF PAVEMENT ALONG ALL ROAD FRONT LOTS. NOTE: ALL DRAINAGE EASEMENTS SHALL BE DEDICATED AS PUBLIC AND IT SHALL BE THE RESPONSIBILITY OF THE PROPERTY OWNERS TO MAINTAIN THE DRAINAGE EASEMENTS AND ANY DRAINAGE STRUCTURES THERE IN, SO AS TO MAINTAIN THE INTEGRITY OF THE DRAINAGE SYSTEM AND INSURE POSITIVE DRAINAGE.

### ROAD MAINTENANCE STATEMENT OF UNDERSTANDING

I, \_\_\_\_DEVELOPER/OWNER\_\_\_\_ AM RESPONSIBLE FOR THE CONSTRUCTION, MAINTENANCE AND REQUIRED ROAD IMPROVEMENTS OF SUBDIVISION STREETS UNTIL: APPROVED/TAKEN OVER BY NORTH CAROLINA DEPARTMENT OF TRANSPORTATION OR TOWN OF SELMA FOR PUBLIC ROADS, OR APPROVED/TAKEN OVER BY HOMEOWNERS ASSOCIATION FOR PRIVATE ROADS MAINTENANCE, OR PRIVATE ROAD MAINTENANCE AGREEMENT IS SIGNED AND RECORDED BY OWNERS OF EACH LOT.

\_\_\_\_\_  
DATE DEVELOPER/OWNER

## CERTIFICATES FOR A FINAL SUBDIVISION PLAT

Page 5 of 5

### OPTIONAL ACCEPTANCE OF OFFER OF DEDICATION (MAJOR SUBDIVISION)

NOTE: TO BE USED ONLY IF TOWN COUNCIL ACCEPTS THE OFFER OF DEDICATION AT THE TIME THE FINAL PLAT IS APPROVED.

"I HEREBY CERTIFY THAT ALL STREETS AND SIDEWALKS, PARKS AND GREENWAYS, POTABLE WATER, SANITARY SEWER, AND/OR STORMWATER INFRASTRUCTURE (OR ANY OTHER EASEMENTS, LOTS AND/OR INFRASTRUCTURE) SHOWN ON THIS PLAT WERE ACCEPTED BY THE TOWN COUNCIL BY A RESOLUTION ADOPTED AT THE MEETING HELD ON \_\_\_\_\_, \_\_\_\_\_".

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Date

### OPTIONAL CERTIFICATION THAT TOWN OF SELMA ORDINANCES APPLY (MAJOR SUBDIVISION)

NOTE: TO BE USED ONLY WHERE A (I) PORTION OF A PROPERTY LIES OUTSIDE OF THE TOWN'S JURISDICTION AND A PORTION OF THE PROPERTY IS WITHIN THE TOWN'S JURISDICTION AND (II) THE PROPERTY OWNER WISHES TO HAVE THE ENTIRE PROPERTY DEVELOPED UNDER THE TOWN'S ORDINANCES AND STANDARDS.

WE HEREBY CERTIFY THAT THE APPLICATION OR ENFORCEMENT OF THE TOWN'S ORDINANCES TO THE PROPERTY SHOWN ON THIS PLAT IS NOT UNDER COERCION OR OTHERWISE BASED UPON ANY REPRESENTATION BY THE TOWN THAT THE TOWN'S APPROVAL OF ANY LAND USE PLANNING WOULD BE WITHHELD FROM THE PROPERTY OWNER WITHOUT THE APPLICATION OR ENFORCEMENT OF THE TOWN'S ORDINANCE OUTSIDE THE TERRITORIAL JURISDICTION OF THE TOWN.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PLANNING & ECONOMIC DEVELOPMENT DIRECTOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
OWNER

### STAFF ANALYSIS *(completed by staff)*

Zoning District: \_\_\_\_\_ ☐ City Limits ☐ Extraterritorial Jurisdiction

Lot Size: \_\_\_\_\_

Associated Project Approval Project #(s): \_\_\_\_\_

Flood Zone: \_\_\_\_\_ FIRM Map: \_\_\_\_\_

Associated Special Flood Hazard Area Development Permit #: \_\_\_\_\_

Water Supply Watershed Protection District: ☐ Yes ☐ No

Historic District: ☐ Yes ☐ No

Are any of the following Right-of-Ways present on this property (check all that apply):

☐ City Utilities ☐ Railroad ☐ NCDOT or City Road ☐ Proposed Thoroughfare ☐ None

Notes: \_\_\_\_\_

#### Zoning Information

	Required	Provided
Lot Area		
% of Impervious Surface		
Lot Width		
<b>Setbacks</b>		
Front		
Side		
Rear		
Max Building Height - Principal		
Max Building Height - Accessory		
Accessory Building Setbacks		

Comments:

---

---

---

---



**Town of Selma**  
Planning Department  
114 N. Raiford St.  
Selma, NC 27576  
P: 919-965-9841  
F: 919-965-4637  
[www.selma-nc.com](http://www.selma-nc.com)

## AGENT AUTHORIZATION / OWNER'S CONSENT FORM

*Pursuant to Section 17-602 of the Town of Selma Unified Development Ordinance, written authorization is required from the property owner(s) if an agent will act on their behalf. A separate form is required from each owner. All fields must be completed.*

### AGENT/APPLICANT INFORMATION:

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip)

I hereby give CONSENT to the above referenced agent/applicant to act on my behalf, to submit applications and all required materials and documents, and to attend and represent me at all meetings and public hearings pertaining to the following processes (*list applicable requests*):

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Furthermore, I hereby give consent to the party designated above to agree to all terms and conditions which may arise as part of the approval of this application.

I hereby certify that I have authority to execute this consent form as/on behalf of the property owner. I understand that any false, inaccurate or incomplete information provided by me or my agent will result in the denial, revocation or administrative withdrawal of this application, request, approval or permits. I further agree to all terms and conditions which may be imposed as part of the approval of this application.

### OWNER AUTHORIZATION:

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Owner's Signature)

\_\_\_\_\_  
(City, State, Zip)