



# Buncombe County Planning & Development APPLICATION FOR REVISED PRELIMINARY SUBDIVISION PLANS

Application Fee: \$25 for MINOR Subdivisions ; \$50 for MAJOR Subdivisions

*Any person seeking to develop a subdivision must comply with the Buncombe Land Development and Subdivision Ordinance. Please read the ordinance and complete ALL required items prior to submitting this application and site plans.*

## A. Property Information

Date: \_\_\_\_\_

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

Phase # and/or Name of Phase (If part of a Phased Development Master Plan): \_\_\_\_\_

PIN(s) of Property to be Subdivided: \_\_\_\_\_  
\_\_\_\_\_

Address/Street Location of Property: \_\_\_\_\_

## B. Contact Information

Owner's Name \_\_\_\_\_

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

Telephone (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Surveyor/Engineer/or  
Landscape Architect's Name \_\_\_\_\_

Company \_\_\_\_\_

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

Telephone (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Primary Contact's Name for Submission \_\_\_\_\_

Company \_\_\_\_\_

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

Telephone (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

## OFFICE USE ONLY:

Date received: \_\_\_\_\_ Date due: \_\_\_\_\_ Case number: \_\_\_\_\_

Staff Comments:

### C. SUBMISSION TYPE

A preliminary plan application shall be submitted in addition to this application for changes to a major or minor subdivision plan that constitutes a substantial change. No pre-development conference shall be required.

MAJOR Subdivisions shall be submitted 15 days prior to the next Planning Board meeting. MINOR Subdivisions shall be reviewed within 10 working days of submittal.

Mark the check box  applicable to your subdivision plans to indicate that the item has been complete:

**SUBMITTAL TO MEET CONDITIONS OF APPROVAL:**

Submission of plans to meet contingencies of preliminary approval or submission of a minor subdivision after initial review to be granted preliminary approval.

- Submit one (1) copy of the complete preliminary subdivision plans (no larger than 34 inches by 44 inches).
- A digital version of the preliminary subdivision plans in PDF format and in CAD (.DFX or .DWG, or shapefile format with a projection associated with the line work on cd).
- A copy of the preliminary subdivision plans reduced to 8 ½"x11" or 11"x17".

**MAJOR SUBDIVISION (Insignificant deviation) or CHANGE TO A MINOR SUBDIVISION:**

Contact staff prior to submittal so they can make the determination of whether a proposed change is an insignificant deviation.

- Submit one (1) copy of the complete preliminary subdivision plans (no larger than 34 inches by 44 inches).
- A digital version of the preliminary subdivision plans in PDF format and in CAD (.DFX or .DWG, or shapefile format with a projection associated with the line work on cd).
- A copy of the preliminary subdivision plans reduced to 8 ½"x11" or 11"x17".

**MAJOR SUBDIVISION SUBSTANTIAL REVISIONS:**

Revision of MAJOR or MINOR subdivision plans that constitute a substantial change from previously approved plans.

- Submit thirteen (13) copies of the complete preliminary subdivision plans (no larger than 34 inches by 44 inches).
- A digital version of the preliminary subdivision plans in PDF format and in CAD (.DFX or .DWG, or shapefile format with a projection associated with the line work on cd).
- A copy of the preliminary subdivision plans reduced to 8 ½"x11" or 11"x17".

**OFFICE USE ONLY:**

Date received: \_\_\_\_\_ Case number: \_\_\_\_\_ Date Due: \_\_\_\_\_

*Staff Review Comments:*

**D. REVISED PLAN REQUIREMENTS**

Place a check in the ✓ column to indicate that the item has been completed and included in your site plan, and/or attached to this application. Place a check in the ‘N/A’ column if not applicable to your project:

	Applicant		Staff Use	
	✓	N/A	✓	N/A
1. Each change to the previously approved plans is clearly labeled on the submitted plans with documentation and notes regarding what the proposed change is				
2. If required, a revised Erosion Control application has been submitted for review and approval by the Buncombe County Erosion Control Department				
3. If required, a revised Stormwater Management application has been submitted for review and approval by the Buncombe County Stormwater Management Administrator				
4. If required, a revised plan has been submitted for review and approval by the Buncombe County Flood Prevention Ordinance Administrator				
5. If required, a revised plan has been submitted for review and approval by the Buncombe County Fire Marshal				

1. Does the proposed development meet the definition of a <b>HILLSIDE DEVELOPMENT</b> (as defined by Section 70-68 of the Buncombe County Land Development and Subdivision Ordinance)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> If ‘yes’, include a Hillside Development Application Checklist with your submittal.
2. Are you submitting a <b>Variance request</b> with your subdivision application?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> If ‘yes’, include a separate subdivision Variance application for each variance requested

OFFICE USE ONLY:
<i>Staff Review Comments:</i>