



PROCEDURAL STEPS FOR PRELIMINARY PLAT REVIEW & PUBLIC HEARING

1. Applicant files a complete application along with the requisite fee.
2. The Planning Director, in conjunction with the Technical Review Committee (TRC), reviews and makes recommendations regarding the application.
3. Revised plans are submitted to and reviewed by the Planning Director for TRC compliance. The applicant will be notified if the plans are approved for next level review.
4. The applicant submits the TRC-approved plan to the Planning Director no later than 25 days prior to the next regularly scheduled Planning Board meeting.
5. Adjoining property owners will be notified of a Public Hearing and a sign will be posted on the property by the Planning Department.
6. The Planning Board hears the proposed change taking into consideration the expressed opinions of the petitioner, affected property-owners, interested citizens, and the Planning Director. The Planning Board then makes recommendation to the Board of Commissioners concerning the proposed development.
7. If petition amendment is required, the applicant must submit revisions and Board requested comments to the Planning Director.
8. A public notice of the Public Hearing will be advertised two weeks prior to and the day after the Planning Board meeting.
9. At the designated date and time, The Planning Board and the Board of Commissioners will hold a Public Hearing. Unless otherwise noted, immediately following public hearing, the Boards will receive the TRC and Planning Director recommendations and render their decision concerning the proposed petition request.
10. The Planning Director will provide the applicant and/or property owner with official notification of the decision and any conditions attached thereto.
11. If approved, the applicant records the Plat with the Johnston County Register of Deeds.

SUBMITTAL
 Applicant files petition request and fee with the Planning and Zoning Department by the Friday of the first full week of the month.

REVIEW
 (30 Days)
 The Planning Director and TRC review the petition for Code and Ordinance compliance. Comments and revision requirements are forwarded to the applicant.

CALL FOR PUBLIC HEARING
 (Meeting No.1)
 The Planning Board is provided TRC comments and Staff Analysis; receives comments from the applicant and the public; forwards recommendation to Board of Commissioners

CALL FOR PUBLIC HEARING
 (Meeting No.2)
 Board of Commissioners holds a public hearing; deliberates merits of petition request, Ordinance regulations, Planning Director and Planning Board recommendations; Public response; renders decision on petition.

DENIAL
 Reasons for denial provided in writing

APPROVAL

RECORDATION
 Applicant records plat with the Johnston County Register of Deeds. Authorization for developer to proceed with construction of the required improvements and preparation of the final plat

Actual number of days may vary due to Observed Holidays and schedule changes.



TOWN OF BENSON
 Planning and Zoning Department
 303 E. Church St.
 Benson, NC 27504
 919-894-3553

PROCEDURE FOR PRELIMINARY PLAT APPROVAL

In order to process the petition/application the following items must be submitted BEFORE 4:30 PM on the submittal date outlined on the schedule below.

SUBMITTAL DATE BY 4:30 PM	PLANNING BOARD MEETING DATE	BOARD OF COMMISSIONERS MEETING DATE
January 8, 2021	February 2, 2021	February 9, 2021
February 5, 2021	March 2, 2021	March 9, 2021
March 5, 2021	April 6, 2021	April 13, 2021
April 9, 2021	May 4, 2021	May 11, 2021
May 7, 2021	June 1, 2021	June 8, 2021
June 4, 2021	July 6, 2021	July 13, 2021
July 2, 2021	August 3, 2021	August 10, 2021
August 6, 2021	September 7, 2021	September 14, 2021
September 3, 2021	October 5, 2021	October 12, 2021
October 1, 2021	November 2, 2021	November 9, 2021
November 5, 2021	December 7, 2021	December 14, 2021
December 3, 2021	January 4, 2022	January 11, 2022

Name of Project: _____ **Date:** _____

Applicant Name: _____

NC Pin #: _____ **Zoning:** _____

The following checklist to be completed by applicant:

- Pre-Application Meeting on: _____
- Application Fee
- Copy of plan sets in PDF on USB
- Completed Application
- Five (5) 24x36 copies of Preliminary Plat
- Stormwater Management Plan (if required)
- Certified Traffic Impact Analysis (if applicable)
- Owner's Consent Form
- Adjacent Property Owner's List Neighborhood Meeting Notice letter

The application must be signed by the landowner(s) or by an authorized agent. If signed by an authorized agent, the landowner must sign and have notarized the section of the application that grants the agent authority to act on the owner's behalf

Reviewed by: _____ **Date:** _____



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PRELIMINARY PLAT APPLICATION

THE FILING FEE SHALL BE IN ACCORDANCE WITH THE SCHEDULE OF FEES

SITE INFORMATION

Name of Project: _____

Acreage of Property: _____ Zoning District: _____

Parcel Number: _____

Address/Location of Property: _____

Number of lots (Existing): _____ (Proposed): _____ Min. Lot Size: _____

Electric Provider: _____

Wastewater: _____ *Septic* _____ *Sewer* Water: _____ *Well* _____ *Public Water*

Recreation/Open Space Requirement: _____ *Fee in lieu* _____ *Land dedication – acreage:* _____

APPLICANT INFORMATION

Applicant: _____

Mailing Address: _____

Phone Number: _____

Contact Person: _____

Email Address: _____

PROPERTY OWNER INFORMATION

Owner Name: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

OFFICE USE ONLY

Date Received:

Amount Paid:

Received By:

File Number:

EXPLANATION OF PROJECT

Please provide detailed information concerning all requests. Attach additional sheets if necessary.

FINDINGS OF FACT

Section 156.706 (I)(10) of the Unified Development Ordinance requires that certain findings must be made by the Board of Commissioners before a Major Subdivision may be approved. Outline below (you may attach additional sheets) how the application addresses each of the following findings:

- 1. Explain how the application will be consistent with the adopted plans and polices of the Town:

- 2. Explain how the subdivision meets all required specifications:

- 3. Explain how the subdivision will not be detrimental to the use or orderly development of other properties in the surrounding area and will not violate the character of existing standards for development of properties in the surrounding area:

- 4. Explain how the subdivision design will provide for the distribution of traffic in a manner that will avoid or mitigate congestion within the immediate area, will provide for the unified and orderly use of or extension of public infrastructure, and will not materially endanger the environment, public health, safety, or the general welfare:

CERTIFICATE OF APPLICANT AND/OR PROPERTY OWNER

I certify that all information presented in this Site Plan is accurate to the best of my knowledge, information and belief. Further, I understand that no site activity can take place until this site plan is approved and a Land Use Permit is issued. Additionally, I allow the Town of Benson and its Agents access to the property while conducting review of this application.

OWNER(S) SIGNATURE

DATE

APPLIANT(S) SIGNATURE

DATE

PLAN FORMAT

These standards are established to provide information pertaining to the graphic and format presentation of plans. The following is required for all types of plans, except where otherwise noted:

Provided		
YES	N/A	
		Scale of 1" = 200' or larger
		Drawn in ink or pencil. All text shall be clear and legible.
		Mylar film size shall be a minimum of 18" X 24" and a max of 30" X 42"
		Boundary lines shall be distinctly and accurately represented, all bearing and distances shown, with an accuracy of closure of not less than one (1) in two thousand-five hundred (2,500), and in accordance with the Standards of Practice of Land Surveying in North Carolina.
		Elevations and benchmarks shall be referenced to National Geodetic Vertical Datum (NGVD).
		Prepared by a professional engineer
		Multiple sheets shall be collated, stapled and consecutively numbered (e.g. Sheet 1 of 4). Match lines shall be clearly indicated

GENERAL INFORMATION

The following items include general and project information. This information is required to be present on all plan sheets, except where otherwise noted.

Provided		
YES	N/A	
		Project/Application name
		Type of Plan
		The name(s) of the city, township, county and state in which the subdivision is located
		Name, address and telephone number of the sub-divider and /or developer
		Name, address and telephone number of the engineer preparing the plat. North Carolina registration number and seal.
		Vicinity Map
		Original/Submittal date and revision date
		Number of sheets
		North arrow and delineation as to whether true, grid or magnetic including date

SITE INFORMATION

Provided		
YES	N/A	
		Location of all existing buildings with exterior dimensions including heights, number of stories, distance to existing and proposed lot lines, private drives, public right-of-way easements
		Existing and proposed property lines, public and private streets, right-of-way and /or easement widths, utility lines, hydrants, recreation areas or open spaces on adjoining property
		Topography (existing and proposed) at a contour interval of two (2) feet, based on mean sea level datum, with an accuracy of plus or minus 0.5 of a foot and referenced to the National Geodetic Vertical Datum (NGVD)
		Existing zoning classification(s) boundaries of the tract to be subdivided and on adjoining property within one hundred (100) feet
		In Tabular form: lineal feet in street; number of lots created; acreage in total tract; acreage in parks, recreation areas, common areas and the like
		Proposed and existing lot lines within the subdivision showing approximate dimensions. Plat references shall be indicated for existing lots
		Ownership of all contiguous property indicated and referenced by deed book/map book and page number
		Sites proposed to be dedicated or reserved for public or private purposes including location, intended use, size and expected future ownership and maintenance of such spaces.

	Identify cluster mailbox unit (CBU) locations and details, including parking layout.
	Water courses, railroads, bridges, culverts, storm drains, wooded areas, marshes, swamps, rock outcrops, ponds or lakes, stream or stream beds, ditches or other natural or improved features which affect the site
	Existing and proposed water courses, their names, direction of flow, centerline elevations, cross sections, and any other pertinent datum
	Lot numbers and block numbers in consistent and logical sequence
	Minimum building setback lines
	Existing, platted and proposed streets, their names and numbers (if state marked routes) shown and designated as either “public” or “private”, indicating right-of-way and/or easement widths, pavement widths, centerline curve and corner radius data, including site distance triangles and typical cross sections. All streets indicated on the Town of Benson Thoroughfare Plan shall indicate future right-of-way widths
	Floodway zone and floodway fringe zone shown, indicating base flood elevations for all lots adjoining such zones
	Water main locations, connections and anticipated sizes
	Sanitary sewer main locations, connections and anticipated sizes
	Street and lot drainage correlated to the town drainage system, including break points and the direction of surface water flow on each lot, street and ditch
	Identify main entrance/access driveways, curb and gutter, cross section with right-of-way. Proposed driveway and setbacks must be shown
	Recreation area(s) as required and pursuant to the Unified Development Ordinance and Comprehensive Plan. If such subdivision is for residential purposes, indicate the location of all public parks or recreation areas within one-half (1/2) mile radius
	Easements, including but not limited to electric, water, sanitary sewer, storm sewer, drainage, private street, gas or other service delivery easements including their location, width and purpose
	Distance to and location of public water and sanitary sewer systems if such facilities are not available
	Storm sewer main locations, connections and anticipated sizes
	Proposed pedestrian, riding, bicycle trails or easements, their location, width and purpose
	Fire hydrant locations and connections
	Political subdivision(s) including city limit lines, township boundaries and county lines
	Statement of proposed ownership and maintenance or other agreements when private recreation areas are established
	Environmental Health Department approval attached if public water and sanitary sewer systems are not available
	The name and location of any property within the proposed subdivision or within any contiguous property that is listed on the National Register of Historic Places, or that has been designated by ordinance as a local historic property and/or district
	An environmental impact statement may be required with the preliminary plat if the development exceeds two (2) acres in area and if the Board of Commissioners deems it necessary due to the nature of the land to be subdivided or peculiarities in the proposed layout
	Include the following statement on the plat – Construction plan approval from the Town of Benson shall be obtained prior to construction of any street, water and/or sanitary sewer and storm drainage systems; All required improvements shall conform to the Town of Benson Standard Designs and Details; All lots shall equal or exceed the minimum development standards of the Town of Benson Unified Development Ordinance
	Written statement addressing the reasons for being unable to meet the minimum requirements as listed above
	A Traffic Impact Analysis is required for subdivision of 100 or more lots. The TIA will outline any onsite or offsite improvements required
	Any requested waivers should be clearly identified so that the request(s) can be addressed at the hearing

CONSTRUCTION PLAN

Provided		
YES	N/A	Following preliminary subdivision plat approval, a construction plan for all improvements shall be submitted to the Town of Benson
		Submission requirements, review procedure and applicable standards for all construction plans shall be in conformance with the Town of Benson codes, regulations and design standards

REVIEW PROCESS

Plans will be submitted to Planning & Zoning for distribution to the following review agents:

- Public Utilities Department
- Stormwater Administration
- Building Inspections
- Environmental Health
- Fire Marshall
- NC DOT
- Planning & Zoning

Once the Planning Department staff has received comments and concerns from each review agent, notification will be sent to the Site Plan designer. If revisions are requested, the site designer shall make the requested changes and submit five (5) copies of the revised site plan to the Planning Department. The Planning Board shall be responsible for approving all major site plans. Once the Planning Board approves the site design then a Site Plan Approval Letter is sent to the applicant. Site Plan Approval is valid for twenty-four (24) months from the date of approval.

Construction Drawings may be submitted concurrently to the Town of Benson Planning, Zoning and Permitting Department for the purpose of Plan Approval and issuing of a Building Permit. However, changes to the Site Plan may be required affecting the Construction Drawings.



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OWNER CONSENT FORM

Consent 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.

Project Name: _____ Address or PIN #: _____

AGENT/APPLICANT INFORMATION:

(Name – type, print clearly)

(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 – type, print clearly)

(Address)

(Owner’s Signature)

(City, State, Zip)

STATE OF _____

COUNTY OF _____

Sworn and subscribed before me _____, a Notary Public for the above State and County, this the _____ day of _____, 20_____.

SEAL

Notary Public

My Commission Expires: _____