



## McDowell County Planning Department

60 East Court Street Marion, NC 28752 Phone: 828-652-7121 Fax 828-659-3484  
mcdowellgov.com

### Subdivision Checklist

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This checklist has been prepared as a companion to the McDowell County Subdivision Ordinance. This checklist is made available as a courtesy; it does not replace or supercede the ordinance. **Any person seeking to develop a subdivision must comply with the ordinance. Please read the ordinance completing the items on the checklist.** All items required by the ordinance must be completed prior to submittal of plans to McDowell County.

**(Please note: A pre-application conference is required by McDowell County)**

**Subdivision review fees: \$150.00 Minor \$400.00 Major**

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

#### **Property Information**

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

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

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

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

**Contact Information**

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

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

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

Surveyor /Engineer/Landscape Architect Name and Company:

\_\_\_\_\_

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

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

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

Primary Contact for Submission: \_\_\_\_\_

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

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

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

**TYPE OF PLANS BEING SUBMITTED**

**Master Plan** (No. of Phases) \_\_\_\_\_

**Minor Subdivision** (No. of lots) \_\_\_\_\_

*(Please submit 2 copies of the plat meeting the requirements of the Ordinance to the McDowell County Planning Administrator.)*

**Major Subdivision** (No. of Lots) \_\_\_\_\_

*(Please submit 6 copies of preliminary plat along with all relevant agency review documents.)*

*For major subdivisions, preliminary plats shall be submitted 30 days prior to the next Planning Board meeting.*

**Other Information**

**Please check which of the following utilities will serve the development when completed.**

- public sanitary sewer     community sanitary sewer     septic tanks on each individual lot
- public water                     community water system     wells on each individual lot

**Please Note:**

***It is strongly suggested you check with the McDowell County Floodplain Administrator, Watershed Administrator, and Planning Administrator making sure proposed land for development does not sit in a floodplain, floodway, watershed, or zoned area. Compliance with these rules is mandatory.***

**Description of Project:**

Briefly Explain the nature and scope of the request.

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**Staff Use Only:**

Date Application Received: \_\_\_\_\_

Received By: \_\_\_\_\_

Fee Paid: \_\_\_\_\_

Is property located in a zoned area of the county: Yes\_\_\_\_\_ No\_\_\_\_\_

If yes what zone and what are restrictions: \_\_\_\_\_

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

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