



## **SUBDIVISION MODIFICATION PROJECT SUBMITTAL REQUIREMENTS**

*Submit all application information to:  
City of Asheville  
Planning & Development Department  
161 South Charlotte Street  
Asheville, NC 28801  
828-259-5442*

**All submittals are due by 12:00 Noon on the  
2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month  
(Refer to TRC Schedule for specific dates)**

- Completed Subdivision Application
- Signed Owner's Affidavit
- Completed Modification Findings
- Signed Pre-Application Form and Completed Checklist
- Required # of Plans (large sets must be individually rolled)
- Electronic Version of Site Plan  
(Submit CD or Email .pdf to [jblevins@ashevillenc.gov](mailto:jblevins@ashevillenc.gov))
- Filing Fees (list fee amounts separately below)

\$\_\_\_\_\_ Planning & Development

***NOTE: Failure to provide the above information will prevent the application from being accepted and will result in a postponement of review by the TRC.***

Jan.2009

**Planning and Development  
TRC Fees and Charges - August, 2009**

Zoning Permit Fees**		Permitting Fees
<b>Level II Site Plan Review:**</b> Commercial 35,000-100,000 sq. ft. Industrial >100,000 and < 15 acres	\$572 \$572	<b>Subdivision:</b> Major (Preliminary Plat) Subdivision Modification
Additions that are 25% greater than the existing gross floor area	\$572	<b>Addresses:</b> New Subdivision with any number of lots with new public or private street(s)
Residential 20-50 units; and Non-residential uses >10,000 sq.ft. located in residential district, & Additions of >10,000 sq. ft. to non-residential uses located in residential districts	\$468	
<b>Level III Site Plan Review:**</b> Commercial > 100,000 sq. ft. Commercial, mixed use > 45,000 sq. ft. within 1/2 mile of CBD	\$1,300	<b>Grading Permit Fees: disturbed area</b>
Industrial > than 15 acres	\$1,300	Up to 1 acre
Residential of more than 50 units	\$572	Plus additional acre or portion thereof
Major Subdivisions with 50 or more units	\$572	
All Level III TRC Resubmittal Fee	\$104	
<b>Conditional Uses Fee: **</b>		<b>Stormwater Permit Fees:</b>
Cell Towers	\$4,212	Projects under 35,000 sf or under 20 units
Adult Uses	\$676	Level II Project & Major Subdivision
All others	\$364	Level III Project
*Final TRC/ Resubmittal Fee	\$104	<b>Sidewalk (fee in lieu) - Per Linear Foot:</b>
<b>Rezoning:**</b>		5' wide sidewalk (4" thick concrete)
1 lot < 1 acre	\$364	5' wide sidewalk (brick)
2-4 lots or 1-3 acres	\$468	Retaining Wall
4-9 acres	\$572	Railing
10-25 acres	\$780	Curb and Gutter
25+ acres	\$988	<b>Driveway Permit Fees:</b>
<b>Conditional Zoning:**</b>		Driveway Entrance (per cut)
1 lot < 1 acre	\$364	<b>Sign Package for City Council Approval</b>
2-4 lots or 1-3 acres	\$468	\$208
4-9 acres	\$780	\$364
10-25 acres	\$1,612	
25+ acres	\$2,132	
*Final TRC/ Resubmittal Fee	\$104	

\* If construction work has been initiated prior to the issuance of one or more of the above permits or reviews, the applicable fee(s) shall be double the amount.



# CITY OF ASHEVILLE SUBDIVISION APPLICATION FORM

Planning and Development Department, PO Box 7148, Asheville, NC 28802, (828) 259-5830

Subdivision Modification     Minor Subdivision     Recombination

APPLICATION DATE \_\_\_\_\_ ZONING DISTRICT \_\_\_\_\_

SUBDIVISION / OWNER NAME \_\_\_\_\_

PROPERTY LOCATION / STREET \_\_\_\_\_

PIN \_\_\_\_\_ DEED BOOK / PAGE \_\_\_\_\_

ORIGINAL TRACT SIZE \_\_\_\_\_ SQ FT/ACRE    TOTAL # OF PROPOSED LOTS \_\_\_\_\_

## SUBDIVISION TYPE / DESCRIPTION

RESIDENTIAL \_\_\_\_\_     COMMERCIAL \_\_\_\_\_  
 RECOMBINATION \_\_\_\_\_     ALTERNATIVE ACCESS (4-Lot) \_\_\_\_\_  
 MODIFICATION REQUEST \_\_\_\_\_

OWNER NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

REGISTERED SURVEYOR \_\_\_\_\_ PHONE \_\_\_\_\_ FAX \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

I certify that the above information is accurate and true and that I am the owner or a duly appointed agent of the owner. I understand that a copy of the recorded plat (minor and exempt subdivisions) or approved final plat (major subdivisions) must be submitted to the Planning and Development Department prior to the issuance of any permits associated with this subdivision.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

### FOR OFFICE USE ONLY

FEE \$ \_\_\_\_\_ DATE PAID \_\_\_\_\_ METHOD \_\_\_\_\_

HTE PROJECT NUMBER \_\_\_\_\_ ENTRY BY \_\_\_\_\_ DATE: \_\_\_\_\_

COPIES TO:  WATER \_\_\_\_\_  MSD \_\_\_\_\_

PRELIMINARY PLAT APPROVAL     FINAL PLAT APPROVAL / DATE \_\_\_\_\_  
 WITH CONDITIONS (Attached)

\_\_\_\_\_  
SIGNATURE OF REVIEWER

\_\_\_\_\_  
DATE

## OWNER'S AFFIDAVIT

I (we) the undersigned do hereby give permission to:

(Agent's name or Organization) \_\_\_\_\_ to file a  
petition / application for property located at \_\_\_\_\_, and having the  
PIN \_\_\_\_\_.

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I (we) understand that this affidavit is for the purpose of requesting a:

- |   |  |
|---|--|
| <input type="checkbox"/> REZONING               | <input type="checkbox"/> LEVEL THREE PLAN REVIEW |
| <input type="checkbox"/> CONDITIONAL ZONING     | <input type="checkbox"/> OTHER _____             |
| <input type="checkbox"/> CONDITIONAL USE PERMIT |  |

from the Asheville City Council of City of Asheville, North Carolina.

**OR**

I (we) understand that this affidavit is for the purpose of requesting a:

- |   |
|---|
| <input type="checkbox"/> LEVEL TWO PLAN REVIEW    |
| <input type="checkbox"/> MAJOR SUBDIVISION REVIEW |
| <input type="checkbox"/> OTHER: _____             |

from the City of Asheville's Technical Review Committee (TRC).

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I further understand that my signature is a consent to all conditions and/or stipulations that may be imposed or adopted by the approving body noted above, as part of the petition / application approval.

### **OWNER:**

If you would like to be notified of meetings, in addition to your agent's notification, check the box next to "Please Notify" below and provide email or mailing address.

1) Owner's Name (PRINT): \_\_\_\_\_

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

Please Notify - Address: \_\_\_\_\_

2) Owner's Name (PRINT): \_\_\_\_\_

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

Please Notify - Address: \_\_\_\_\_

### **AGENT'S INFORMATION:**

How do you prefer to be contacted: \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_ US Mail

Name (PRINT): \_\_\_\_\_ EMAIL: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax No: \_\_\_\_\_

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

## PRELIMINARY PLAT / SKETCH PLAN SUBMITTAL REQUIREMENTS

**Plan must include a "Title Block" containing the following information:**

REQUIREMENT	Applicant To Check	N/A	Planning Staff
Property Owner(s): Name, address and phone number			
Contact Person: Name, address and phone number			
Name of Subdivision, location and address			
Name of Design Professional			
Design Professional Seal and Signature			
PIN Numbers			
Date of Drawing			
Subsequent Revision Date			
Zoning District			
Size of Property in Acres (or Square Feet if Less than one acre)			
Deed Reference for Property			
Surveyors Certificate Stating Plat was Drawn from a Survey			

**The Preliminary Plat / Sketch Plan must also include the following information:**

REQUIREMENT	Applicant To Check	N/A	Planning Staff
North Arrow			
Graphic scale: Between 1 inch = 10 ft. and 1 inch = 60 ft			
Vicinity Map			
Lot Lines with Data on Location and Bearings of all Boundaries and Lines (Linear Measurements to 1/100 Feet and Angles Measured to Minutes)			
Show entire parent property boundary			
Show Numbered Lots with Acreage (Square Footage for lots with Less than one acre)			
Provide topographic lines at 5' intervals and the average slope of the natural terrain if all or any portion of the lot is at or above an elevation of 2220'			
Provide Flood Classification and Flood Zones by delineation			
Show Adjoining Property Owners and Property Lines			
Show all <u>Existing</u> Structures			
Show all Existing Railroads and Bridges			
Show Required Setbacks: Note and Dimension any Encroachments			
Show and Dimension all Right(s)-of Way			
Show <u>Existing</u> and <u>Proposed</u> Easements; Label and Dimension			
Note any <u>Existing</u> and <u>Proposed</u> Encroachments into Setbacks, Public Right(s)-of-Way, and Easements.			
Show <u>Existing</u> Streets and Driveways (Note if any are not to be used)			
Show and Indicate Locations of Nearest Fire Hydrants (if offsite, provide distance from property corner)			
Show <u>Existing</u> Water Lines, Sewer Lines and other Utilities			

## SUBDIVISION MODIFICATION FINDINGS

The following standards must be addressed in order to apply for a modification request. Information may be provided on additional sheets.

*Modifications from the standards of this chapter may be granted in cases of physical hardship. Cases of physical hardship shall be defined as those cases where because of the topography of the tract to be subdivided, the condition or nature of adjoining areas, or the existence of other unusual physical characteristics, strict compliance with the provisions of this chapter would cause unusual and unnecessary hardship on the subdivision of the property by property owner or developer. \*Financial hardship is not considered grounds for granting a modification to the subdivision standards.*

**1. List the subdivision standard(s) that are you seeking a modification from.**

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**2. Describe the physical hardship (as defined above) that exists on the property that supports the modification request. (Additional information may be necessary to support the claim – i.e. photos, topographic survey, etc.)**

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**3. List any additional information that you feel supports your request.**

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