

APPENDIX 5

MAP STANDARDS

Review and Filing Copy Requirements

Technical Review committee (TRC) and Watershed Review Committee (WRC)

All plans submitted for review and approval by TRC or WRC must include Nine (9) paper prints (sets), application, and a review fee. Deadlines are typically 5:00 pm Wednesday but may alter during holidays (see the Calendar for official deadlines).

If a plan receives "conditional approval" the applicant must submit the plan (revised per the comments) within sixty (60) days of the TRC/WRC review. There is **NO** deadline for submittal of the revised plans only that the plans must be submitted within sixty (60) days of review. Plans not receiving "conditional approval" must be resubmitted by a scheduled deadline.

TRC/WRC/ reviews several different types of plans. The following matrix is designed to outline the number and type of documents required for endorsement and required after plan approval.

Submittal Requirements: 9 paper copies (sets)

Type of Plan	Endorsement	After Plan Approval			
	One (1) reproducible and the following number of paper prints	Paper Prints	Mylar Original	Mylar Copy	Mylar as Built
Sketch Plan	4	4			
Preliminary Plat					
Major Subdivision	4	4			
Minor Subdivision	4	4			
Street & Utility Construction Plans & Profiles	4	4			1
Site Plans/Group Developments	4	6			
*Site Layout Sheet *Water & Sewer Utility Sheet *Grading & Erosion Control/ Watershed Development Plan Sheet *Landscaping Plan Sheet		3(d)			
Final Plat	-	5(a)	1	2(c)	
Exclusion Map (b)	-	5	1	2(c)	
Annexation Map	See note (e)				
Planned Unit Development Sketch Plan	4	4	1	2(c)	
Planned Unit Development Unified Development Plan	4	4	1	2	
Traditional Neighborhood Concept Plan	4	2			
Traditional Neighborhood (TN) Master Plan (b)	4	2			

(a) If residential provide 6 paper prints instead of 5.

(b) Recordation of exclusion maps is not required, however, typically the maps are recorded to finalize the approval process.

(c) If a certified copy is desired from the Register of Deeds an additional mylar copy is required.

(d) Provide this number of paper prints directly to the Erosion Control Officer.

(e) The annexation mylar original and mylar copies must be submitted at one time.

Development Plan Standards

Essential Technical or Watershed Review Submission Information
Subdivision Sketch Plan
Preliminary Plat (subdivision)
Plan and Profile (subdivision)
Watershed Development Plan or Erosion Control Plan
Site Plan or Group Development Plan
Final Plat (subdivision)
Exclusion Map
Annexation Map
Planned Unit Development (PUD) Sketch Plan
Unified Development Plan for a PUD
Concept Plan for a Traditional Neighborhood
Traditional Neighborhood Master Plan
Certifications and Notes

Please refer to the City's "Guidebook to Standards and Practices for Development" for specific map standards, submittal requirements, fees and review procedures. The guidebook may be obtained from the Department of Planning and Development or its website (www.high-point.net/plan).