

## **ADMINISTRATIVE APPROVAL**

**Boundary Adjustment:** Alteration of one or more property line (s) where no additional lots are created and the resulting lots meet zoning and subdivision regulation standards. (No new streets, utility extensions).

### Stamps Certificates

1. Boundary Adjustment Statement
2. Certificate of Ownership and Dedication (including Notary statement)

### Also

- \*Surveyor Certificate
- \*Review Officer Statement
- \*Register of Deeds (Recording Statement)

Note: This document is for reference purposes only. It is possible more or less certificates could be required, depending on particular circumstances. The above should be representative of most cases, but not all. Ordinance provisions shall always be final determination.

## **ADMINISTRATIVE APPROVAL**

**Minor Property Divisions:** Less than two total acres, not more than three lots (no new streets, utility extensions).

### Certificates

1. Certificate of Approval Minor Property Division
2. Certificate of Ownership and Dedication (including Notary statement)

### Also

- \*Surveyor Certificate
- \*Review Officer Statement
- \*Register of Deeds (Recording Statement)

Note: This document is for reference purposes only. It is possible more or less certificates could be required, depending on particular circumstances. The above should be representative of most cases, but not all. Ordinance provisions shall always be final determination.

**Certificate of Approval for Minor Property Divisions**

I hereby certify that the division of property hereon has been found to comply with the Subdivision and Zoning Regulations of the City of Newton and its Extraterritorial Planning Area and is hereby approved for recording in the Office of the Register of Deeds within sixty (60) days of the date of this approval.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Planning Director, City of Newton

Note:

The wording of this certificate must be affixed upon the map to be recorded.

**Certificate of Approval for Boundary Adjustment**

I do hereby certify that this adjustment to the boundary of lots shown on this plat do not constitute a subdivision as defined in Section 23-2 of the subdivision Regulations of the City of Newton and that such boundary adjustments is not a violation of the Subdivision Regulations of the City of Newton.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Planning Director, City of Newton

**Certificate of Approval for Minor Plats**

I hereby certify that the subdivision plat shown hereon has been found to comply with the Subdivision Regulations of the City of Newton and its Extraterritorial Planning Area, and that this plat has been approved by the Newton Subdivision Review Board for recording in the Office of the Register of Deeds of Catawba County within sixty days of the date of this approval.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairman, Subdivision Review Board

**Certificate of Ownership and Dedication**

The undersigned certify that the undersigned is the owner of the property described hereon, which property is located within the subdivision regulations jurisdiction of the City of Newton, that the undersigned hereby freely adopt this plan of subdivision and dedicate to public use all areas shown on this plat as streets, alleys, walks, parks open space and easements, except those specifically indicated as private, and that the undersigned will maintain all such areas until the offer of dedication is accepted by the appropriate public authority. All property shown on this plat as dedicated for a public use shall be deemed to be dedicated for any other public use authorized by law when such other use is approved by the Newton City Council in the public interest.

\_\_\_\_\_  
Date

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Notary Statement**

I, a Notary Public of the county and state aforesaid, certify that \_\_\_\_\_ owner(s), personally appeared before me this day and acknowledged the execution of the foregoing instrument. Witness my hand and official stamp or seal this the \_\_\_\_\_ day of \_\_\_\_\_, 2005.

(Seal)

\_\_\_\_\_  
Notary Public  
\_\_\_\_\_  
Commission Expires

**Review Officer Statement**

Catawba County, North Carolina

I \_\_\_\_\_, Review Officer of Catawba County, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.

\_\_\_\_\_  
Review Officer

**Register of Deeds Recording Statement**

Filled this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_ at \_\_\_\_\_  
\_\_\_\_\_ and recorded in Plat Book \_\_\_\_\_ Page \_\_\_\_\_

\_\_\_\_\_  
Register of Deeds

## **SUBDIVISION REVIEW BOARD APPROVAL**

**Minor Subdivision:** Divisions of property creating new lot(s) where two acres or more of land is involved. A maximum of four new lots, no new streets, no new utility extensions (if any of these items are not true, it will be a major subdivision).

### Certificates

1. SRB Chairman Approval statement (Certificate of Approval Minor Plats)
2. Certificate of Ownership and Dedication

### Also

- \*Surveyor Certificate
- \*Review Officer Statement
- \*Register of Deeds (Recording Statement)

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**Major Subdivision:** Creating more than four lots and/or requiring streets, or other infrastructure improvements.

Consult Planning Department regarding appropriate certificates.



## **FEES & CHARGES**

### **PLANNING & ZONING**

#### **Subdivision Approval Application**

Boundary Adjustment	Recording Fee Only (See Below) Administrative Approval
Minor Property Division	Recording Fee Only (See Below) Administrative Approval
*Minor Plat – 4 lots or less-	\$75 + \$10 per lot SRB Board Approval
*Major Plat-Preliminary-	\$150 + \$4 per lot (SRB Approval)
*Final Approval – Per Lot	\$150 + \$4 per lot (SRB Approval)
Recording Fee (per plat) with Catawba County Register of Deeds for Boundary Adjustments and Minor Property Divisions	\$21 per plat (Applicable for all) Checks should be made payable to Catawba County Register of Deeds

\*Fees in lieu of land dedication may also be applicable. Consult Planning Dept.