

Procedures for Approval

Lot line revisions are approved by the zoning administrator and do not need Council approval. Submit two (2) copies of the plat drawn by a registered surveyor or engineer including all of the information listed below and the fee in accordance with the most recent Village of Marvin Fee Schedule.

The zoning administrator will review the plat within ten (10) business days and will then notify you of any missing or incorrect information. Once all corrections are made, you will need to submit two (2) mylars and one paper copy. The zoning administrator will re-check the plat and return it to you for signatures of all affected property owners. The zoning administrator will then sign the mylars for you to take to the Union County Register of Deeds office to be recorded. Once recorded, you will need to submit one recorded copy of the plat to become a permanent record of the Village of Marvin.

Requirements for Plats for Lot Line Revision

**Please provide a copy of this checklist to your surveyor to ensure that all specifications are included on the plat.*

Please review your plat before submittal and check the boxes below indicating that all of the following requirements have been included on the plat:

- Existing Property boundary lines shown as a dotted line and noted as “OLD PROPERTY LINE”
- New Property boundary lines shown as a solid line and noted as “NEW PROPERTY LINE”
- All altered lots shown in their entirety
- The new total acreage of each lot
- Block and lot lines and dimensions of each lot
- Minimum building setback lines on plat or listed as a note
- All existing structures (This ensures that no structures lie within the newly created set backs)
- Rights-of-way, easements, reservations, dedicated areas and public use sites located on both/all involved properties
- Location, extent and identification of marginal land
- Lot numbers of affected lots
- Name and address of property owners
- Notary certificate(s) (for property owners’ signatures)
- Name and address of all adjoining property owners
- Date of submission
- Name of Subdivision (if applicable)
- Location designation (“Village of Marvin, Union County, North Carolina”)
- Name and address of engineer or surveyor

- Scale in figures and bar graph (not less than 1" = 100')
- North arrow
- "Lot Line Revision" notation
- The following certificate:

I hereby certify that this subdivision plat is exempt from the subdivision regulations of the Village of Marvin, North Carolina and the resultant lot(s) meet or exceed the Village of Marvin zoning regulations.

 Zoning Administrator, Village of Marvin

- The following certificate is included on the attached plat with a signature line for each affected property owner, along with a notary certificate :

CERTIFICATE OF OWNERSHIP AND DEDICATION I (We) hereby certify that I am (we are) the owner(s) of the property shown and described hereon, which has conveyed to me (us) by deed recorded in Book _____, Page _____, and that I (we) hereby acknowledge this plat and allotment to be my (our) free act and deed and hereby establish the minimum building lines, and dedicate to public use as streets, alleyways, crosswalks, easements, parks and other spaces forever as shown or indicated. Further, I (we) certify that the property as shown hereon is within the subdivision regulation jurisdiction of the Village of Marvin.

_____	_____
Owner(s)	Date
_____	_____
Owner(s)	Date
_____	_____
Owner(s)	Date

- The following certificate is included on the attached plat:

CERTIFICATE OF ACCURACY I hereby certify that under my direction and supervision this plat, shown and described hereon, was drawn from an actual survey, deed reference recorded in Book _____, Page _____; that the error of closure as calculated by latitudes and departures 1:_____; that the boundaries not surveyed are shown as broken lines; and that this plat was prepared in accordance with the G.S. 47-30, as amended. Witness my hand and Seal this _____ day of _____, 20_____.

 Engineer or Land Surveyor

 Registration Number

This completed application shall be submitted to the Zoning Administrator and shall not be considered complete unless accompanied by all required information and a fee in accordance with the current Fee Schedule adopted by the Village of Marvin.

To the best of my knowledge, all information herein submitted is accurate and complete.

SIGNATURE OF APPLICANT/OWNER

DATE

SIGNATURE OF PROPERTY OWNER

DATE

SIGNATURE OF PROPERTY OWNER

DATE

(This section to be filled out by the zoning administrator)

ALL OF THE INFORMATION HEREIN REQUIRED HAS BEEN SUBMITTED BY THE APPLICANT AND IS INCLUDED AND ATTACHED WITH THIS APPLICATION. THIS LOT LINE REVISION IS HEREBY _____APPROVED _____DISAPPROVED.

SIGNATURE OF ZONING ADMINISTRATOR

DATE

1. Completed application submitted on _____
2. First reviewed by Zoning Administrator on _____
3. Returned with red-lines on (if applicable) _____
4. Corrected plat submitted on (if applicable) _____
5. Second review by Zoning Administrator on _____

Comments of first review: _____
