



## **APPLICATION FOR A PRELIMINARY SUBDIVISION PLAT**

### **Instructions:**

Please complete the form below and include all required attachments, including the \$250.00 application fee and return to the Beaufort Town Hall, 701 Front Street or P.O. Box 390, Beaufort, N.C., 28516. Incomplete applications will not be processed but will be returned to the applicant. Please contact Planning and Inspections at 252-728-2142 if there are any questions.

### **APPLICANT INFORMATION**

Applicant Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

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

Address of Property Owner: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### **PROPERTY INFORMATION**

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

15-Digit PIN #: \_\_\_\_\_ Lot/Block #: \_\_\_\_\_

Size of Property (in square feet or acres): \_\_\_\_\_ [Current Zoning](#): \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date of Signature \_\_\_\_\_

Property Owner Signature (if different than above) \_\_\_\_\_ Date of Signature \_\_\_\_\_

An application fee of **\$250.00**, either in cash, money order, or check made payable to the "Town of Beaufort" must accompany this application (a credit card payment can be made in person at Town Hall). The complete application, payment, and supporting materials must be received by Town Staff at least 15 working days prior to a regularly scheduled Planning Board meeting date.

Please refer to the Town's ***Subdivision Ordinance***, and all other pertinent sections of the Ordinance for the information required to accompany this application. We require one digital/electronic copy and one paper copy of any plans submitted for the preliminary plat

The Town's website address is [www.beaufortnc.org](http://www.beaufortnc.org).

OFFICE USE ONLY

Revised 8/2020

Date: \_\_\_\_\_  
Received by: \_\_\_\_\_

Reviewed for Completeness By: \_\_\_\_\_  
Date Deemed Complete and Accepted: \_\_\_\_\_