



Major/Minor Subdivision Plat Checklist

So that we may efficiently review your project in a timely manner, it is important that all applicable documents and fees listed on the "Submittal Checklist" below are submitted with your application.

SUBMITTAL CHECKLIST

Address for property: _____

- For property requiring an address, contact Laura Coppola, GIS Specialist, at 704.920.4375 or lcoppola@kannapolisnc.gov
- For property requiring 1-5 addresses, the addresses will be viewable through Cabarrus County GIS within 5 working days
- For property requiring more than 5 addresses, the addresses will be viewable through Cabarrus County within 10 working days

Digital format of all documents submitted through Accela Citizen Access: <https://accela1.cabarruscounty.us/CitizenAccess/>
Select either a KN_Minor_Plat, KN_Preliminary_Plat or KN_Final_Plat based on record type being submitted. For property in the extra-territorial jurisdiction (ETJ) in Rowan County, all required documents must be presented in person at the planning department.

City of Kannapolis required documents to be submitted with this application:

- At least one (1) mylar should be submitted after approval of the plat has been granted by all departments.

All applicable fees per the current City of Kannapolis fee schedule must be paid before issuance of permits.

By signing below I acknowledge that I have reviewed the Submittal Checklist and have included the required submittal items and reviewed them for completeness and accuracy. I also acknowledge that my application will be rejected if it is deemed incomplete.

Applicant's Signature: _____

Date: _____

THE APPLICANT IS ALSO RESPONSIBLE FOR SUBMITTING PLANS TO THE DEPARTMENTS LISTED BELOW. PLEASE CALL THESE DEPARTMENTS DIRECTLY TO DETERMINE THEIR SPECIFIC SUBMITTAL REQUIREMENTS.

CABARRUS OR ROWAN COUNTY BUILDING INSPECTIONS

Plans must be submitted to the County in order to receiving a Building Permit.

Typically, **plans can be reviewed concurrently** by the City and the County.

Cabarrus - 65 Church Street South, Concord, NC 28025; (p) 704.920.2128

All development within the city limits of Kannapolis

(regardless of being located in Rowan County, except ETJ) is reviewed by Cabarrus County.

Rowan - 402 North Main Street, Salisbury, NC 28144-4373; (p) 704.216.8619

All development within the Kannapolis Extra Territorial Jurisdiction (ETJ)

is reviewed by Rowan County.



Planning Department
401 Laureate Way
Kannapolis, NC 28081
704.920.4350

MAJOR/MINOR SUBDIVISION PLAT APPLICATION

Applicant Contact Information

Name: _____

Phone: _____ Email: _____

Property Owner Information same as applicant

Name: _____

Phone: _____ Email: _____

Project Information

Project Address: _____

Parcel: _____ Zoning Designation: _____

Subdivision and Lot # : _____

Applicant Signature

Date