



**TOWN OF CLAYTON**

Planning Department  
111 E. Second Street, Clayton, NC 27520  
P.O. Box 879, Clayton, NC 27528  
Phone: 919-553-5002  
Fax: 919-553-1720

**SUBDIVISION: MAJOR SUBDIVISION  
(Preliminary Subdivision Plat)**

*Pursuant to Article 7, §155.706 of the Unified Development Code (UDC), an owner of land within the jurisdiction of the Town (or a duly authorized agent) may petition the Town of Clayton to approve a subdivision of land. Please complete all fields in this application and submit to the Planning Department with all required materials.*

Application Fees: **Major Preliminary Subdivision Plat Fee: \$400.00 + \$5.00 per lot**  
**Advertisement Fee: \$100.00**  
**Modifications to Approved Plans Fee:**  
Major Modification: \$400.00 + \$5.00 per lot modified  
Minor Modification: \$200.00 + \$5.00 per lot modified

*See §155.706(F) of the UDC for a definition of Major vs. Minor Subdivisions.  
See §155.706(I) for Preliminary Plat approval (major subdivision) process/approval information.  
See §155.203(F), (G), and (H) for information on Conventional vs. Open Space Subdivisions.  
See §155.706(N) for information on minor and major modifications.  
See UDC Article 6 for Subdivision Standards.*

**SITE INFORMATION**

New Major Subdivision  
Conventional: \_\_\_\_\_ Open Space: \_\_\_\_\_  Modification to Approved Preliminary Plat  
Major: \_\_\_\_\_ Minor: \_\_\_\_\_  
 New Subdivision Master Plan

Name of Project: \_\_\_\_\_ Acreage of Property: \_\_\_\_\_

Tag #: \_\_\_\_\_ NC PIN: \_\_\_\_\_

Location: \_\_\_\_\_

Number of Lots (existing): \_\_\_\_\_ (Proposed) \_\_\_\_\_ Min Lot Size: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Electric Provider: \_\_\_\_\_

Septic  Well

Wastewater:  Sewer (check one) Water:  Public/Private Water (check one)

Recreation/Open Space Requirement:  Fee in lieu  Land Dedication – Acreage: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ File Number: \_\_\_\_\_

## PROPERTY OWNER INFORMATION

**Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

## APPLICANT INFORMATION

**Applicant:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

## REQUIRED INFORMATION *(to be submitted with the application)*

*The following items must accompany the application:*

To be completed by the applicant:			To be completed by staff:		
	Yes	N/A	Yes	No	N/A
<i>Submit 9 copies of all materials unless otherwise noted or directed by staff</i>					
1. A pre-application meeting was held with Town Staff. Date: _____	<input type="checkbox"/>				
2. Completed Application	<input type="checkbox"/>				
3. Review Fee and Advertisement Fee	<input type="checkbox"/>				
4. Findings of Fact, signed <i>Not required for minor modifications. Form is included in this packet.</i>	<input type="checkbox"/>	<input type="checkbox"/>			
5. Owner's Consent Form <i>Required if applicant is not the property owner. Included in this packet</i>	<input type="checkbox"/>	<input type="checkbox"/>			
6. Preliminary Plat Subdivision Requirements Checklist form, completed and signed <i>Checklist is included in this packet</i>	<input type="checkbox"/>				
7. Plat sheet(s) meeting requirements of the Requirements Checklist	<input type="checkbox"/>	<input type="checkbox"/>			
8. If subdivision waivers are requested, applicant must attach a separate typed document requesting the waivers. The document must specifically list the waivers requested, including Code references, and must address the 4 considerations outlined in §155.706(I)(7).	<input type="checkbox"/>	<input type="checkbox"/>			
9. Adjacent Property Owners List	<input type="checkbox"/>	<input type="checkbox"/>			
10. Road Name Application <i>Included in this packet</i>	<input type="checkbox"/>	<input type="checkbox"/>			
11. Wastewater allocation request OR verification of wastewater allocation <i>Letter format, to the attention of the Town Manager.</i>	<input type="checkbox"/>	<input type="checkbox"/>			



**FINDINGS OF FACT**

*Section 155.706(I)(10) of the Unified Development Code requires that certain findings must be made by the Town Council before a Major Subdivision may be approved. Outline below (you may attach additional sheets) how the application addresses each of the following findings:*

- (1) That the subdivision meets all required specifications of the town Subdivision Regulations and conforms to the town Unified Development Code.

---

---

---

---

---

---

- (2) That the subdivision will not be detrimental to the use or orderly development of other properties in the surrounding area and will not violate the character of existing standards for development of properties in the surrounding area.

---

---

---

---

---

---

- (3) That the subdivision design will provide for the distribution of traffic in a manner that will avoid or mitigate congestion within the immediate area, will provide for the unified and orderly use of or extension of public infrastructure, and will not materially endanger the environment, public health, safety, or the general welfare.

---

---

---

---

---

---

- (4) That the subdivision will not adversely affect the general plans for the orderly growth and development of the town and is consistent with the planning policies adopted by the Town Council.

---

---

---

---

---

---

Project Name: \_\_\_\_\_

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

# NEIGHBORHOOD MEETING INFORMATION

NOTE: Neighborhood meetings are not required for developments that are part of an approved Planned Development Master Plan.

**Purpose:**

The purpose of the neighborhood meeting shall be to inform the neighborhood of the nature of the proposed land use and development features, answer questions, respond to concerns, and solicit comments.

**Meeting Date:**

The meeting must be held at least ten (10) calendar days prior to the Planning Board meeting.

**Meeting Time & Location:**

The meeting must be held no earlier than 6:00 pm Monday through Friday, and must be held in a location generally accessible to residents within close proximity of the request.

**Meeting Notice Mailing requirements:**

1. The applicant must contact all adjacent property owners via first class mailing (see sample letter).
2. The mailing must include all the persons, firms, or corporations owning property within 100 feet and immediately adjacent to the subject property. Where the subject property immediately adjoins a public or private right-of-way, landscape or riparian buffer, commonly-owned private area, public property, or homeowners' association property, then letters of notification shall be sent to adjoining property owners as if they directly abut the subject property.
3. The notice must be mailed at least ten (10) calendar days but not more than twenty-five (25) days prior to the date of the neighborhood meeting.

**Information provided to Planning Department:**

Alert the Planning Department when the date, location, and time are determined. Planning staff may attend the neighborhood meeting to answer process/code questions.

Return the following items to the Planning Department at least ten (10) calendar days prior to the Planning Board meeting in electronic or hard copy format:

- Neighborhood Meeting Summary Form
- Copy of the letter mailed
- Mailing list
- Attendance roster

- Stamped, addressed, empty envelopes with no return address, using the same addresses as used for the neighborhood meeting notification. (If not already submitted with the application). *This for a public notice of the public hearing mailed by the Town – thus, neighbors will receive both a neighborhood meeting letter from the applicant, and a notice of the hearing from the Town.*





**SAMPLE NEIGHBORHOOD MEETING LETTER -  
PLACE ON AGENT OR OWNER LETTERHEAD**

Date

Dear Clayton Area Property Owner:

The purpose of this letter is to notify you of an application filed with the Town of Clayton for a land use proposal involving property adjacent to, or in close proximity to, property shown in your ownership by Johnston County tax records. Per Town of Clayton regulations, a neighborhood meeting will be held to provide information to area residents about the nature of the proposal. A representative of the applicant will be present to explain their application, answer questions, and solicit comments.

Meeting Date: \_\_\_\_\_

Location: \_\_\_\_\_

Time: \_\_\_\_\_

Type of Application: \_\_\_\_\_

General Description [*Provide information about the project that could assist those reviewing this letter, such as a brief description, layout or map*]  
\_\_\_\_\_

If you have any questions prior to or after this meeting, you may contact us at **Insert phone number of applicant**

Sincerely,

Applicant

cc: Clayton Planning Dept.



# NEIGHBORHOOD MEETING ATTENDANCE ROSTER

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

Location/Date: \_\_\_\_\_

	NAME	ADDRESS
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

## MAJOR SUBDIVISION – PRELIMINARY PLAT REQUIREMENTS CHECKLIST

The applicant is responsible for completing this checklist. Please sign and submit with the completed application.

To be completed by the applicant:			Staff:
	Yes	N/A	
<b>GENERAL (ALL SHEETS):</b>			
1. Plans are a maximum of 24" x 36", folded to an 8.5" x 11" format, with a scale no smaller than 1 inch = 100 feet (scale of 1" = 20' to 60' preferred).	<input type="checkbox"/>	<input type="checkbox"/>	
2. Separate <b>sheets for each</b> : Subdivision Plan, Preliminary Engineering Plan, Existing Conditions. Information in this checklist should be placed on the appropriate sheet. (Additional sheets may be required depending on scope of the project).	<input type="checkbox"/>	<input type="checkbox"/>	
3. Multiple sheets are consecutively numbered (e.g. Sheet 1 of 4).			
4. Engineer/Surveyor Logo Box (name, address, phone number, fax, and e-mail, if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	
5. Name of subdivision (including phase numbers if applicable) and plan type (Subdivision, Final Plat, Exempt Plat, or Recombination).	<input type="checkbox"/>	<input type="checkbox"/>	
6. Revision Date	<input type="checkbox"/>	<input type="checkbox"/>	
<b>PRELIMINARY PLAN SHEET:</b>			
7. Name of township, county, and state in which the property is located.	<input type="checkbox"/>	<input type="checkbox"/>	
8. Vicinity sketch/map.	<input type="checkbox"/>	<input type="checkbox"/>	
9. Surveyor or professional engineer's name and seal.	<input type="checkbox"/>	<input type="checkbox"/>	
10. Date of survey and plat preparation.	<input type="checkbox"/>	<input type="checkbox"/>	
11. Provide the following project data in <u>Tabular</u> form:			
- Area of tract in square feet and acres	<input type="checkbox"/>	<input type="checkbox"/>	
- Parcel Identification # (and/or Tag #)	<input type="checkbox"/>	<input type="checkbox"/>	
- Owner's name and address	<input type="checkbox"/>	<input type="checkbox"/>	
- Within Town limits or ETJ	<input type="checkbox"/>	<input type="checkbox"/>	
- Zoning District	<input type="checkbox"/>	<input type="checkbox"/>	
- Overlay District (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	
- Indicate if the site is within a Watershed Protection Overlay	<input type="checkbox"/>	<input type="checkbox"/>	
- Total Number of Lots	<input type="checkbox"/>	<input type="checkbox"/>	
- Number of lots per acre (density)	<input type="checkbox"/>	<input type="checkbox"/>	
- Acreage in Resource Conservation Areas (UDC §155.500)	<input type="checkbox"/>	<input type="checkbox"/>	
- Annexation # (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	
- FEMA designated flood plain and floodway (include FIRM panel reference number and effective date) or certification that no flood plain exists within the subdivision.	<input type="checkbox"/>	<input type="checkbox"/>	
- Electric Provider			
- Water Provider (or indicate if well)	<input type="checkbox"/>	<input type="checkbox"/>	

To be completed by the applicant:			Staff:
	Yes	N/A	
- Sewer Provider (or indicate if septic)	<input type="checkbox"/>	<input type="checkbox"/>	
- Impervious (existing and proposed, square feet and %) – provide impervious for overall development and per lot	<input type="checkbox"/>	<input type="checkbox"/>	
- Maximum allowed impervious	<input type="checkbox"/>	<input type="checkbox"/>	
- Existing Use	<input type="checkbox"/>	<input type="checkbox"/>	
- Proposed Use	<input type="checkbox"/>	<input type="checkbox"/>	
12. An accurately positioned north arrow indicating true north, magnetic north, North Carolina grid (“NAD 83” or “NAD 27”), or is referenced to old deed or plat bearings. If the north index is magnetic or referenced to an old deed or plat bearings, the date and the source (if known) the index was originally determined is clearly indicated.	<input type="checkbox"/>	<input type="checkbox"/>	
13. The exact course and distance of every boundary line of the tract to be subdivided, fully dimensioned (metes and bounds) along with the location of intersecting boundary lines of adjoining lands in accordance with the North Carolina General Statutes § 47-30 – Plats and subdivisions; mapping requirements.	<input type="checkbox"/>	<input type="checkbox"/>	
14. Accurate location and description of all monuments, markers and control points.	<input type="checkbox"/>	<input type="checkbox"/>	
15. Show the 100 year flood plain, riparian buffer, wetlands, and any Resource Conservation Areas on all sheets.	<input type="checkbox"/>	<input type="checkbox"/>	
16. Blocks numbered consecutively throughout entire subdivision with lots numbered consecutively in each block. Lot numbers shall be placed in a circle or labeled “Lot __”.	<input type="checkbox"/>	<input type="checkbox"/>	
17. Phase lines. Phases are clearly labeled.	<input type="checkbox"/>	<input type="checkbox"/>	
18. The name and location of all adjoining subdivisions and adjoining lot property lines drawn with dotted lines at the same scale. Include the names of adjacent landowners.	<input type="checkbox"/>	<input type="checkbox"/>	
19. Location and width of all existing and proposed rights-of-way, Resource Conservation Areas, easements and areas dedicated to public use with the purpose of each stated.	<input type="checkbox"/>	<input type="checkbox"/>	
20. Location of safe sight triangles at project ingress/egress points, or as required.	<input type="checkbox"/>	<input type="checkbox"/>	
21. Minimum building setbacks /envelope are noted.	<input type="checkbox"/>	<input type="checkbox"/>	
22. All dimensional standards are shown in table format. Dimensional standards shall include: min. lot size, min. lot width, max building coverage, max impervious surface (entire subdivision), max impervious surface (per lot, in %), density, max height, and min dwelling unit size.	<input type="checkbox"/>	<input type="checkbox"/>	
23. Location of all existing and proposed easements, labeled as “public” or “private” and labeled with easement type.	<input type="checkbox"/>	<input type="checkbox"/>	
24. Width and type of any buffers and easements.	<input type="checkbox"/>	<input type="checkbox"/>	
25. Indicate the boundaries of any utility or greenway easements dedicated to the Town of Clayton and label “To Be Dedicated to the Town of Clayton.”	<input type="checkbox"/>	<input type="checkbox"/>	
26. Proposed streets are labeled, named and dimensioned. Correct street cross	<input type="checkbox"/>	<input type="checkbox"/>	

To be completed by the applicant:			Staff:
	Yes	N/A	
<p>section detail provided. Label street type based on definitions in §155.602(D). If streets are private:</p> <ul style="list-style-type: none"> <li>- All private streets shall be maintained by a designated responsible party. The party shall be noted on the plat.</li> <li>- Streets are labeled "Private Streets – No Town Maintenance."</li> </ul> <p>Street names must be approved by Town of Clayton via a Road Name Application.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
27. Lengths of all cul-de-sacs.	<input type="checkbox"/>	<input type="checkbox"/>	
28. Identify proposed traffic control signs and striping.	<input type="checkbox"/>	<input type="checkbox"/>	
<p>29. Location, purpose and dimensions of non-residential areas (such as parks, playgrounds, open space, churches, school sites, etc.)</p> <ul style="list-style-type: none"> <li>- All open space, parks, and similar common areas shall be maintained by a designated responsible party. The party shall be noted on the plat.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>30. Resource Conservation Areas must be shown and dimensioned on the plat. The following note must also be provided: "The Resource Conservation Area shown hereon is provided per the requirements of Article 5 of the Town of Clayton's Unified Development Code. This Resource Conservation Area must be preserved in perpetuity per the standards of the Unified Development Code"</p>	<input type="checkbox"/>	<input type="checkbox"/>	
31. Proposed stormwater retention/detention features and dimensions. If fenced, include fence location.	<input type="checkbox"/>	<input type="checkbox"/>	
32. Existing and proposed sidewalk system, access ramps, and crosswalks.	<input type="checkbox"/>	<input type="checkbox"/>	
33. Identify alternative modes of transportation including school stops, pedestrian connections, bicycle paths and bicycle racks.	<input type="checkbox"/>	<input type="checkbox"/>	
34. Show how streets are connected to property lines ("stub-out" streets) to provide for cross-connectivity and development on adjacent parcels. Show cross-access easements.	<input type="checkbox"/>	<input type="checkbox"/>	
35. Location of clustered mailboxes.	<input type="checkbox"/>	<input type="checkbox"/>	
36. Location and orientation of freestanding signs (signage is permitted separately).	<input type="checkbox"/>	<input type="checkbox"/>	
<b>LANDSCAPING PLAN SHEET (See §155.402 for Landscaping Requirements)</b>			
37. Show location, width, and type of all landscape buffers.	<input type="checkbox"/>	<input type="checkbox"/>	
<p>38. Provide a plant list summary table which includes:</p> <ul style="list-style-type: none"> <li>- A planting key identifying the various planting elements</li> <li>- The quantity of each type of plant material proposed</li> <li>- The size, height, caliper and spacing of plant material proposed</li> <li>- The Botanical and common names of plant material proposed</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
39. If common landscaped areas are provided, provide an irrigation note to read as follows: "All landscaped areas shall be provided with an automatically operated irrigation system that will adequately cover all living plant material, such system shall include a rain sensor." (If irrigation will not be utilized, drought-tolerant	<input type="checkbox"/>	<input type="checkbox"/>	

To be completed by the applicant:			Staff:
	Yes	N/A	
species must be used).			
40. Location, species, and caliper of any existing trees that will remain on site. If used to meet planting requirements, make note of what requirements are fulfilled by the preserved trees.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>EXISTING CONDITIONS SHEET:</b>			
41. On the existing conditions sheet, provide topography with two-foot contour intervals, showing the location of any natural features such as water courses, wooded areas, steep slopes (above 25%), or other geological features.	<input type="checkbox"/>	<input type="checkbox"/>	
42. Location of all existing buildings and structures, water/sewer/gas infrastructure, underground structures, easements, or other existing features.	<input type="checkbox"/>	<input type="checkbox"/>	
43. Existing structures, existing streets and roadway improvements, and existing utilities within 100 feet of the site.	<input type="checkbox"/>	<input type="checkbox"/>	
44. Label adjacent property acreage, owners, and zoning districts.	<input type="checkbox"/>	<input type="checkbox"/>	
45. Label subject parcel property owner, acreage, and zoning.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>PRELIMINARY ENGINEERING PLAN SHEET:</b>			
46. Show subdivision layout, streets, and all pertinent information from subdivision plat sheet.	<input type="checkbox"/>	<input type="checkbox"/>	
47. Identify curb radii for all internal and external vehicular use areas.	<input type="checkbox"/>	<input type="checkbox"/>	
48. Location of all existing and proposed utilities (water, sewer, electric, natural gas, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	
49. Location of all existing and proposed drainage structures.	<input type="checkbox"/>	<input type="checkbox"/>	
50. Location of all existing and proposed fire hydrants.	<input type="checkbox"/>	<input type="checkbox"/>	
51. Location of all existing and proposed easements, labeled as "public" or "private."	<input type="checkbox"/>	<input type="checkbox"/>	
52. Show street cross-sections.	<input type="checkbox"/>	<input type="checkbox"/>	
53. Indicate method of slope stabilization measures for all slopes steeper than 2.5:1.	<input type="checkbox"/>	<input type="checkbox"/>	
54. Identify the proposed storm water management system with location of inlets, piping and positive outfall along with typical section and top surface area of storm water retention/detention pond, including soil types, slope, bottom and top elevations, and finish floor elevations.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>OTHER</b>			
55. If subdivision includes townhomes, include architectural elevations sheet, noting construction materials, finishes and colors, height, and number of stories.	<input type="checkbox"/>	<input type="checkbox"/>	
56. Any other information considered by either the applicant or the Town to be pertinent to the review.	<input type="checkbox"/>	<input type="checkbox"/>	

Signed by Applicant: \_\_\_\_\_ Date: \_\_\_\_\_



**TOWN OF CLAYTON  
Planning Department**

111 E. Second Street, Clayton, NC 27520  
P.O. Box 879, Clayton, NC 27528  
Phone: 919-553-5002  
Fax: 919-553-1720

**OWNER'S CONSENT FORM**

*Consent is required from the property owner(s) if an agent will act on their behalf. A separate form is required from each owner. Consent is valid for one year from date of notary, unless otherwise specified. All fields must be completed.*

**Project Name:** \_\_\_\_\_ **Address or PIN #:** \_\_\_\_\_

**AGENT/APPLICANT INFORMATION:**

\_\_\_\_\_  
(Name - type, print clearly)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip)

I hereby give **CONSENT** to the above referenced agent/applicant to act on my behalf, to submit applications and all required materials and documents, and to attend and represent me at all meetings and public hearings pertaining to the following processes (*list applicable requests below*):

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

Furthermore, I hereby give consent to the party designated above to agree to all terms and conditions which may arise as part of the approval of this application.

I hereby certify that I have authority to execute this consent form as/on behalf of the property owner. I understand that any false, inaccurate or incomplete information provided by me or my agent will result in the denial, revocation or administrative withdrawal of this application, request, approval or permits. I further agree to all terms and conditions which may be imposed as part of the approval of this application.

**OWNER AUTHORIZATION:**

\_\_\_\_\_  
(Name - type, print clearly)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Owner's Signature)

\_\_\_\_\_  
(City, State, Zip)

**STATE OF** \_\_\_\_\_  
**COUNTY OF** \_\_\_\_\_

Sworn and subscribed before me \_\_\_\_\_, a Notary Public for the above State and County, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**SEAL**

\_\_\_\_\_  
**Notary Public**

**My Commission Expires:** \_\_\_\_\_



# TOWN OF CLAYTON

Planning Department  
111 E. Second Street, Clayton, NC 27520  
P.O. Box 879, Clayton, NC 27528  
Phone: 919-553-5002  
Fax: 919-553-1720

## ROAD NAME APPROVAL APPLICATION

Road name applications are for public street signs (blades) that are located within the Town limits. Once the public street names have been approved, the applicant must submit a written request to the Town of Clayton Public Works Department identifying the approved blades and their installation location(s). The Public Works Department will order and install the blades along with any required regulatory signage. The applicant will be invoiced for the total cost of the blades, one-half the cost of sign posts and one man hour of labor per sign post.

### SITE INFORMATION

Name of Project: \_\_\_\_\_ Acreage of Property: \_\_\_\_\_  
Tax ID #: \_\_\_\_\_ NC PIN: \_\_\_\_\_  
Deed Book: \_\_\_\_\_ Deed Page(s): \_\_\_\_\_  
Location: \_\_\_\_\_

Nearest Intersecting Roads: \_\_\_\_\_  
Township: \_\_\_\_\_

### PROPERTY OWNER INFORMATION

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_

### APPLICANT INFORMATION

Applicant: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Email Address: \_\_\_\_\_

### FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ File Number: \_\_\_\_\_

**ROAD NAME GUIDELINES SUPPLEMENTAL INFORMATION**

*The following guidelines must be followed. Please note that the Town of Clayton reserves the right to not approve any street name that is deemed inappropriate or fails to meet the guidelines.*

- No street names duplicate or sound similar to existing road names.
- None of the streets are names after individuals.
- Street names have been limited to 14 characters or less.
- No compass directions are included in the street names (north, south, east, west).
- Punctuation marks are not used in the street names (e.g. periods, hyphens, apostrophes, etc.).
- Double suffixes have been avoided (e.g. Deer Path Lane).
- All names have acceptable suffixes (e.g. Street, Drive, Court, Lane, etc.). *Please see the Town of Clayton’s approved list of suffixes (attached).*
- Names that are difficult to pronounce have been avoided.

**REQUIRED PLANS AND SUPPLEMENTAL INFORMATION**

*Please submit twice as many road names as needed with highest priority names listed first, written exactly as they should appear on the sign. The Town of Clayton Planning Department will coordinate with the Johnston County Planning Department for joint approval of street names. The Town of Clayton Planning Department will provide the applicant the final approval of street names. Approved street names are reserved for one year.*

Road Name	Suffix
<i>Ex.: Willow</i>	<i>Lane</i>
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Road Name	Suffix
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	
21.	

**APPLICANT AFFIDAVIT**

*I/We, the undersigned, do hereby make application and petition to the Town of Clayton Planning Department for street names. I hereby certify that I have full legal right to request such action and that the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material and all attachments become official records of the Planning Department of the Town of Clayton, North Carolina, and will not be returned.*

\_\_\_\_\_  
 Print Name  
 01/06/2016

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

\_\_\_\_\_  
 Date



# APPROVED SUFFIXES AND ABBREVIATIONS

<b>STREET SUFFIX</b>	<b>ABBREVIATION</b>
Avenue	AVE
Bend	BND
Boulevard	BLVD
Center	CTR
Circle	CIR
Cove	CV
Court	CT
Drive	DR
Expressway	EXPY
Extension	EXT
Gateway	GTWY
Freeway	FWY
Highway	HWY
Lane	LN
Loop	LOOP
Parkway	PKWY
Park	PARK
Path	PATH
Place	PL
Point	PT
Square	SQ
Ridge	RDG
Street	ST
Trace	TRCE
Trail	TRL
Way	WAY
Walk	WALK