REVIEW PROCESS
Minor & Major Subdivisions

Pre-application meeting with Planning Department

Submit Preliminary Application
1 month review per submittal

Technical Review Committee (TRC)

Address revisions & design questions

PRELIMINARY APPROVAL

Submit Stormwater & Erosion Control Permits

Informal ZOOM meeting to discuss overall subdivision plan, identify any red flags, and answer questions from staff and the applicant

Preliminary application must include: All applicable items from the Preliminary application checklist, proof of adjacent public notices, infrastructure allocations, and other applicable applications or completed approvals (Community Oriented Dev., Special Use Permits, etc.)

Internal staff review which includes a check by: Zoning, Fire Marshal, NCDOT, Stormwater, Erosion, Recreation, Soil & Water, Env'l Health, Addressing, MSD, COA Water

Staff will provide a letter of revisions and design comments. Applicant must contact any divisions needing revisions.

Staff grants approval of the Preliminary Application once all revisions have been addressed.

Stormwater and Erosion permits are required for commercial lots over 1 acre in size, and for any residential land disturbance that is proposed to be over 1 acre. No land disturbance can occur on the site until permits are approved.

COMMUNAL INFRASTRUCTURE

OPTION A
Construct all Communal Infrastructure

OPTION B
Submit a Financial Guarantee for cost to complete infrastructure

Draft Final Plat
Submit Final Plat for pre-review through the online portal

Submit approved plat for signatures
Lots can now be sold

Submit Site Plan Review (SPR) Permit for exterior lighting and communal retaining walls

Closeout Process
Submit As-Built Application showing completed communal infrastructure and submitting final closeout documents.

Staff inspection of completed road, street lighting, retaining walls, and other communal infrastructure

Draft Final Plat
Submit the Draft Final Plat through the online permitting portal

Submit approved plat for signatures
Lots can now be sold

Financial Guarantee returned once all approvals are complete

Apply for a Site Plan Review (SPR) Permit from the Planning Dept. for each structure.

At least 25% of communal infrastructure must be constructed. Up to 75% of remaining work can be covered by GOI. GOI must be for 125% of cost to complete. Engineer's estimate and GOI fee required.

The Draft Final Plat is submitted through the permit portal for a pre-review to check that subdivision statements and NC recording statements are on the plat. Plat must indicate that the project is being recorded with a Financial Guarantee.

Closing dates on lot sales cannot be scheduled, and lots cannot be sold until the final plat is signed and recorded.

Street lights, lit-signs, and retaining walls require an approved Site Plan Review and Building Permit prior to construction.

Refer to As-Built checklist for required documents: (ex: DOT Driveway permit, Road maintenance agreement, Financial Responsibility Form, utility releases, Engineer's cert., etc.)

Once the As-Built application and Engineer's certification is received, Planning staff will complete a road inspection.

The Draft Final Plat is submitted through the permitting portal for a pre-review to check that subdivision statements and NC required recording statements are printed on the plat.

Closing dates on lot sales cannot be scheduled, and lots cannot be sold until the final plat is signed and recorded.