February 27, 2020

Re: Plat review Policy Revision

Surveyors & Design Professionals:

Please be advised that the Buncombe County Planning Department is instituting policy changes related to the review and recordation of special, exempt, and family subdivision plats as follows:

**Review Period and Procedure for Subdivision Plats**

Due to an increase in the number of plats being reviewed by the Planning Department, on **March 14, 2020** the Department will be establishing a review period for plat submittals. Recombination, special, family, easement, plats within other jurisdictions, and exempt subdivision plats will be required to be submitted, and will be reviewed within a three (3) day time period. The following will apply:

- Plats may be submitted digitally by emailing planninginfo@buncombecounty.org or in person to the Planner of the Day in both digital (email, CD or USB/flash) and paper format. Submitted plats must include a submittal sheet when being submitted in person.
- Plats will be assigned to a planner who will work with the surveyor until the plat can be approved.
- When the surveyor brings the plat in for signature they must provide a digital copy (through email, CD, or USB) of the final plat for signature or a reduced size copy of 11X17 for the Department’s records.
- Plats will not be reviewed until the plat review fee has been paid. Once a case number is created the fee can be paid online through the County’s public access portal:

  [https://onlinepermits.buncombecounty.org/citizenaccess/Default.aspx](https://onlinepermits.buncombecounty.org/citizenaccess/Default.aspx)

**Electronic Plats**

Please be aware that the Buncombe County Register of Deeds Office is currently offering an eRecordation option for plats. Surveyors interested in eRecordation should contact one of the authorized eReordation providers for information regarding how to set up this feature. A list of providers can be accessed here:

Please note that upon selecting an authorized provider, the submitting company will need to complete the Submitter Memorandum of Understanding (MOU) with the Buncombe County Register of Deeds.

Surveyors shall provide plats they wish to record electronically through email to the assigned planner at the Buncombe County Department of Planning and Development who will review and approve the plat. Buncombe County is currently developing a portal on the Buncombe County Department of Planning and Development’s website for payment of subdivision plat fees in order to make the eRecordation option more efficient for those interested in utilizing it.

Please contact me if you have any questions regarding the above memo.

Sincerely,

[Signature]

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