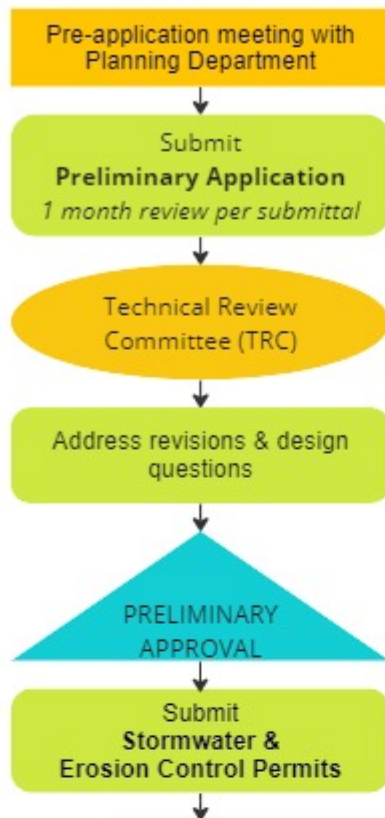


# REVIEW PROCESS

## Minor & Major Subdivisions



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

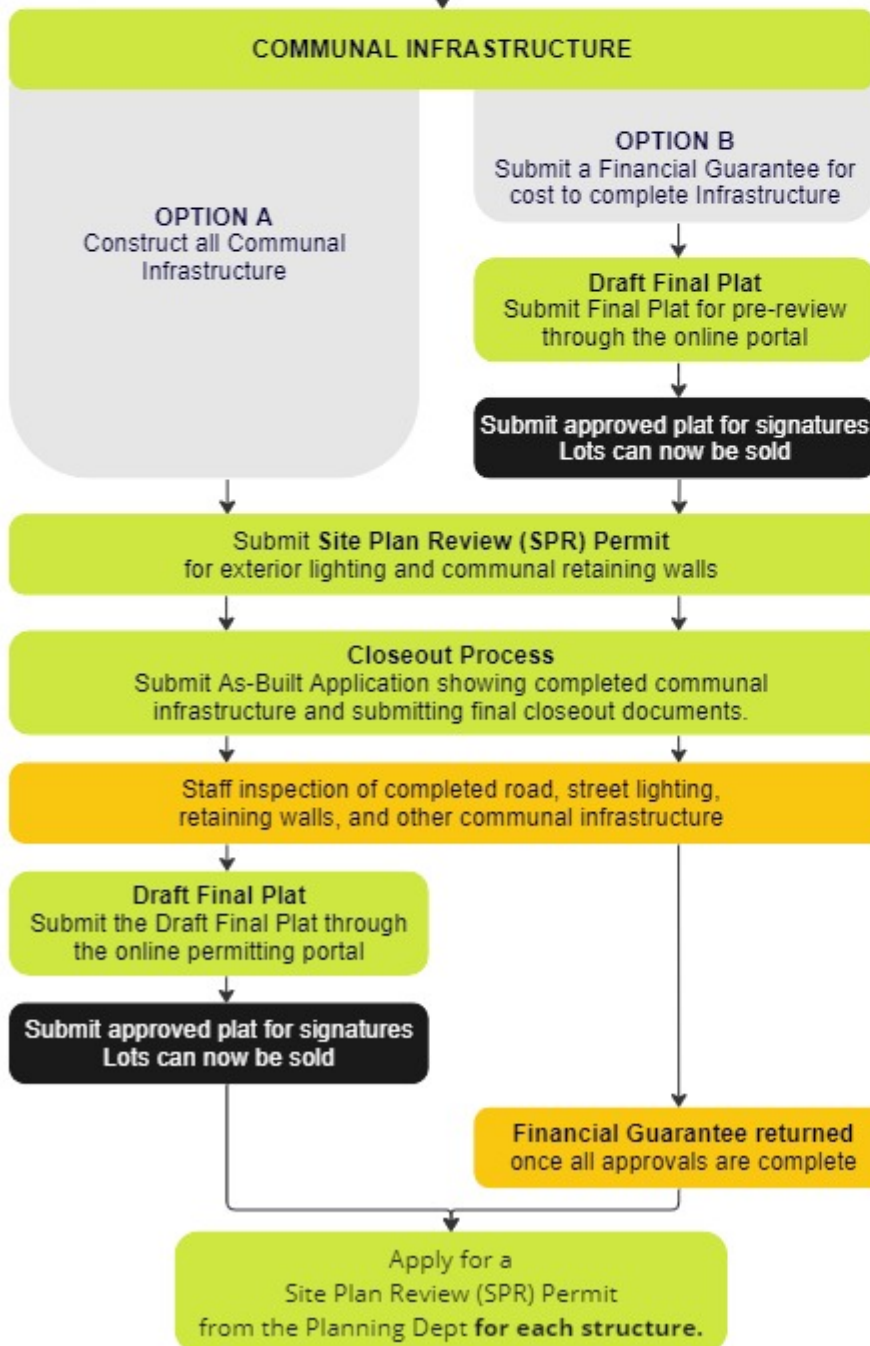
**Preliminary application must include:** All applicable items from the Preliminary application checklist, proof of adjacent public notices, infrastructure allocations, and other applicable applications or completed approvals (Community Oriented Dev., Special Use Permits, etc.)

**Internal staff review which includes a check by:** Zoning, Fire Marshal, NCDOT, Stormwater, Erosion, Recreation, Soil & Water, Env. 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.



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.